

## EDIT HISTORICAL HOURS

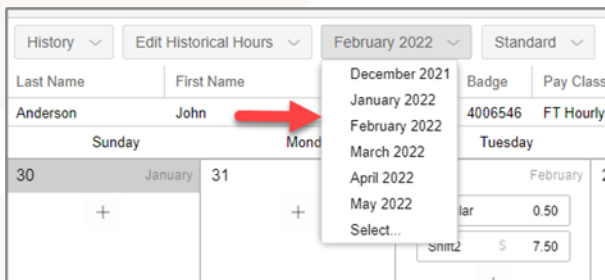
You can edit employee hours after the prior pay period has posted. An example of a time this can be helpful if an employee requests FMLA for a day next week, but it took the employee 2 weeks to provide the proper paperwork.

The steps below will show how to edit an employee's historical hours.

1. Navigate to an employee and select their **History Page**.
2. Select **Edit Historical Hours**, this name may vary.

History		Edit Historical Hours		February 2022	Standard								
Last Name	First Name	ID	Badge	Pay Class	Hourly Status	Department	Lunch	Hired					
Anderson	John	6149	4006546	FT Hourly	Full Time	Nursing- CNA	Lunch 30	07/20/21					
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
30	January	31	January	1	February	2	February	3	February	4	February	5	February
+		+		Regular 0.50 Shift2 \$ 7.50		Regular 2.75 Shift2 \$ 7.00		+		Shift2 \$ 7.25		Shift2 \$ 7.50	

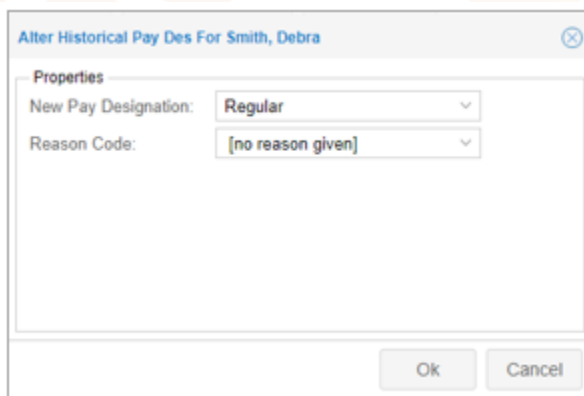
3. Choose the appropriate month




4. The hours will appear on each day
5. Make your edit:

### Change the Pay Designation

If you need to just change the pay designation, not the amount click on the hours you want to change and choose a new pay designation.



