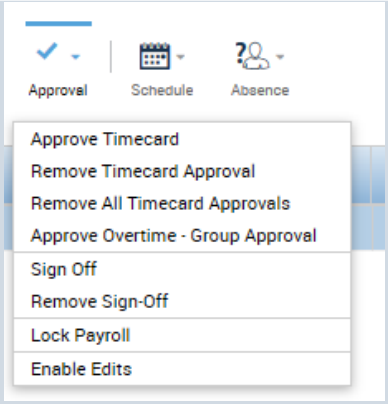
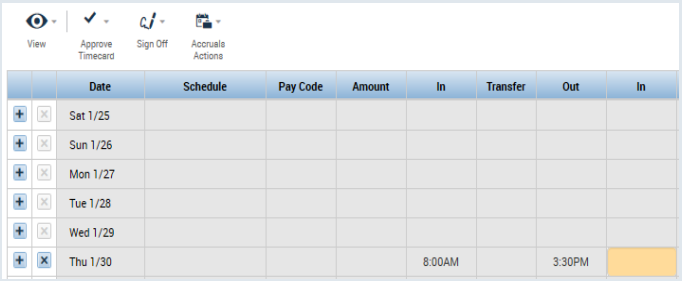
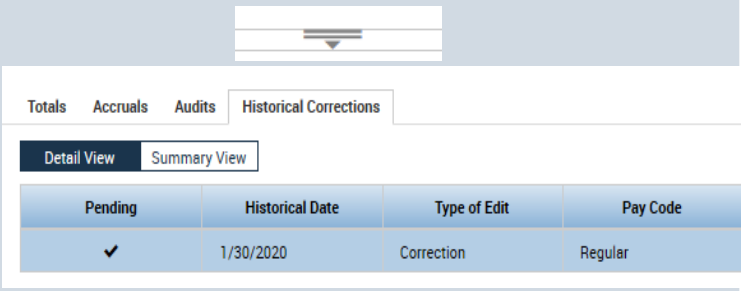
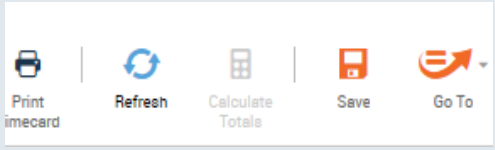
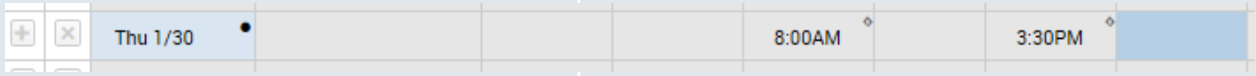
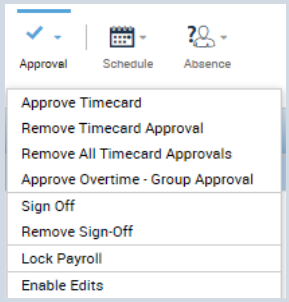
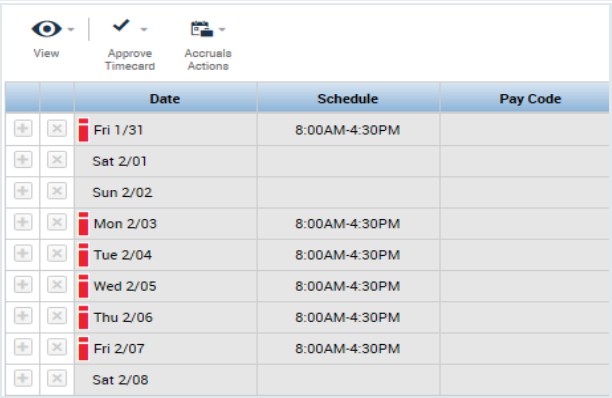
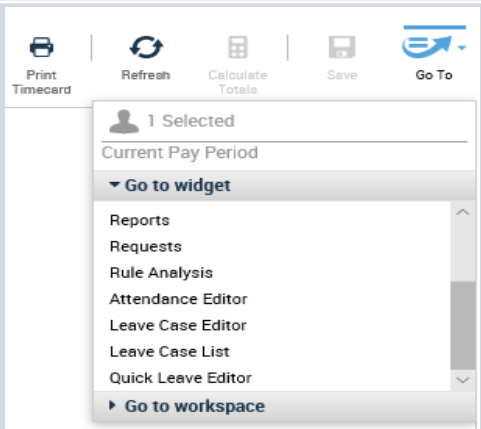
Historical Corrections

Purpose:
This job aid will help you get started with Historical Corrections in Kronos

