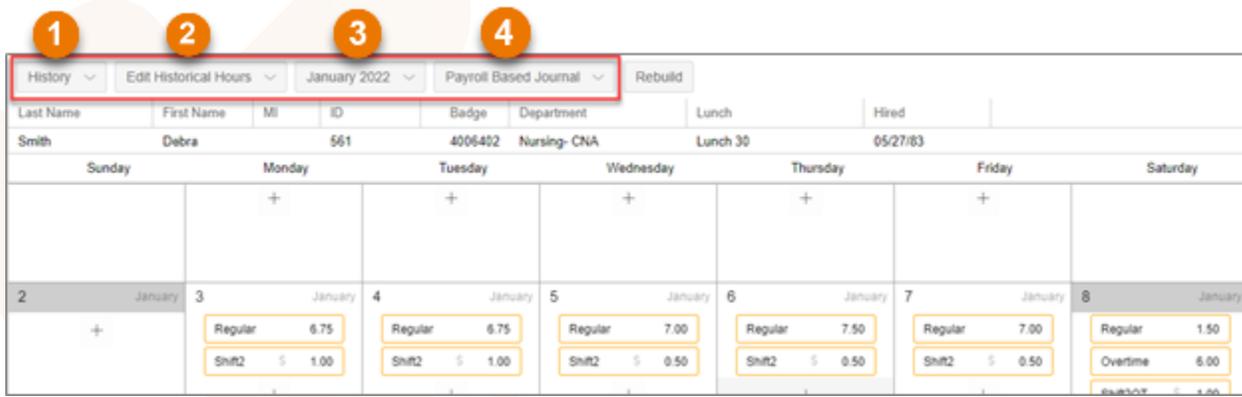


## EDIT HISTORICAL PBJ HOURS

You can edit historical PBJ hours for CMS reporting. An example of where this can be useful is if a universal care worker forgot to transfer to the CAN job and it was not corrected before the pay period was archived.

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

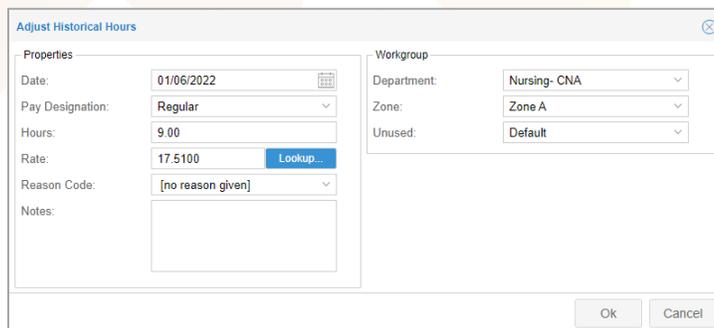
1. Navigate to an employee and select their **History Page**.
2. Select **Edit Historical Hours**, this name may vary.
3. Select the month changes are needed
4. Choose **Payroll Based Journal** hours.



5. PBJ Hours will display on each day.
6. Make your edit. (Edits Listed Below)
7. Rebulid the Totals. (Pg.3)

### Change the Pay Designation

If you need to change an existing record, click on the hours on the appropriate day and the Adjust Historical Hours screen will appear. Editing PBJ hours will not affect standard "Payroll" hours.



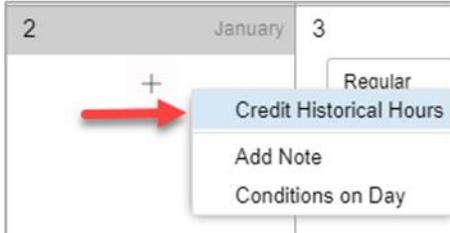
Field	Description
Date	Defaults to the day selected
Pay Designation	Pay Designation the hours go to.
Hours	Adjust hours, if needed
Rate	Rate of pay applied.
Reason Code	Select Reason Code
Notes:	Type in notes.
Workgroup	Workgroup the hours are applied to.



## Add a new record

If you need to add hours on a day you can choose the Plus (+) on the appropriate day then select Credit Historical Hours.

Fill in the Appropriate Pay Designation, Hours, and the Workgroup.



**Credit Historical Hours**

**Properties:**

Date:

Pay Designation:

Hours:

Rate:

Reason Code:

Notes:

**Workgroup:**

Department:

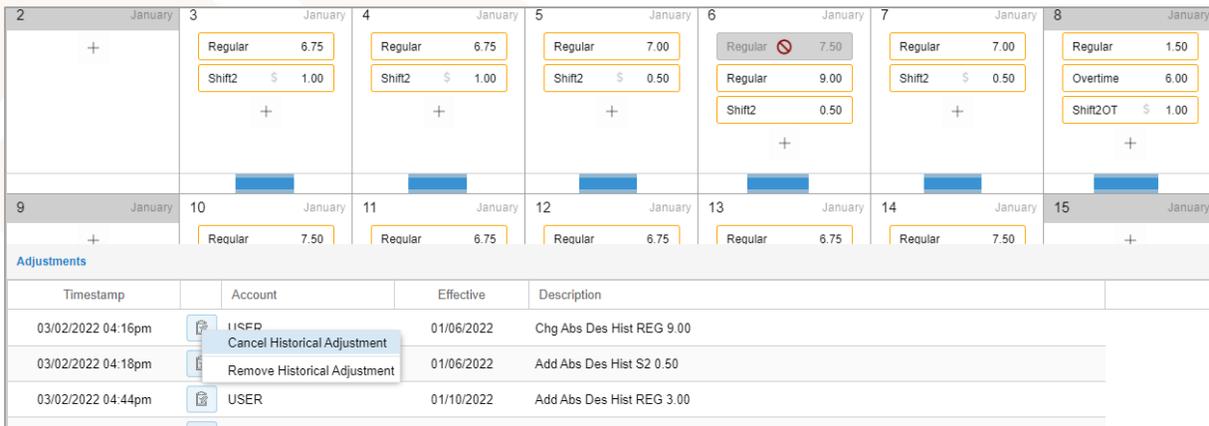
Zone:

