

Historical Corrections

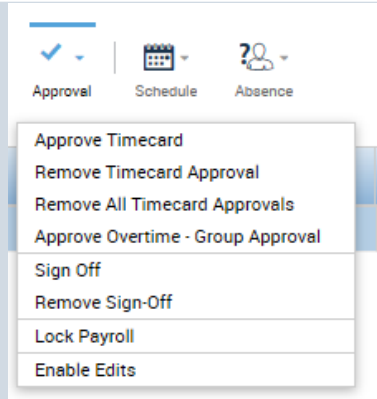
Purpose:

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

Steps

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

Screenshots



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

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
+	Sat 1/25							
+	Sun 1/26							
+	Mon 1/27							
+	Tue 1/28							
+	Wed 1/29							
+	Thu 1/30				8:00AM		3:30PM	

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

Totals Accruals Audits **Historical Corrections**

Detail View Summary View

Pending	Historical Date	Type of Edit	Pay Code
✓	1/30/2020	Correction	Regular

Double click on the historical correction and you will have the option to edit or delete the correction

Historical Corrections Actions

Historical Date: 1/30/2020

Effective Date: 2/06/2020

Pay Code: Regular

Account: DCF-DCF91000/DCF151003/-/-/189319-0-DCF/055409/7713SH

Amount: 7:30

User: snocera

Included in Totals: Yes

Edit Delete

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

Historical Correction

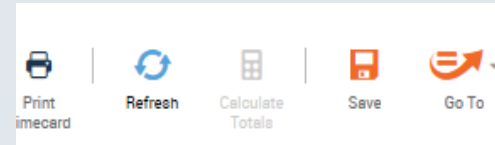
Effective Date:* 2/06/2020

Include Edits in the Totals

Comments (0) [Add Comment](#)

[Cancel](#) [Apply](#)

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



+	x	Thu 1/30	8:00AM	3:30PM
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Historical corrections for leave cases begin with the same enabling of edits as for timecards

Approval Schedule Absence

- Approve Timecard
- Remove Timecard Approval
- Remove All Timecard Approvals
- Approve Overtime - Group Approval
- Sign Off
- Remove Sign-Off
- Lock Payroll
- Enable Edits

Validate that the leave case you are attempting to correct/create falls under a time period that has already been approved

View Approve Timecard Accruals Actions

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

Select the employee you would like to modify and using the Go To button navigate to Leave Case List

Print Timecard Refresh Calculate Totals Save Go To

1 Selected

Current Pay Period

Go to widget

- Reports
- Requests
- Rule Analysis
- Attendance Editor
- Leave Case Editor
- Leave Case List
- Quick Leave Editor
- Go to workspace

Steps

Screenshots

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

Return Refresh New → Edit → Delete Select an Action ▾

Time Period Previous Pay Period 1/31/2020 – 2/13/2020 Apply

<input type="checkbox"/>	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency
<input type="checkbox"/>	Open	Personal Medical Leave	Organ Donor	Organ	Intermittent
<input checked="" type="checkbox"/>	Open	Personal Medical Leave	Illness Injury	SLFILL	Continuous

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**

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

CASE SUMMARY

	Paid Leave	Unpaid Leave
Total Committed Takings	0.0	0.0

* Leave Start Date 2/03/2020 ×

Leave End Date 2/12/2020

* Initial Leave Request Date 2/03/2020

Requested Daily Leave Hours

Same each day/Variable Same hours each day

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

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

CASE SUMMARY

	Paid Leave	Unpaid Leave
Total Committed Takings	0:00	0:00

* Leave Start Date 2/06/2020 ×

Leave End Date

* Initial Leave Request Date 2/06/2020

Requested Daily Leave Hours

Same each day/Variable Same hours each day

Case Status

* Leave Category

Reason

Leave Frequency

* Leave Case Code

Effective Date <None>

* Effective Date 2/06/2020

Case Approval Status

Effective Date