



## Timekeepers: Historical Edits in Kronos

Effective the first pay period for Workday beginning March 26, 2022, Timekeepers will be responsible for correcting pay periods that have been paid in Workday. These edits are for changes to **time** incorrectly paid due to failure to enter time in a previous period or shift or if the wrong pay code was entered. Edits will **not** be made in Kronos for job code changes or if an employee has since been terminated. Historical edits will be included in the payroll file or in an off-cycle payroll file and will feed to Payroll based on the pay period they are entered. Note that VUMC Payroll will determine when/if an off-cycle check will be issued.

### Select the Timecard and Pay Period

From the Kronos Homepage:

1. Navigate to the employee's timecard by entering the **employee name** or **ID** in the **QuickFind** field.
2. Select the **calendar** icon.
3. Choose the **timeframe** for the historical correction, must be the **start** and **end date** of previously paid period in **Workday**.
4. Click **Apply**.
5. Click **ONCE** on the appropriate **employee**.
6. Select the **Approval** drop-down menu.
7. Select **Enable Edits**.
8. A confirmation screen will appear. Select **Yes**.

The screenshot shows the Kronos interface with several steps highlighted by green circles:

- 1: QuickFind field
- 2: Calendar icon
- 3: Start Date field
- 4: Apply button
- 5: Employee name (Dwight Schrute)
- 6: Approval dropdown menu
- 7: Enable Edits option in the dropdown
- 8: Confirmation dialog box "Are you sure you want to Enable Edits?" with Yes/No buttons.

### Edit the Timecard

From the employee's timecard:

1. You can edit the signed off time periods by selecting the appropriate **field(s)**. On this table, you can: add/edit paycodes, add/edit punches, add/edit transfers, etc.

**Note:** A black dot will appear next to the date(s) on which historical corrections have been made.

2. After making all the necessary changes, go to the **Historical Corrections** tab and verify the changes.
3. Select the **Save** icon to save the changes only after you have verified the changes.

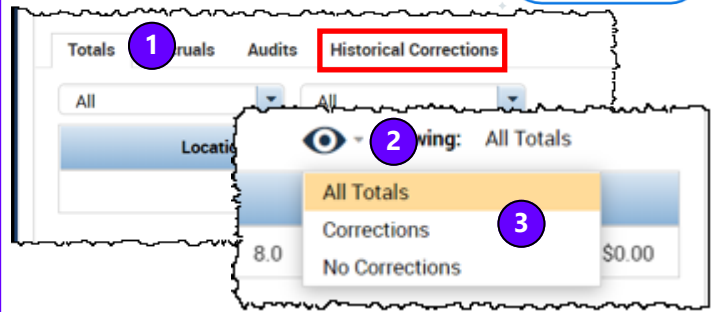
The screenshot shows the Kronos timecard interface with the following elements:

- Timecard table with columns: Date, Pay Code, Amount, In, Transfer, Out, In.
- Row for Wed 7/06 with a black dot next to the date and a dropdown menu for the amount (8.0).
- 2: Historical Corrections tab selected.
- Summary View tab selected.
- Table with columns: Pending, Historical Date, Type of Edit, Pay Code, Amount, Wages, Account, Comment, Note, User, Edit Date, Effective Date, Include in Totals.
- Row for 7/06/2022 with Type of Edit: Correction, Pay Code: PNS, Amount: 8.0, Wages: \$0.00, Account: ..ned/0/CC01546, User: Ansarmov.v..., Edit Date: 11/08/2022, Include in Totals: Yes.
- 3: Save icon.

### Reviewing Data

From the Totals tab:

1. Select the **Totals** tab. There is an additional tab for Historical Corrections.
2. Select the **Eye** icon.
3. Select **Corrections** from the drop-down menu.
4. Select the **Audit** tab to see details of historical corrections.

