

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 Histo	rical Hours 🗸	February 20	22 V Stand	lard \sim										
Last Name	First	t Name	ID	Badge	Pay Class		Hourly Status	Department		Lunch			Hired		
Anderson	Joh	n	6149	4006546	FT Hourly		Full Time	Nursing- CNA		Lunch 30			07/20/21		
s	Sunday	Mond	ay	Tuesday			Wednesday	Th	ursday		Frida	у		Saturda	у
30	January	31	January 1		February	2	February	3	February	4		February	5		February
	+	+		Regular	0.50	Regul	ar 2.75	+	F	Shift2	\$	7.25	Shift2	\$	7.50
				Shift2 \$	7.50	Shift2	\$ 7.00				$^+$			+	

3. Choose the appropriate month

History	- Edit H	listorical Hou	rs 🗸	February 2022 🗠	Stan	dard \sim
Last Name Anderson		First Name John 🛛 💼		December 2021 January 2022	Badge 4006546	Pay Class
	Sunday		Mond	February 2022 March 2022	Tuesda	у
30	Janu	ary 31		April 2022		February
	+		+	May 2022 Select	lar	0.50
				Select	2 \$	7.50

- 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.

Alter Historical Pay Des F	or Smith, Debra		\otimes			
Properties New Pay Designation:	Regular	~				
Reason Code:	[no reason given]	~	2	December 8.00	26 FMLA	Decer
					+	
	c	Ok Cance	H.			

1.800.841.3824 advancedtime.com Grand Rapids Office - 4475 Wilson Ave. SW, Suite 8, Grandville, MI 49418 Detroit Office - 45570 Maben Road, Suite 400, Canton, MI 48187



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.

				Credit Historical Hours					\otimes						
2		January 3		Properties			Workgroup								
2		oundary	۰ 	Date:	01/02/2022		Department:	Nursing- CNA	\sim						
	+	a	Regular	Pay Designation:	Regular	\sim	Lunch:	Lunch 30	~						
-		Credit	Historical Hours	Hours:	8.00		Unused:	Default	~						
		Add N	lote	Rate:	17.5100	Lookup									
		Condi	tions on Day	Reason Code:	[no reason given]	\sim									
				Notes:											
								Ok	k Cancel						

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

	2 January	3			Janua	У	4		January	5	5		January	6			January	7			January	8		January
	+		Regular		6.75		Regula	r	6.75		Regula	r	7.00		Regular	\otimes	7.50		Regular		7.00		Regular	1.50
			Shift2	\$	1.00		Shift2	\$	1.00		Shift2	\$	0.50		Regular		9.00		Shift2	\$	0.50		Overtime	6.00
				+				+				+			Shift2		0.50			$^+$			Shift2OT \$	1.00
																$^+$							+	
					-	+																		
	9 January	10			Janua	у	11		January	1	12		January	1	3		January	1	4		January	1	5	January
	+	۱ſ	Regular		7.50		Regula	r	6.75		Regula	r	6.75		Regular		6.75		Regular		7.50		+	
	Adjustments																							
	Timestamp		Acco	ount				Effe	ctive		Descriptio	n												
	03/02/2022 04:16pm	ß			torical Ac	justr	ment	01/06	6/2022	C	Chg Abs E	es Hist	REG 9.00											
	03/02/2022 04:18pm	Ľ	Rem	ove Hi	storical A	djus	tment	01/06	6/2022	A	Add Abs D	es Hist	S2 0.50											
	03/02/2022 04:44pm	ß	USEI	R				01/10)/2022	A	Add Abs D	les Hist	REG 3.00											
- 1		6																						



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	Standard: One type of historical hou 30 December Regular 6.50 Shift2 \$ 1.00 + Include Secondary: This option is c	only useful to LTC clients that are tracking PBJ hours.							
Coverage	Shift: 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.								
Totals	Pay Des Hours: Display a totals column of each Pay Designation at the end of each weekly row. Workgroup Hours: Display a totals column of each Workgroup at the end of each weekly row.	REG 36.50 S2 4.00 OT 6.00 2OT 1.00 Nursing- CNA 31.25 Nursing - LPN 7.50							
Workgroup Rendering	Choose which Workgroup Level you want to display and choose to display the name or number.	Workgroup Levels Image: Constraint of the second secon							

Grand Rapids Office - 4475 Wilson Ave. SW, Suite 8, Grandville, MI 49418 **Detroit Office** - 45570 Maben Road, Suite 400, Canton, MI 48187