# Historical Edits

Historical edits are changes that an authorized employee makes to a timecard in a signed-off pay period. For example, if the vacation time you took was incorrectly charged, you may be able to enter a historical edit to adjust the timecard. You cannot make historical edits for the current pay period.

Open the timecard of the employee for whom you need to make a historical edit

➢ **Click** Amount > Add Historical.
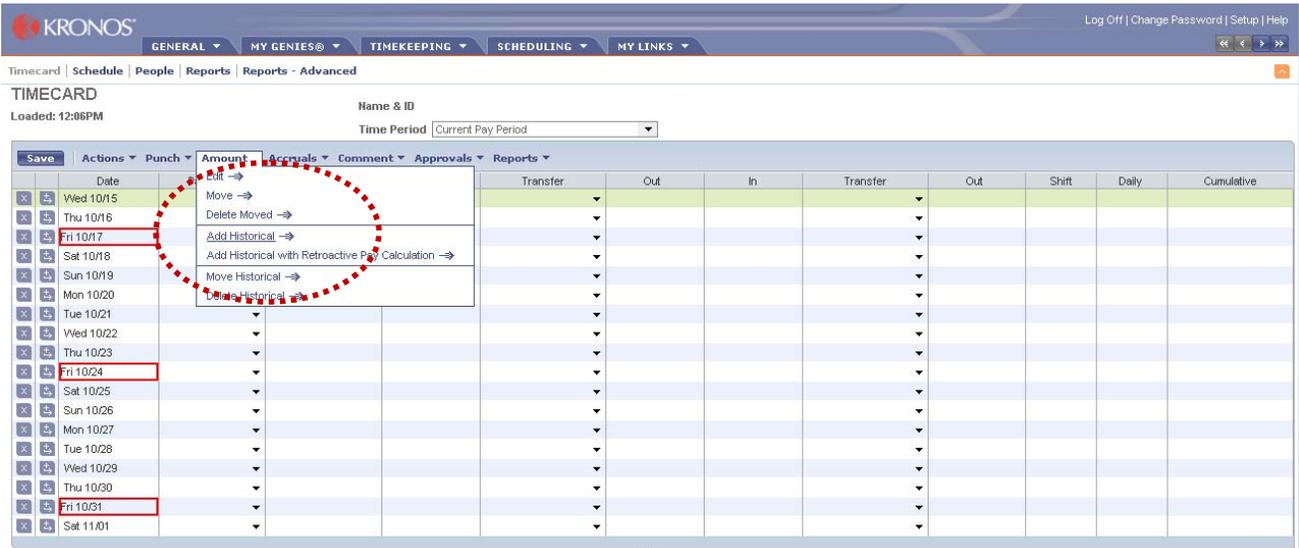
Historical Date: select the day you owe the employee time from the calendar.
Pay Code: Select the Pay Code for the employee
Amount: Enter the amount of hours owed
Transfer: If the employee is a transfer employee; select the correct transfer string from the Transfer drop down menu.
Effective Date: The effective date that populates on the menu is when the historial time will be paid from. You may change the effective date according to the pay period you are processing.

Finally save the Timecard

Check off "Include in totals for effective date" and "Impact accruals".
Click "OK"