



# **A Guide to Historical Corrections in Kronos**

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*(Please note: A step-by-step video demonstration to this guide will be available in the Improvizations.com Resource Library. The free download will be titled: Historical Corrections June 26, 2020 Webinar.)*

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# Historical Corrections Overview

Historical Corrections in your Kronos Workforce Central platform — introduced with v8.0 — can be a lifesaver. This one ability carries a big punch and gives you the editing power you need to make changes to past data — a very useful tool since Timekeeper doesn't allow changes once data is approved and logged.

Historical Corrections allows managers to revise incorrect information that has already been signed off on such as:

- 1) missing pay codes
- 2) incorrect transfer information
- 3) missing or incorrect punches
- 4) retroactive wage adjustments

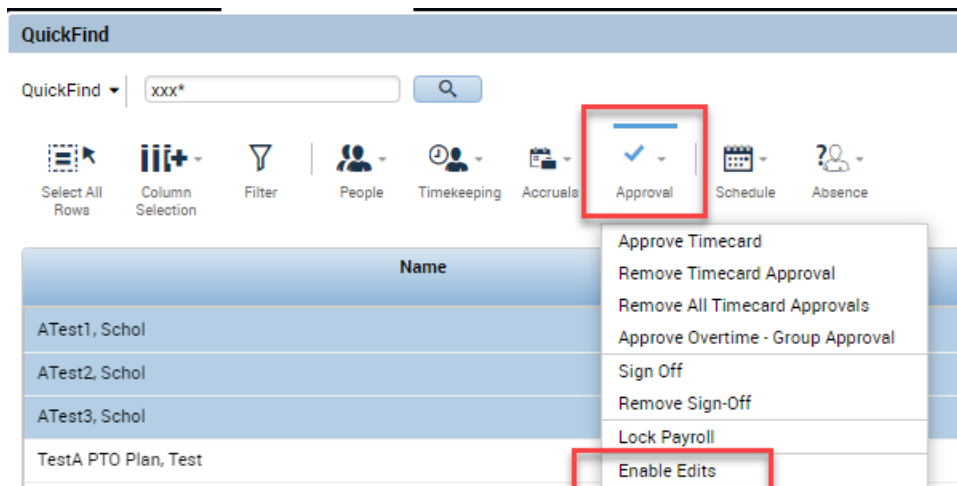
Managers can also support Viewing Totals for current and previous pay Periods in a Genie without double counting, specify a money pay code for retro wage calculations, and select an effective date for pay out, to name a few.

Below is a step-by-step guide to making Historical Corrections. A video demonstration that accompanies this guide is available in the [Improvisations Resource Library](#) titled: June 26 Webinar.

## Basic Historical Correction Process in Kronos

Enable Edits – manual

From any genie, go to Approvals – Enable Edits



When Edits are enabled, the timecard will be grayed-out, but the add-delete buttons will be present:

The screenshot shows the 'Timecards' interface. At the top, there is a dropdown menu with 'ATest1, Schol' and a search bar with 'XXX999'. Below the search bar are several icons: 'View', 'Approve Timecard', 'Sign Off', and 'Accruals Actions'. The 'Approve Timecard' icon is highlighted with a red box. Below the icons is a table with the following columns: 'Date', 'Schedule', 'In', 'Out', and 'Transfer'. The table contains the following data:

	Date	Schedule	In	Out	Transfer
+	Fri 5/15				
+	Sat 5/16				
+	Sun 5/17				
+	Mon 5/18	7:00AM-4:00PM	7:00AM	4:00PM	
+	Tue 5/19	7:00AM-4:00PM	7:00AM	4:00PM	
+	Wed 5/20	7:00AM-4:00PM	7:00AM	4:00PM	
+	Thu 5/21	7:00AM-4:00PM	7:00AM	4:00PM	
+	Fri 5/22	7:00AM-4:00PM	7:00AM	4:00PM	

Correcting a timecard with a missing punch

Reg Hrs = 74.00; OT Hrs = 2.5

ATest1, Schol 1 of 1 XXX999 Loaded: 9:40 AM Previous Pay Period 1 Employee(s) Selected

