

Historical Adjustments Procedure

This procedure provides guidance on processing Historical Adjustments to correct errors discovered after the timekeeping cycle has been closed.

- Processing historical adjustments is time consuming and expensive. The Payroll Office will monitor departmental performance on minimizing historical adjustments.
- The department should establish a tracking system to monitor the adjustments required for each employee. A threshold should be established for the number of corrections that can be submitted in a specified period by a specific employee (e.g. more than one correction over four pay periods would require that the employee receive counseling). Appropriate action should be taken to stress the importance of minimizing historical adjustments.
- Any adjustments made to the employee's time maintenance record must be documented and processed through the Kronos timekeeping system.

Historical adjustments must be reviewed and signed by the department manager or management designee to indicate authorization of the adjustment. Timekeepers may not authorize their own historical adjustments.

Two Types of Adjustments

- 1) **Underpayments** are processed in Kronos by the Timekeeper by 11:59pm the Thursday after payday to be paid in the next paycheck.
- 2) **Overpayments** are processed by the [OVERPAYMENT ADJUSTMENT FORM](#) faxed to Payroll (download from Payroll Forms & Policies website) by 5:00pm Tuesday after payday.

Special Checks may be requested per the OHSU Timekeeping and Payroll Policy No. 03-30-090

Special check requests must be more than one-half of the employee's bi-weekly gross earnings and be considered a hardship. All other corrections after the close of payroll on Monday must be completed as a Historical Adjustment.

Salaried employees are not eligible for a Historical Adjustment. The system will not recognize a salaried leave adjustment as a prior period transaction and will process the leave adjustment as additional pay. Please use the [Unclassified Accrual Adjustment Form](#) to adjust their leave banks. This form can be found on the Payroll Forms & Policies website @ http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122735.

Note: The deadline for entering Historical Adjustments is 11:59 PM on the Thursday following payday. If you enter an adjustment anytime after that, the payment will default to the subsequent pay period.

If you need to delete an adjustment after this deadline please contact Payroll (4-8103). Even though it may appear that you can delete the adjustment using Kronos, at this point it is already being processed by Payroll. Historical Adjustments are finalized on the Friday before Payroll Close.

Historical Adjustments (Underpayments)

1. In employee's Timecard, change the **Time Period** to **Previous Pay Period** or **Range of Dates** to enter a different Pay Period.
2. Enter the start and end dates of the affected **PAY PERIOD**. Click **OK**

The screenshot shows the KRONOS Timecard interface for employee Robert D. Andrews (ID 19284). The 'Time Period' dropdown menu is open, showing options like 'Previous Pay Period', 'Current Pay Period', and 'Range of Dates'. The 'Range of Dates' option is highlighted with a green oval and a circled '1'. The background table shows punch card data for dates from 3/01 to 3/08.

Date	Pay Code	Amount	In	Out
Mon 3/01			8:00AM	
Tue 3/02			8:00AM	
Wed 3/03			8:00AM	
Thu 3/04			8:00AM	12:00
Fri 3/05			7:59AM	
Sat 3/06				
Sun 3/07				
Mon 3/08			8:01AM	5:00PM

The 'Select Range of Dates' dialog box is shown with the following fields:

- *Start Date: 3/15/2010
- *End Date: 3/28/2010

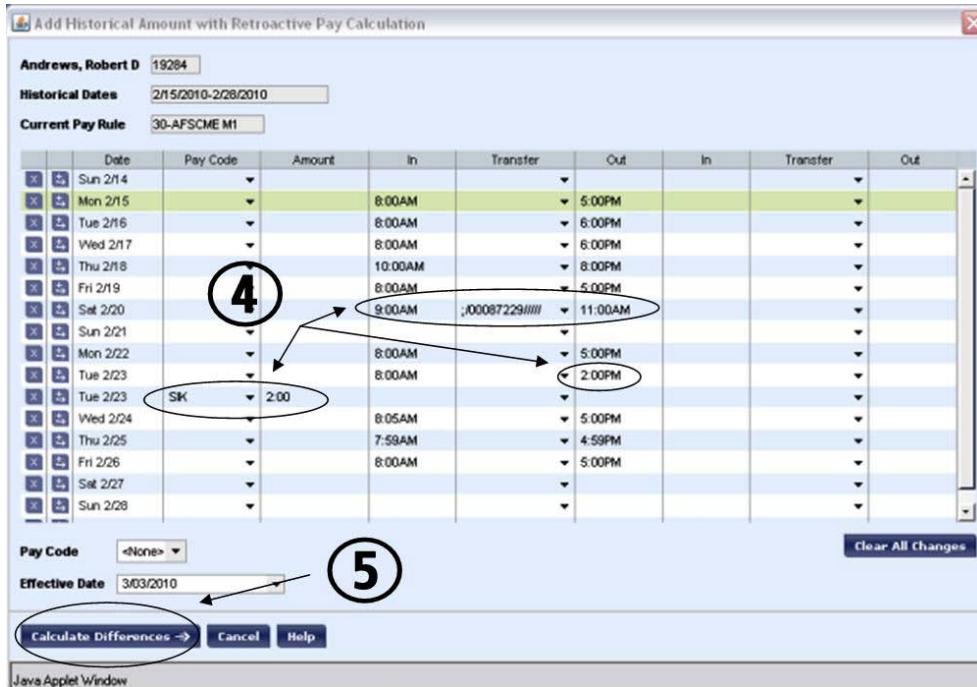
The dialog includes 'OK' and 'Cancel' buttons and a circled '2'.

Always enter the START and END dates of the full Pay Period, even if the adjustment only affects one day in the period.

- In the drop-down list for **Amount**, select **Add Historical with Retroactive Pay Calculation**



- Enter the desired changes to employee's historical timesheet
- Click **Calculate Differences**



6. Review the impacts of the proposed adjustment
7. Click in **Impact Accruals** and **Include in Totals** fields to activate for each adjustment
8. If you used the TRK code, enter the appropriate Comment in this field.
9. Click **Save**

Effective Date	Histori... Date	Account	Pay Code	Amount	Impact Accruals	Include in Totals	Comments
4/07/2010	3/16/2010	,000087231.0/004008.0/0/0	OVR	1:00	✓	✓	
4/07/2010	3/23/2010	,000087231.0/004008.0/0/0	REG	8:00	✓	✓	
4/07/2010	3/23/2010	,000087231.0/004008.0/0/0	TRK	8:00	✓	✓	FMLA
4/07/2010	3/23/2010	,000087231.0/004008.0/0/0	SIK	8:00	✓	✓	
4/07/2010	3/23/2010	,000087231.0/004008.0/0/0	OVR	-8:00	✓	✓	8
4/07/2010	3/23/2010	,000087231.0/004008.0/0/0	VAC	-8:00	✓	✓	
4/07/2010	3/25/2010	,000087231.0/004008.0/0/0	OVR	2:00	✓	✓	

10. Change the **Time Period** back to **Current Pay Period**
11. Review the adjustments using the **Historical Amounts** tab

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comme
3/14/2010	2/23/2010	Historical Pay Code...	...	231.0/004008.0/0/0		REG	-3:00 (impacts accru...	
3/14/2010	2/23/2010	Historical Pay Code...	...	231.0/004008.0/0/0		SIK	2:00 (impacts accru...	
3/14/2010	2/23/2010	Historical Pay Code...	...	231.0/004008.0/0/0		OVR	-1:00 (impacts accru...	