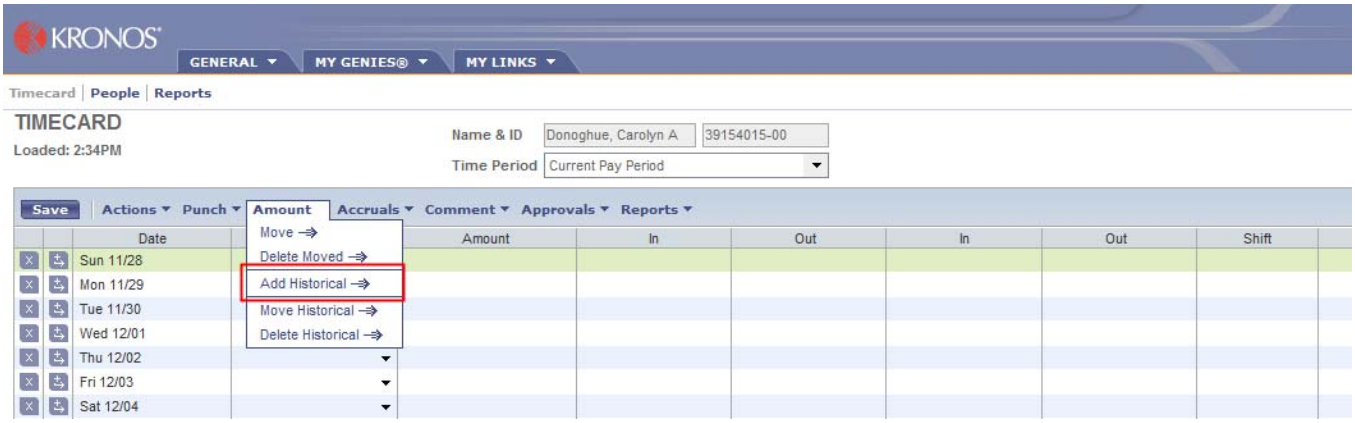
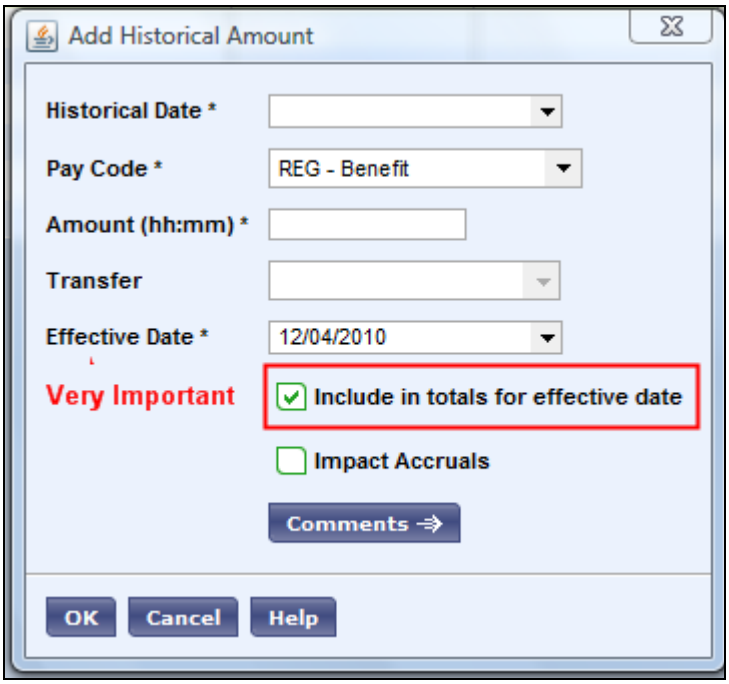
Kronos Workforce Timekeeper
Historical Edits

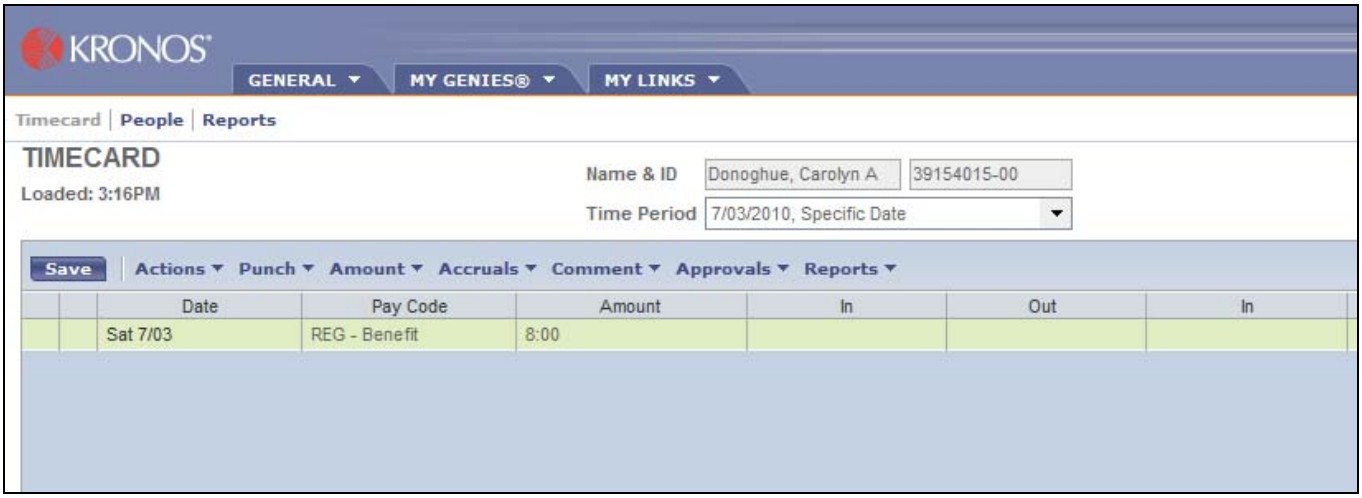
Historical Edits are pay code adjustments to an employee(s) timecard for previous hours worked within a previous pay period. Historical Edits can be added, deleted or moved within paycodes. Historical Edits are processed from the Current Pay Period Timecard. There are two types of Historical Edits: those involving moving hours between labor accounts and those that require a retro pay calculation to adjust payment.





Fields	Description
Historical Date	Enter the date of which to enter hours or dollar amount. Date must be from a previously signed off pay period.
Pay Code	Enter paycode for the Historical Edit being processed.
Amount	Enter amount in Hours/minutes (hh:mm) or dollar amount.
Transfer	N/A
Effective Date	Enter the date in the current pay period.
Include in Totals for Effective Date	Select the check box to have amounts appear in the Totals tab as well as the Historical Amounts tab. This is required for the employee to be paid for the Historical Amount.
Impact Accruals	N/A
Comments	Enter a comment to be used with the Historical Edit if needed.
OK	Select OK to complete the Historical Edit.

Once the Historical Edit is complete, the manager can refer back to the Effective date of the edit to review the historical edit. It can also be viewed in the current pay period where the edit was done.



Copyright - The Trustees of Boston College
URL:
http://www.bc.edu/bc_org/hvp/hrsc/kronos_historicaledits.html
Last Updated: November 30, 2010
When directing comments and questions about this page to hr@bc.edu please include the URL above.

This page is provided by the HRSC of the Department of Human Resources