View Approve Sign Off Accruals Actions

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Fri 5/15												
Sat 5/16												
Sun 5/17												
Mon 5/18	7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	8:30
Tue 5/19	7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	17:00
Wed 5/20	7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	25:30
Thu 5/21	7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	34:00
Fri 5/22	7:00AM-4:00PM	7:02AM										34:00

Totals Accruals Audits Historical Corrections

All Pay Code

Pay Code	Amount	Wages
LV-All Worked	76.30	\$777.50
Overtime	2.30	\$37.50
Regular	74.00	\$740.00
Total Worked	76.30	\$777.50

Missing punch is added as an Historical Correction

ATest1, Schol 1 of 1 XXX999

View Approve Sign Off Accruals Actions

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	In	Out	Transfer	In	Out	Transfer
Set 5/16							
Sun 5/17							
Mon 5/18	7:00AM-4:00PM	7:00AM	4:00PM				
Tue 5/19	7:00AM-4:00PM	7:00AM	4:00PM				
Wed 5/20	7:00AM-4:00PM	7:00AM	4:00PM				
Thu 5/21	7:00AM-4:00PM	7:00AM	4:00PM				
Fri 5/22	7:00AM-4:00PM	7:02AM	4:05PM				
Set 5/23							

Totals Accruals Audits Historical Corrections

All Pay Code

Warning

⚠ New corrections detected. Please review before saving timecard.

OK

The new Totals show the added amounts. The Totals tab will include the original hours + any Historical Correction amounts that were added.

Reg = 80.0 Hrs; OT = 5.0 Hrs

ATest1, Schol 1 of 1 XXX999 Loaded: 9:44 AM Previous Pay Period 1 Employee(s) Selected

View Approve Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save Go To

	Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 5/16													
Sun 5/17													
Mon 5/18		7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	8:30
Tue 5/19		7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	17:00
Wed 5/20		7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	25:30
Thu 5/21		7:00AM-4:00PM	7:00AM	4:00PM							8:30	8:30	34:00
Fri 5/22		7:00AM-4:00PM	7:02AM	4:05PM							8:30	8:30	42:30
Sat 5/23													43:00

Totals Accruals Audits Historical Corrections

All Pay Code

Pay Code	Amount	Wages
LV-All Worked	85.00	\$875.00
Overtime	5.00	\$75.00
Regular	80.00	\$800.00
Total Worked	85.00	\$875.00

Historical Correction tab shows:

The extra 6:00 of Reg and extra 2:30 of OT

The hours by default were added to the current pay period to be paid out in the next pay cycle

Totals Accruals Audits Historical Corrections

Detail View Summary View Unreversed Correction

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	5/22/2020	Correction	Regular	6.00	\$60.00	111111			kcasey@provia.c...	6/04/2020 9:44:18...	5/30/2020	Yes
	5/22/2020	Correction	Overtime	2.30	\$37.50	111111			kcasey@provia.c...	6/04/2020 9:44:18...	5/30/2020	Yes

There are two visual indicators in the timecard to indicate that there is a Historical Correction

	Date	Schedule	In	Out	Transfe
Sat 5/16					
Sun 5/17					
Mon 5/18		7:00AM-4:00PM	7:00AM	4:00PM	
Tue 5/19		7:00AM-4:00PM	7:00AM	4:00PM	
Wed 5/20		7:00AM-4:00PM	7:00AM	4:00PM	
Thu 5/21		7:00AM-4:00PM	7:00AM	4:00PM	
Fri 5/22		7:00AM-4:00PM	7:02AM	4:05PM	
Sat 5/23					

Historical Correction

## Current Period view

When looking at the Totals tab in the current pay period, you have the choice of viewing All Totals, the Historical Corrections Only, or Totals without Historical Corrections.

