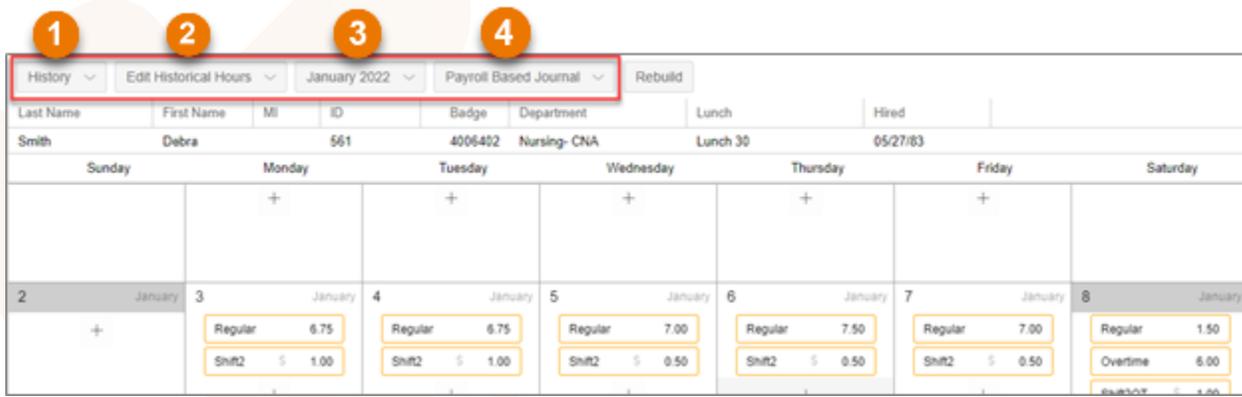# EDIT HISTORICAL PBJ HOURS

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.
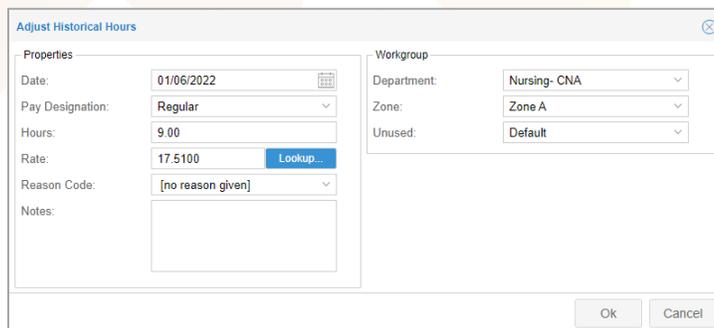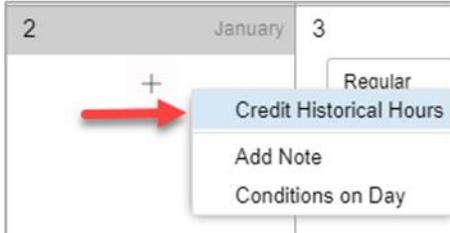

Field	Description
Date	Defaults to the day selected
Pay Designation	Pay Designation the hours go to.
Hours	Adjust hours, if needed
Rate	Rate of pay applied.
Reason Code	Select Reason Code
Notes:	Type in notes.
Workgroup	Workgroup the hours are applied to.

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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.

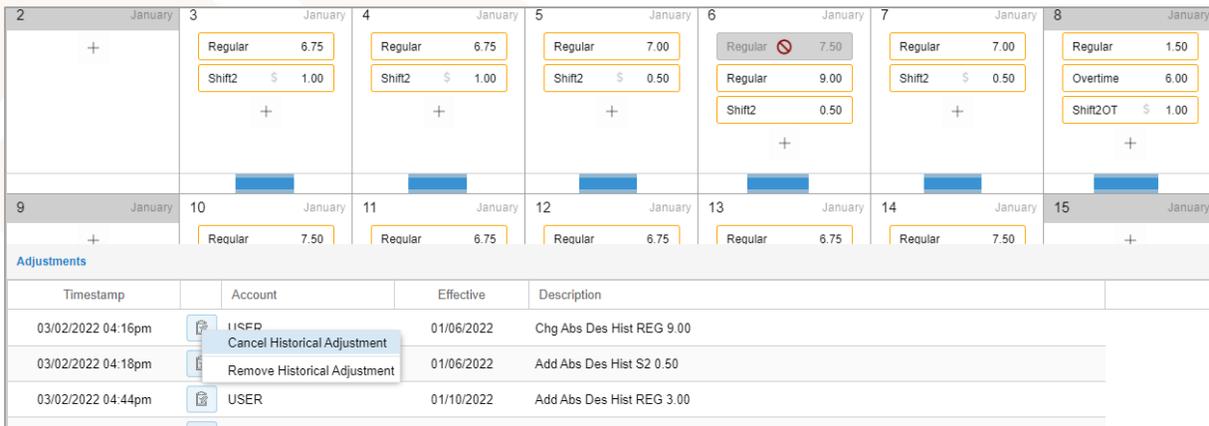Fill in the Appropriate Pay Designation, Hours, and the Workgroup.