Unused:



## 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**

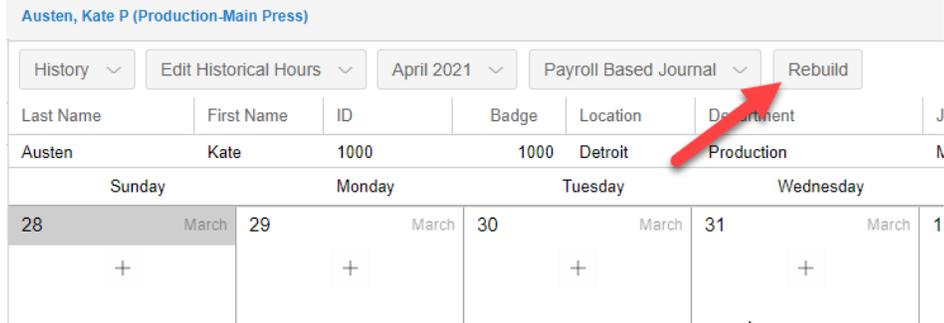


Timestamp	Account	Effective	Description
03/02/2022 04:16pm	USER	01/06/2022	Chg Abs Des Hist REG 9.00
03/02/2022 04:18pm	USER	01/06/2022	Add Abs Des Hist S2 0.50
03/02/2022 04:44pm	USER	01/10/2022	Add Abs Des Hist REG 3.00

## Rebuild Totals

It's important to REBUILD hours after you've adjusted Historical Hours.

1. After PBJ hours have been adjusted, click the **REBUILD** button at the top of the screen

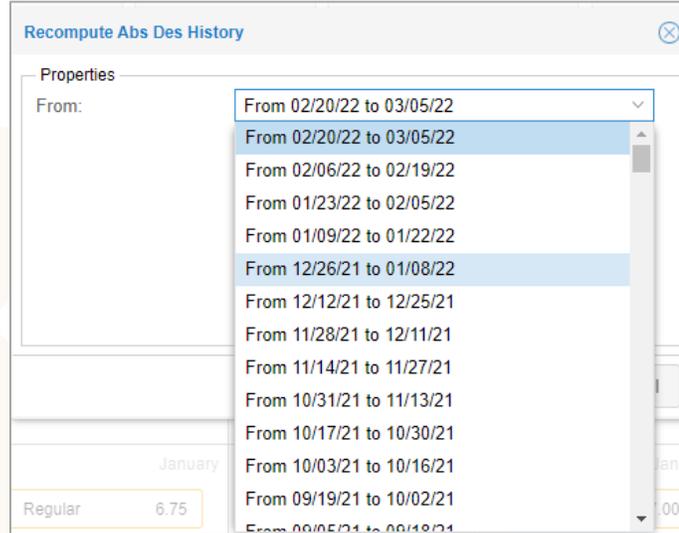


Austen, Kate P (Production-Main Press)

History | Edit Historical Hours | April 2021 | Payroll Based Journal | **Rebuild**

Last Name	First Name	ID	Badge	Location	Department	J
Austen	Kate	1000	1000	Detroit	Production	M
Sunday		Monday		Tuesday		Wednesday
28	March	29	March	30	March	31
	+		+		+	

2. Select the pay period that includes the day(s) you adjusted. And click OK.



Recompute Abs Des History

Properties

From:

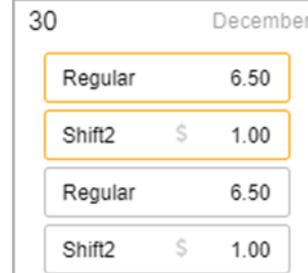
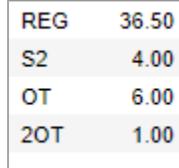
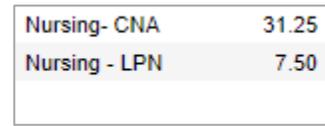
- From 02/20/22 to 03/05/22
- From 02/06/22 to 02/19/22
- From 01/23/22 to 02/05/22
- From 01/09/22 to 01/22/22
- From 12/26/21 to 01/08/22
- From 12/12/21 to 12/25/21
- From 11/28/21 to 12/11/21
- From 11/14/21 to 11/27/21
- From 10/31/21 to 11/13/21
- From 10/17/21 to 10/30/21
- From 10/03/21 to 10/16/21
- From 09/19/21 to 10/02/21
- From 09/05/21 to 09/18/21

January

Regular 6.75

## Historical Preferences

Preferences allow you to customize the display of the Payroll Based Journal view. Preferences are useful for comparing standard hours and PBJ hours to verify that the hours are entered as intended for proper CMS submission.

Preference	Description
Presentation	<p><b>Standard:</b> One type of historical hours displays at a time</p>  <p><b>Include Secondary:</b> Display two sets of hours, for example Payroll Based Journal and Standard at the same time. The type of hours indicated by the current view are displayed first.</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 why PBJ hours are different from standard payroll historical hours.</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> 