SOP – Making historical corrections to employee timecards

Overview

- Historical corrections are any edits or changes made to a signed-off timecard.
- Creating an historical correction requires work by the timekeeper and the supervisor:
  - Timekeepers enables edits for the employee timecard.
  - Supervisor/timekeeper completes required changes.
- To avoid the risk of payroll errors, historical corrections for the previous pay period should not be completed until the Monday following signoff for that pay period.
  - For example, if an employee identifies an error on the previous pay period’s timecard right after the timekeeper has signed off, do not complete the historical correction that week. Instead, wait until the following Monday.
- Historical corrections will be reflected on the current week’s timecard in the Totals and Audit tabs.
  - For example, if a supervisor does an historical correction for June 14 on July 15, the correction data appears on the timecard for the week of July 13-19.
- Historical corrections will be included in the data sent to Great Plains for payroll processing once the week that the correction was made is signed off by the timekeeper.
  - For example, if a supervisor does an historical correction for June 14 on July 15, the correction data is sent to payroll once the timekeepers signs off on July 25 for the week of July 13-19.

Reminder: If employees and supervisors follow the timecard approval process, and take advantage of the timecard checklists for non-exempt and exempt employees, historical corrections should be something that timekeepers are required to do only on rare occasions.

Step-by-step documentation to make specific types of edits:

- Adding leave directly to the timecard
- Adding missed call back work for non-exempt employees
- Adding missed on-call shift payment
- Building closure leave
- Correcting leave usage for non-exempt employees
- Correcting leave usage for exempt employees
- Correcting leave usage for teachers
- Delayed payout of leave
- Editing incorrect punches

What employees need to know

- Do not approve your timecard until any necessary changes have been made by your supervisor.
- Use the appropriate checklist when reviewing and approving your timecard.
  - Timecard checklist for non-exempt employees
  - Timecard checklist for exempt employees
- If you identify an error on your timecard after you have approved it, notify your supervisor and timekeeper as soon as possible.
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- Historical corrections show up on the current week’s timecard in the Totals and Audit tabs.

**What supervisors need to know**
- Do not approve employee timecards until the employee has approved.
- Use the appropriate checklist when reviewing and approving employee timecards.
  - Timecard checklist for non-exempt employees
  - Timecard checklist for exempt employees
- If you identify an error on an employee timecard after you have approved it, notify your timekeeper as soon as possible, so that you can complete the historical correction in a timely manner.

**What timekeepers need to know**
- Do not complete signoff on the previous pay period for your department/location until Thursday. Waiting until then gives employees and supervisors additional time to identify and correct errors.
- To maintain the integrity of the audit trail, it is best practice for you to enable edits for the employee timecard, and then have the supervisor sign into Kronos and make the required changes.