Loaded: 9:53 AM Current Pay Period 1 Employee(s) Selected

[Print Timecard](#) [Refresh](#) [Calculate Totals](#) [Save](#) [Go To](#)

In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
7:00AM	4:00PM							8:30	8:30	8:30
7:00AM	4:00PM							8:30	8:30	17:00
7:00AM	4:00PM							8:30	8:30	25:30
										25:30
										25:30

Viewing: All Totals

Job	Account	Pay Code	Amount	Wages
		LV-All Worked	34:00	\$352.50
		Overtime	2:30	\$37.50
		Regular	31:30	\$315.00
		Total Worked	34:00	\$352.50

Viewing: Corrections

Pay Code	Amount	Wages
LV-All Worked	8:30	\$97.50
Overtime	2:30	\$37.50
Regular	6:00	\$60.00
Total Worked	8:30	\$97.50

Viewing: No Corrections

Pay Code	Amount	Wages
LV-All Worked	25:30	\$255.00
Regular	25:30	\$255.00
Total Worked	25:30	\$255.00

In the Current period, the Historical Corrections tab will not show the corrections done in signed off periods, even if their totals were added to the current totals. This tab will only show Historical Corrections that are made in a signed off period.

Totals

Accruals

Audits

Historical Corrections

Detail View

Summary View

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment
No data to display							

## Historical Correction Overrides

There are system settings that control what the effective date will be and also whether to include the totals in the current period. These settings can be overwritten by using the Edit function.

Selecting one or more Historical Correction and right-clicking will bring up the Edit window where you can edit the details or delete the correction:

Historical Corrections Actions

Historical Date:

5/22/2020

Effective Date:

5/30/2020

Pay Code:

Regular

Account:

.....

Amount:

6:00

User:

kcasey

Included in Totals:

Yes

✎

✕

Edit

Delete

The current period Effective Date can be changed

The Include Edits in the Totals can be selected/deselected

Comments/Notes can be added



## Historical Correction

Effective Date:

5/30/2020



☒ Include Edits in the Totals

Comments (0) [Add Comment](#)

Cancel

Apply

If the Include Edits in the Totals is deselected, the amounts will show Paid (assuming a manual payroll payment) and the amounts will not be added to the current totals.

Totals Accruals Audits Historical Corrections												
Detail View Summary View												Unfinalized Correction
Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	5/22/2020	Correction	Overtime	2.30 (paid)	\$37.50	111111			kcasey@improvia.c...	6/04/2020 9:44:18...	5/30/2020	No
	5/22/2020	Correction	Regular	6.00 (paid)	\$60.00	111111			kcasey@improvia.c...	6/04/2020 9:44:18...	5/30/2020	No

Current pay period does not include the Historical Correction amounts. There is no Historical Correction view option.

Totals Accruals Audits Historical Corrections					
All	All				
Location	Job	Account	Pay Code	Amount	Wages
		111111	LV-All Worked	25.30	\$255.00
		111111	Regular	25.30	\$255.00
		111111	Total Worked	25.30	\$255.00

## Adding a missing absence day edit

Employee has an absence day and totals show:

Reg 3<sup>rd</sup> – 67:30

A:Test2\_Schol 1 of 1 XXX998 Loaded: 10:22 AM Previous Pay Period 1 Emp

View Approve Sign Off Accruals Actions Print Timesheet Refresh Calculate Totals

	Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
	Fri 5/15	11:00PM-7:00AM										
	Sat 5/16											
	Sun 5/17											
	Mon 5/18	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30
	Tue 5/19	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30
	Wed 5/20	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30
	Thu 5/21	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30
	Fri 5/22	11:00PM-7:00AM										
	Sat 5/23											
	Sun 5/24											
	Mon 5/25	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30
	Tue 5/26	11:00PM-7:00AM	11:00PM	7:00AM							7:30	7:30

Totals Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount	Wages
		111111	REG 3rd	67:30	

Absence pay code and amount are added directly in the timecard

New totals show additional PTO – 8:00

Sun 5/17												
Mon 5/18	11:00PM-7:00AM	11:00PM	7:00AM								7:30	7:30
Tue 5/19	11:00PM-7:00AM	11:00PM	7:00AM								7:30	7:30
Wed 5/20	11:00PM-7:00AM	11:00PM	7:00AM								7:30	7:30
Thu 5/21	11:00PM-7:00AM	11:00PM	7:00AM								7:30	7:30
Fri 5/22	11:00PM-7:00AM							PTO	8:00			8:00

