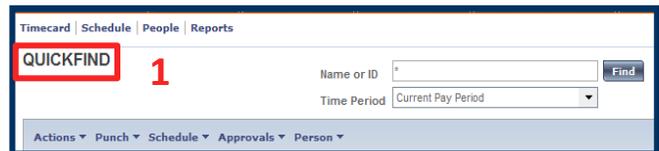


Historical Edits can only be entered in signed-off time periods.

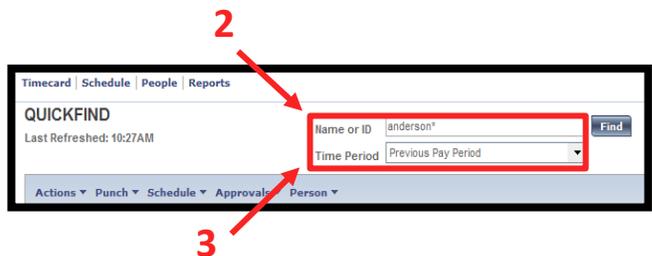
A Missed Punch Historical Edit must be performed whenever a signed-off timecard needs to have missed punch pay hours corrected.

A typical situation is when an employee has a missed punch that was not caught and corrected by the supervisor. The employee will have 0 hours recorded for any day in which they have a missed punch and as a result, not be paid for that day.

1. Log in to CalTime. CalTime will open to **QUICKFIND**.

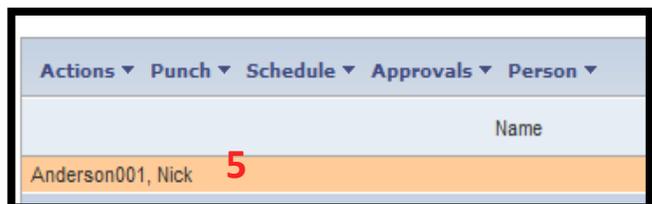


2. Enter the last name or ID of the employee needing a historical edit into the **Name or ID** Field.
3. Select the appropriate **Time Period** in the **Time Period** field. In this example **Previous Pay Period** is chosen.
4. Click the **Find** button.




A list of matching employees will be displayed—in this example **Anderson001 Nick**.

5. Double-click on the desired employee name to navigate to their timecard in the defined time period.

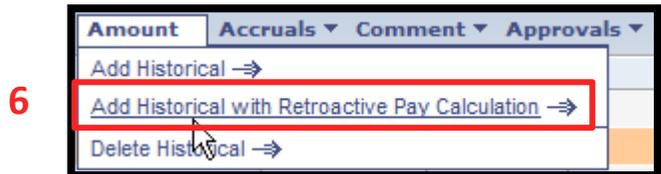


Name
Anderson001, Nick

In this example, Nick Anderson failed to punch out on **Friday 8/29**, as indicated by the solid red box in the **Out** punch column on his timesheet. This resulted in Nick not getting paid for work done on 8/29. The time period is signed off, indicated by blank fields in the first two columns of the timesheet. The objective of this retroactive pay historical edit is to correct the missed punch, and pass the time to PPS to be paid out in the current biweekly pay period.

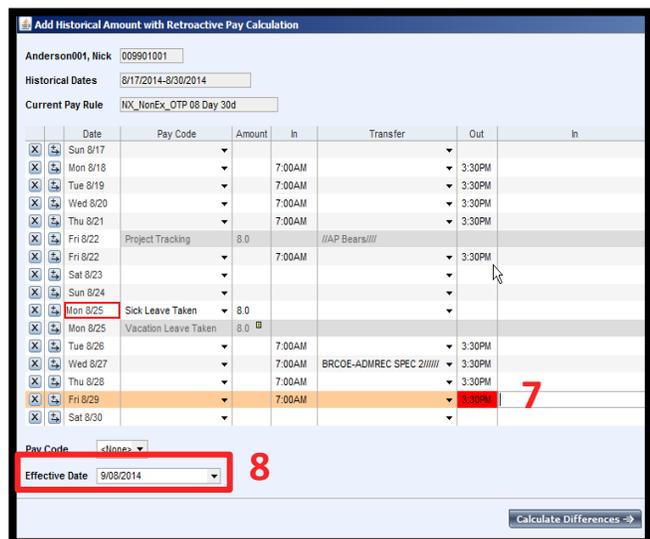
Date	Pay Code	Amount	In	Transfer	Out
Sun 8/17					
Mon 8/18			7:00AM		3:30PM
Tue 8/19					
Wed 8/20			7:00AM		3:30PM
Thu 8/21			7:00AM		3:30PM
Fri 8/22	Project Tracking	8.0		//AP Bears//	
Fri 8/22			7:00AM		3:30PM
Sat 8/23					
Sun 8/24					
Mon 8/25	Sick Leave Taken	8.0			
Mon 8/25	Vacation Leave Taken	8.0			
Tue 8/26			7:00AM		3:30PM
Wed 8/27			7:00AM	BRCOE-ADMREC SPEC 2//	3:30PM
Thu 8/28			7:00AM		3:30PM
Fri 8/29			7:00AM		
Sat 8/30					