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

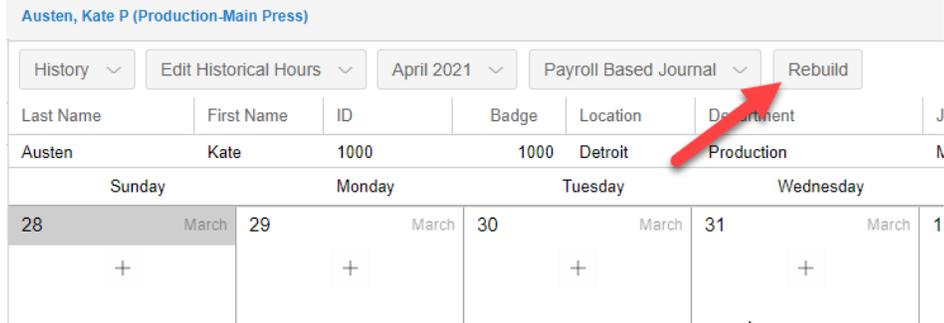3.   Select **Remove** or **Cancel Historical Adjustment**

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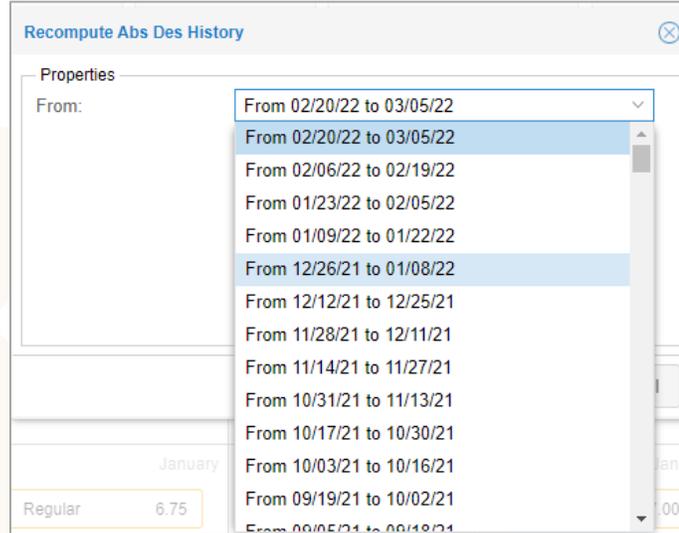
2. Select the pay period that includes the day(s) you adjusted. And click OK.

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	**Standard:** One type of historical hours displays at a time	
	Include Secondary: 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.	
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 why PBJ hours are different from standard payroll historical hours.	
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.	
Workgroup Rendering	Choose which Workgroup Level you want to display and choose to display the name or number.	
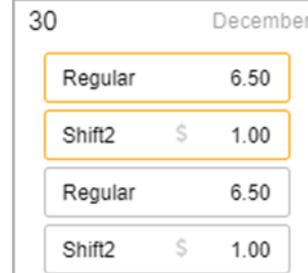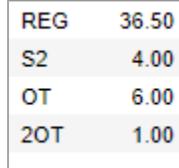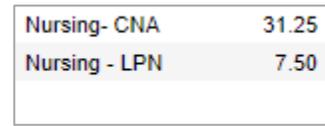
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