Edited After Sign-off

Accruals Audits Historical Corrections

All All

Location	Job	Account	Pay Code	Amount	Wages
		111111	LV-All Worked	8:00	
		111111	PTO	8:00	
		111111	REG 3rd	67:30	

# Pay Rule Historical Correction Options

There are three options in the pay rules for Historical Correction:

1. What default date to use for the Effective Date
  - a. This can be the current date (Today) or the First or Last Date of the current or previous pay periods. If the previous pay period is selected, if it has already been signed off, then the date will automatically be applied to the current period.
2. How to Enable the ability to Edit after Sign-Off
  - a. Either manually in genies under Approvals or with an interface
  - b. Turn it on automatically after x number of hours after the end of the pay period
3. Set a default money pay code to hold the recalculated dollars

Corrections Apply Date

If the selected pay period is signed off, the correction is applied to the next pay period.
 

Current Pay Period

☒ First Day
 ☐ Last Day
 ☐ Today, if previous pay period is signed off

Edits After Sign-off

☐ Enable edits manually or by payroll interface
   
☒ At the end of the pay period, enable edits after (Hours) 

0

Historical Correction Default Money Pay Code

Retro\$

## Adding Historical Correction amounts into a money pay code for paying out.

The Historical Correction tab shows the individual pay code totals that are recalculated and then adds those amounts to the dollar paid code that is specified in either the system settings or pay rule. The individual recalculated totals are not added to the current period totals, only the designated dollar code is added to the current totals.

Mon 5/18	3:00PM-11:00PM	3:00PM	11:00PM									7:30	7:30
Tue 5/19	3:00PM-11:00PM	3:00PM	11:00PM									7:30	7:30
Wed 5/20	3:00PM-11:00PM	3:00PM	11:00PM									7:30	7:30
Thu 5/21	3:00PM-11:00PM	3:00PM	11:00PM									7:30	7:30
Fri 5/22	3:00PM-11:00PM										Hours Worked	8.00	7:30
Sat 5/23													

Accruals Audits Historical Corrections

Summary View

Untotalized Correction

Viewing: All Corrections

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	5/22/2020	Correction	Regular	7:30 (paid)	\$75.00	111111			kcseyimprovvia.c.	6/04/2020 1:54:34.	5/30/2020	No
	5/22/2020	Correction	Retro\$	\$75.00		111111			kcseyimprovvia.c.	6/04/2020 1:54:34.	5/30/2020	Yes
	5/22/2020	Correction	SFT2	7:30 (paid)	\$5.63	111111			kcseyimprovvia.c.	6/04/2020 1:54:34.	5/30/2020	No
	5/22/2020	Correction	Retro\$	\$5.63		111111			kcseyimprovvia.c.	6/04/2020 1:54:34.	5/30/2020	Yes

Current period only shows the Retro\$ dollar pay code that the dollar amounts were added to.

Viewing: Corrections			
Account	Pay Code	Amount	Wages
.....	LV-All Worked	0.00	\$830.63
.....	Retro\$	\$830.63	\$830.63

## Adding Untotalized Corrections

Untotalized Corrections give you a way of adding Historical Correction to a period without having them added to that periods total. They can still be set to add to the current period totals if needed to be paid out. Untotalized Corrections are restricted to adding pay codes only; there is no way to edit punches and have them Untotalized.

Go to the Historical Correction tab and select Untotalized Correction:

Fill in the historical date, pay code, amount and whether to include in current period totals.

### Untotalized Historical Correction

Historical Date\*

5/29/2020

Effective Date\*

5/30/2020

Pay Code\*

Sick

Amount (HH:mm): \*

8

Transfer

☐ Impact Accruals on Effective Date
   
☒ Include Edits in the Totals

Comments (0)

Add Comment

Cancel

Apply

In the Historical Correction tab, the edit will show as an Untotalized Correction but in the timecard the edit will not be visible, but there will be the black dot indicating a correction for that date.