- Click the **Amount** menu, and select the **Add Historical with Retroactive Pay Calculation** item to navigate to the **Add Historical with Retroactive Pay Calculation** screen.



The **Add Historical Amount with Retroactive Pay** window will display. The needed correction can now be added to the appropriate cell in the timesheet.

- Enter the corrections needed into the appropriate fields in the timesheet.
- Enter the desired **Effective Date** in the **Effective Date** field in the lower left of the window. The **Effective Date** must be in the current non-signed-off pay period.



In this example, **3:30 PM** has been added to the **Out** punch cell to correct the missed out punch, and **9/08/2014** has been added to the Effective Date field.

- Click the **Calculate Differences** button on the bottom of the window to bring up the next window.

The second window associated with the **Add Historical Amount with Retroactive Pay Calculation** process will appear.

The **Effective Date, Historical Date, Account, Pay Code, and Amount** will be pre-populated.

- Check the **Include in Totals\*** checkbox to send this 8-hour additional **Regular** pay to PPS for payment in the current pay period payout.

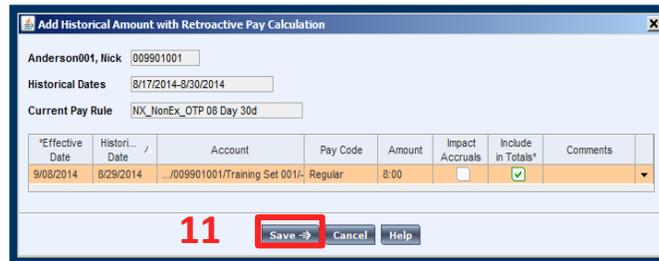
**NOTE:** The **Include in Totals** checkbox should only be checked if the following conditions are met:

- There is no change to pay rate.
- There is no change to job code.
- Only additional hours must be paid.
- The employee is okay with waiting for payment until the next bi-weekly pay cycle.



If a manual check was requested for the hours to be paid to the employee, do not check the **Include in Totals\*** checkbox. To do so will result in double-pay for edited hours.

11. Click the **Save** button to save this historical edit.



After clicking the **Save** button the timecard will appear. An additional row will have been added by CalTime on the date with the historical edit. In this example, that is **Friday 8/29**.

The line that is the historical edit will have a gray background. In this example, the gray background line indicated **Regular** pay for **8.00** hours was added.

Thu 8/28				7:00AM		3:30PM
Fri 8/29	Regular	8:00	...	009901001/Training Set 001/-		
Fri 8/29				7:00AM		

The Missed Punch Historical Edit process is complete.

**NOTE:** You can determine if you checked the **Include In Totals** box or not by clicking on the **HISTORICAL AMOUNTS** tab on the bottom left of the timecard and looking for **(paid)** in the **Amount** cell of the historical edit line.

If you checked the **Include In Totals** box and sent the transaction to PPS for payment in current pay period, the **Amount** cell will read just the amount of hours.

If you did not check the box and ordered a manual check, **“(paid)”** will be next to the hours in the **Amount** cell.

**HISTORICAL AMOUNTS**

From Pay Code	To Pay Code	Amount
	Regular	8.0 (paid)