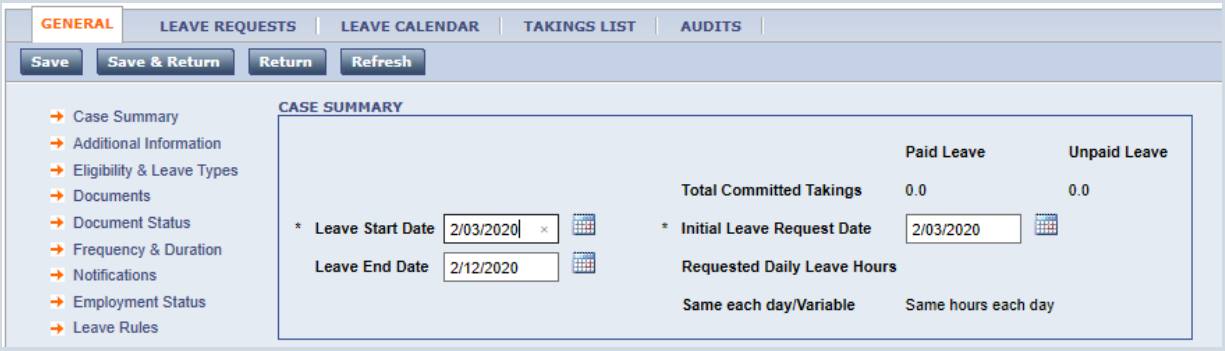
Steps	Screenshots
In order to perform a historical correction on a timecard you must first Enable Edits using the approval button on the Timecard, historical edits do not get sent to Core CT, but they need to be done manually to keep Kronos and Core CT in sync	
Once you've enabled edits, navigate to the timecard, you will see that it is grayed out due to it being signed off, you'll be able to click on the desired cell and input the changes you want to make	
Navigate to the menu at the bottom of the timecard and select the historical corrections tab, here you will see any historical corrections you have entered	
Double click on the historical correction and you will have the option to edit or delete the correction	

Steps	Screenshots
Once on the historical corrections menu, select the date you want the change to take effect, and then select the box to include your edits in the Totals accrual calculations	
After selecting Apply, press Save and you will see your changes on the Timecard. The days are identified by a circle and the cells changed with a diamond	 
Historical corrections for leave cases begin with the same enabling of edits as for timecards	
Validate that the leave case you are attempting to correct/create falls under a time period that has already been approved	
Select the employee you would like to modify and using the Go To button navigate to Leave Case List	

Date	Schedule	Pay Code
Fri 1/31	8:00AM-4:30PM	
Sat 2/01		
Sun 2/02		
Mon 2/03	8:00AM-4:30PM	
Tue 2/04	8:00AM-4:30PM	
Wed 2/05	8:00AM-4:30PM	
Thu 2/06	8:00AM-4:30PM	
Fri 2/07	8:00AM-4:30PM	
Sat 2/08		

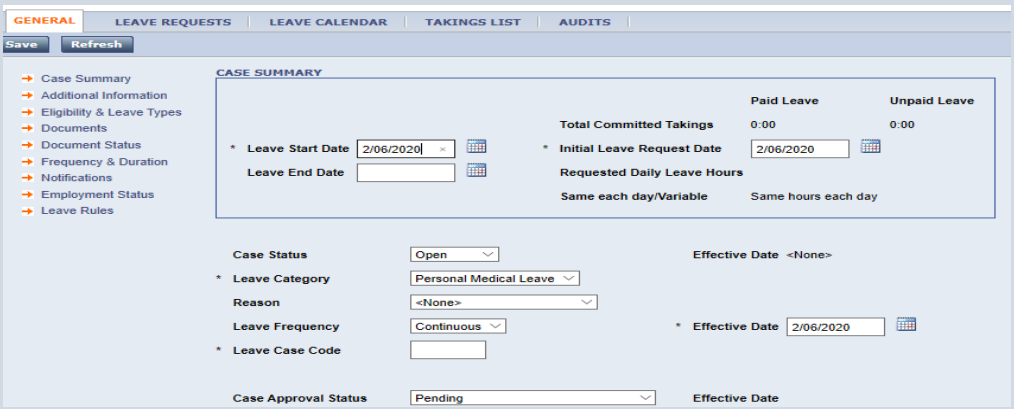
Steps	Screenshots
Select the time period you would like to adjust that has been signed off in this case it was Previous Pay Period	

Select the leave case from the list and then select the edit button to make a correction, you can also create a new case as shown below within the time period that has already been signed off, once completed click **Save & Return**



The following are the historical actions you can perform on an employee timecard.
- Project and commit leave takings to an employee's timecard

- Remove projected or committed leave takings

- You can open or close a leave case in a signed-off pay period

After performing your changes navigate to the employee timecard to view the changes under the historical corrections menu at the bottom of the page