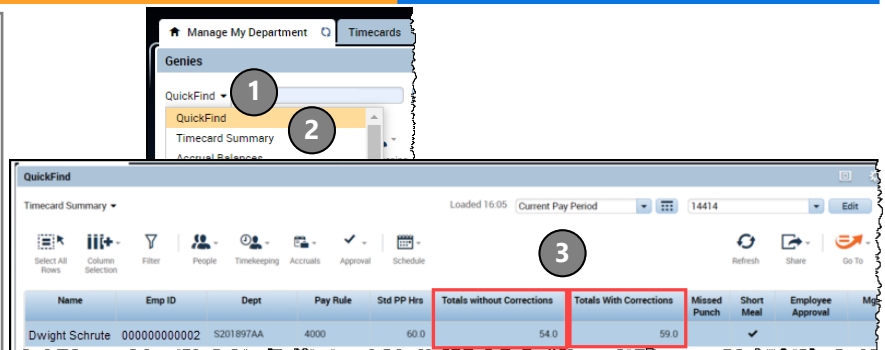


Effective Date	Historical Date	Type of Edit	User	From Account	To Account	From Pay Code	To Pay Code	Amount	Comment	Note	Include in Totals
11/08/2022	7/06/2022	Correction	Ansarmo.vu...	...	...med/0/CC01546	PNS		8.0			Yes

### Timecard Summary

From the Manage My Department tab:

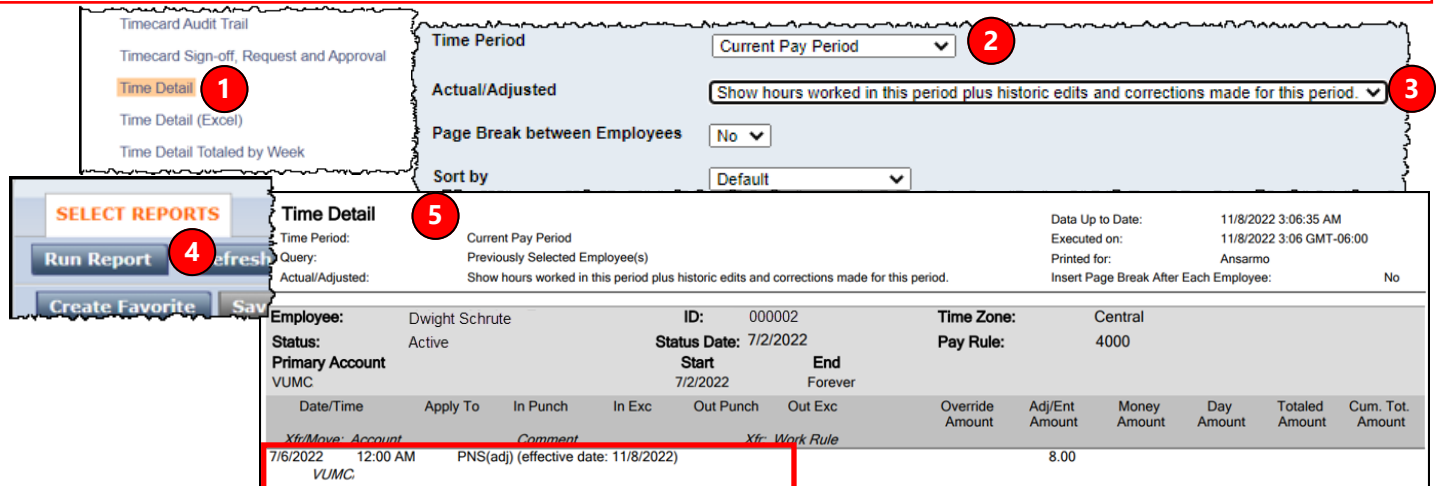
1. Select the **QuickFind** drop-down menu.
2. Select **Timecard Summary**.
3. Two new columns will appear: **Totals without Corrections** and **Totals With Corrections**.



### Time Detail Report

From the Time Detail Report:

1. You can also use the **Time Detail Report** to see the historical corrections data. Select the **Time Detail** option under **Reports**.
2. Next to **Time Period**, select **Current Pay Period**.
3. Next to **Actual/Adjusted**, select **Show hours worked in this period plus historic edits and corrections made for this period**.
4. Select **Run Report**.
5. The **Time Detail Report** will provide the date along with the **historical correction date and effective date**.



### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).