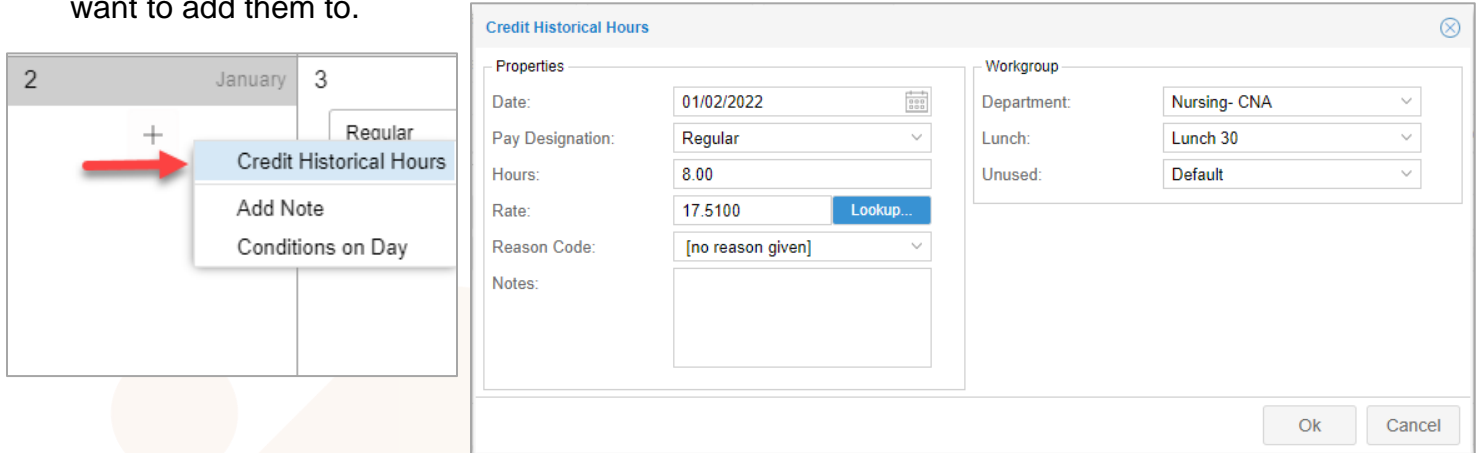
26	December
Vacation	8.00
+	



26	December
FMLA	8.00
+	

## Credit or Debit Hours

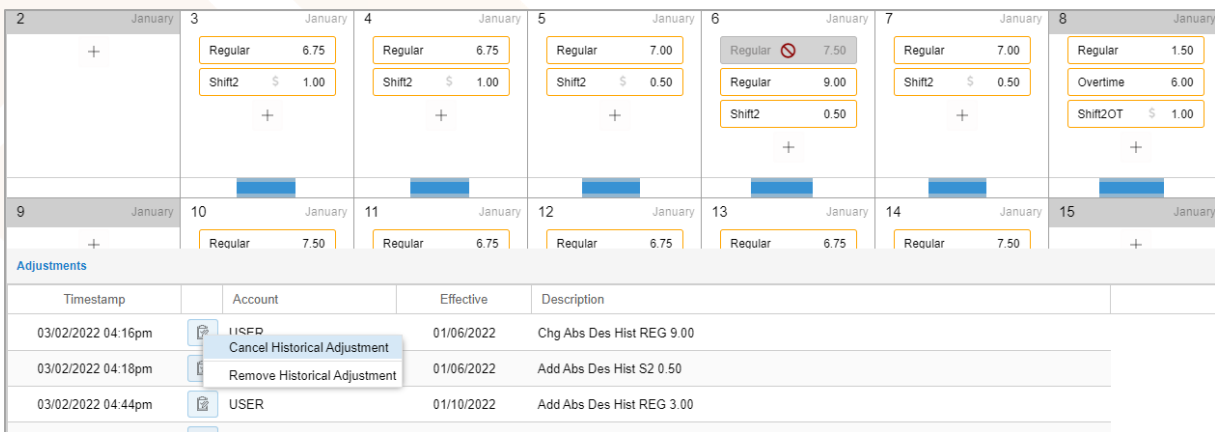
If you need to add or remove the hours on a day, you can choose the PLUS (+) on the day you want to add them to.



Field	Description
Date	Defaults to the day selected
Pay Designation	Select Pay Designation to assign the hours
Hours	Enter hours. Negative value will debit.
Rate	Enter rate of pay. Defaults to employees' current base rate
Reason Code	Select Reason Code
Notes:	Type in note.
Workgroup	Select Workgroup hours will apply. Defaults to employee's home assignment

## Cancel or Remove an Edit

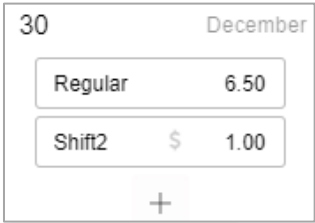
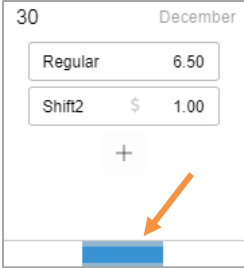
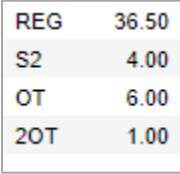

1. Click on the Adjustments panel on the bottom of the screen to expand
2. Click the Trashcan next to the Edit that you want to delete
3. Select Remove or Cancel Historical Adjustment



Timestamp	Account	Effective	Description
03/02/2022 04:16pm	USER	01/06/2022	Chg Abs Des Hist REG 9.00
03/02/2022 04:18pm	USER	01/06/2022	Add Abs Des Hist S2 0.50
03/02/2022 04:44pm	USER	01/10/2022	Add Abs Des Hist REG 3.00

## Historical Preferences

Preferences allow you to customize the display of the Historical Hours view. Open the preferences by pressing the button in the upper right.

Preference	Description
Presentation	<p><b>Standard:</b> One type of historical hours displays at a time</p>  <p><b>Include Secondary:</b> This option is only useful to LTC clients that are tracking PBJ hours.</p>
Coverage	<p><b>Shift:</b> Displays a bar at the bottom of the calendar to represent the time of the shift. This is useful when shifts cross midnight to help understand where the shift was actually worked.</p> 
Totals	<p><b>Pay Des Hours:</b> Display a totals column of each Pay Designation at the end of each weekly row.</p>  <p><b>Workgroup Hours:</b> Display a totals column of each Workgroup at the end of each weekly row.</p> 
Workgroup Rendering	<p>Choose which Workgroup Level you want to display and choose to display the name or number.</p> 