Wed 5/27	3:00PM-11:00PM	3:00PM	11:00PM							7:30	7:30	22.5
Thu 5/28	3:00PM-11:00PM	3:00PM	11:00PM							7:30	7:30	30.0
Fri 5/29	3:00PM-11:00PM											30.0
Sat 5/30												

Accruals

Audits

Historical Corrections

Initial View

Summary View

Untotalized Correction

Pending	Historical Date	Type of Edit	Pay Code	Amount	Wages	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	5/29/2020	Untotalized Correction	Sick	8.00	\$80.00	.....			kcasey@improvis.c...	6/04/2020 2:29:00..	5/30/2020	Yes

Fri 5/29 3:00PM-11:00PM

Sat 5/30

Daily  All 
Totals for 5/29/2020

Location	Job	Account	Pay Code	Amount
No data to display				

There are no special reports for viewing or analyzing Historical Corrections. The standard reports will show all hours in the previous signed off period including all Historical Corrections (except for Untotalized Corrections). When running reports on the previous signed off period, there is no way to report on just the original hours or just the Historical Corrections.

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## Time Detail

Time Period: 5/04/2020 - 5/29/2020

Query: Previously Selected Employee(s)

Actual/Adjusted: Show hours worked in this period ONLY.

Data Up to Date:

Executed on:

Printed for:

Insert Page Break

<b>Employee:</b>	ATest2, Schol		<b>ID:</b>	XXX998		<b>Time Zone:</b>	Eastern	
<b>Status:</b>	Active		<b>Status Date:</b>	3/10/2019		<b>Pay Rule:</b>	A_Schol	
<b>Primary Account</b>	JJJJJJ		<b>Start</b>	3/15/2019		<b>End</b>	Forever	
<b>Date/Time</b>	<b>Apply To</b>	<b>In Punch</b>	<b>In Exc</b>	<b>Out Punch</b>	<b>Out Exc</b>	<b>Override Amount</b>	<b>Adj/Ent Amount</b>	<b>Money Amount</b>
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>				
5/4/2020		7:00:00 AM		4:00:00 PM				
			US					
5/5/2020		11:00:00 PM		7:00:00 AM				
5/6/2020		11:00:00 PM		7:00:00 AM				
5/7/2020		11:00:00 PM		7:00:00 AM				
5/8/2020		11:00:00 PM		7:00:00 AM				
5/11/2020		11:00:00 PM		7:00:00 AM				
5/12/2020		11:00:00 PM		7:00:00 AM				
5/13/2020		11:00:00 PM		7:00:00 AM				
5/14/2020		11:00:00 PM		7:00:00 AM				
5/15/2020		11:00:00 PM		7:00:00 AM				
5/18/2020		11:00:00 PM		7:00:00 AM				
5/19/2020		11:00:00 PM		7:00:00 AM				
5/20/2020		11:00:00 PM		7:00:00 AM				
5/21/2020		11:00:00 PM		7:00:00 AM				
5/22/2020	12:00 AM	PTO					8:00	
5/25/2020		11:00:00 PM		7:00:00 AM				
5/26/2020		11:00:00 PM		7:00:00 AM				
5/27/2020		11:00:00 PM		7:00:00 AM				
5/28/2020		11:00:00 PM		7:00:00 AM				
5/29/2020		11:00:00 PM		7:00:00 AM				
<b>Labor Account Summary</b>			<b>Pay Code</b>		<b>Hours</b>			
JJJJJJ								
			All Leave		8:00			
			LV-All Worked		8:00			
			PTO		8:00			
			REG 1st		8:30			
			REG 3rd		135:00			

This Actual/Adjusted selection only applies to the corrections that were added to the current totals.

Actual/Adjusted

Show hours worked in this period ONLY.

Show hours worked in this period ONLY.

Show hours worked in this period PLUS historic edits and corrections made for this period.

These options are only used when you run a report for a time period where older historical corrections were done and added to the totals in the time period being reported.

In the current period, this same report with the 'Show hours worked in this period ONLY' selected. Historical Corrections added to the current totals are **not** included.

## Time Detail

Time Period: Current Pay Period  
 Query: Previously Selected Employee(s)  
 Actual/Adjusted: Show hours worked in this period ONLY.

Data Up to Date:  
 Executed on:  
 Printed for:  
 Insert Page Break /

<b>Employee:</b>	ATest2, Schol			<b>ID:</b>	XXX998		<b>Time Zone:</b>	Eastern	
<b>Status:</b>	Active			<b>Status Date:</b>	3/10/2019		<b>Pay Rule:</b>	A_Schol	
<b>Primary Account</b>				<b>Start</b>	<b>End</b>				
#####				3/15/2019	Forever				
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc		Override Amount	Adj/Ent Amount	Money Amount
<i>Xfr/Move: Account</i>		<i>Comment</i>		<i>Xfr: Work Rule</i>					
6/1/2020		11:00:00 PM		7:00:00 AM					
			US						
6/2/2020		11:00:00 PM		7:00:00 AM					
			US						
6/3/2020		11:00:00 PM		7:00:00 AM					
			US						
<b>Labor Account Summary</b>				<b>Pay Code</b>		<b>Hours</b>			
#####									
				REG 3rd		22:30			
<b>Pay Code Summary</b>				<b>Pay Code</b>		<b>Hours</b>			
				REG 3rd		22:30			
<b>Totals:</b>						22:30			

In the current period, this same report with the 'Show hours worked in this period PLUS historical corrections made for this period' is selected. Historical Corrections added to the current totals are now included.

Time Detail

Time Period:

Query:

Actual/Adjusted:

Current Pay Period

Previously Selected Employee(s)

Show hours worked in this period PLUS historic edits and corrections made for this period.

Data Up to Date:

Executed on:

Printed for:

Insert Page Break /

Employee:

Status:

Primary Account

#####

A

Test2, Schol

Active

#####

ID:

Status Date:

Start

End

Forever

XXX998

3/10/2019

3/15/2019

Time Zone:

Pay Rule:

Eastern

A\_Schol

Date/Time

Apply To

In Punch

In Exc

Out Punch

Out Exc

Override Amount

Adj/Ent Amount

Money Amount

Xfr/Move: Account

Comment

Xfr: Work Rule

5/22/2020

12:00 AM

PTO(adj) (effective date: 5/30/2020)

8:00

6/1/2020

11:00:00 PM

7:00:00 AM

US

6/2/2020

11:00:00 PM

7:00:00 AM

US

6/3/2020

11:00:00 PM

7:00:00 AM

US

Labor Account Summary

Pay Code

Hours

#####

All Leave

8:00

LV-All Worked

8:00

PTO

8:00

REG 3rd

22:30

Combined Pay Code Summary

Pay Code

Hours

All Leave

8:00

LV-All Worked

8:00

Totals:

16:00

Pay Code Summary

Pay Code

Hours

PTO

8:00

REG 3rd

22:30

Totals:

30:30

You will need a custom report or interface to be able to isolate historical corrections in signed off periods.

# System settings:

## Default Money PayCode

1. Navigate to **Setup > System Settings**.
2. Select **Global Values**.



A screenshot of a system settings form. The label is 'global.corrections.defaultmoneypaycode'. Below it is a description: 'Enable Money Pay Code Historical Correction generation system wide. Also set the Default Money Pay Code to be used.' To the right is a dropdown menu currently showing 'None'.

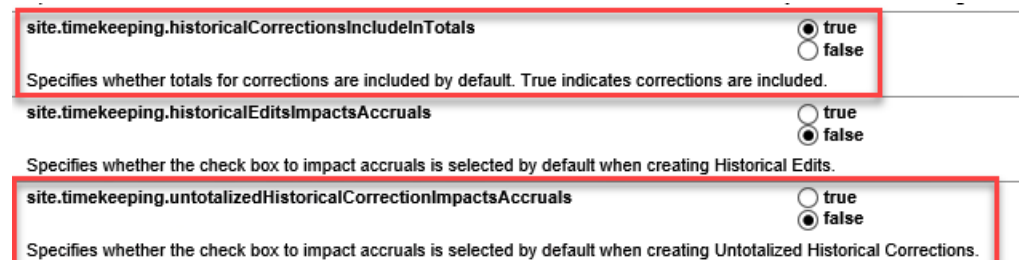
3. Select a **Money Pay Code** in the `global.corrections.defaultmoneypaycode` drop-down.
4. Click **Save**.

This setting can be overwritten by the settings in the pay rules.

## Include in Totals by default

### Impact Accruals by default

A standard Historical Correction will impact accruals by default

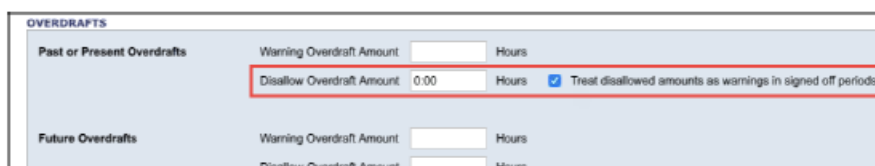


A screenshot of two system settings. The first setting is 'site.timekeeping.historicalCorrectionsIncludeInTotals' with a description 'Specifies whether totals for corrections are included by default. True indicates corrections are included.' and radio buttons for 'true' (selected) and 'false'. The second setting is 'site.timekeeping.untotalizedHistoricalCorrectionImpactsAccruals' with a description 'Specifies whether the check box to impact accruals is selected by default when creating Untotalized Historical Corrections.' and radio buttons for 'true' and 'false' (selected).

## Accrual Policy change

### Override overdraft limit in signed off periods

You can make this update to the accrual policy to disable accrual overdraft check for timecard edits in signed-off pay periods. Because this applies to past pay periods, you can use this option to not require validation in order to save changes, as the overdraft has already taken place and cannot be reversed.



A screenshot of the 'OVERDRAFTS' section in a system settings form. It is divided into 'Past or Present Overdrafts' and 'Future Overdrafts'. Under 'Past or Present Overdrafts', there are fields for 'Warning Overdraft Amount' and 'Hours', and a 'Disallow Overdraft Amount' field set to '0.00' with a 'Hours' field. A checkbox 'Treat disallowed amounts as warnings in signed off periods' is checked. Under 'Future Overdrafts', there are similar fields for 'Warning Overdraft Amount' and 'Hours', and a 'Disallow Overdraft Amount' field.



## FAPs:

### Workforce Manager – Department Manager

- Edits to signed off time					Disallowed ▼
Edit signed off time					Disallowed ▼
Allow override of Include In Totals					Disallowed ▼
Allow enable edits for employees					Disallowed ▼
Approve requests in signed off time					Disallowed ▼
Allow override of correction money pay code					Disallowed ▼
Allow override of correction effective date					Disallowed ▼
Allow delete of corrections					Disallowed ▼
Allow untotaled historical corrections					Disallowed ▼
Allow override account transfer for untotaled corrections					Disallowed ▼

- Edit signed off time – must be enabled in order for user to be able to apply Historical Corrections
- Allow override of Include in Totals – allows override of default value for including in totals
- Allow enable edits for employees – allows users to enable Historical Corrections edits for employees
- Approve requests in signed off time – allows users to approve requests that are effective dated in signed off periods
- Allow override of corrections money pay code – allows override of default money pay code
- Allow override of corrections effective date – allows override of the effective date
- Allow delete of corrections – allows users to delete Historical Corrections
- Allow untotaled Historical Corrections – allows users to apply untotaled Historical Corrections
- All override account transfer for untotaled corrections – allows users to change labor allocation for untotaled corrections

## Better Solutions. Faster.

Do you need help with Historical Correction configurations for your Workforce Central platform? Improv can help. Our senior-level, full-time Kronos consultants can give you fast, accurate workforce solutions designed to get your business back on track. **Let's talk today.**

**Get to know us at [Improvizations.com](https://www.improvizations.com)**



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