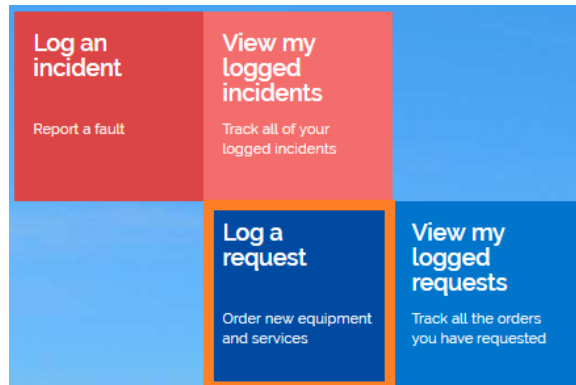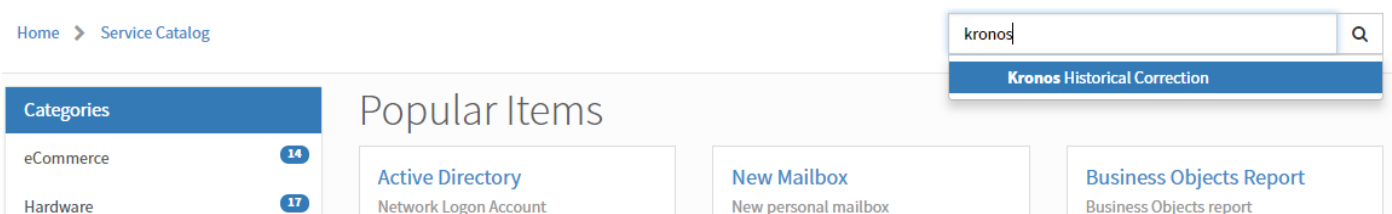If you have submitted incorrect hours/paycode for a colleague, please follow the below instructions in order for the Workforce Management Team to process accordingly.

1. Go to **ServiceNow** > Click on **Log a Request**

2. Enter **Kronos Historical Correction** into the search bar on the right hand side of the screen

3. Select the option highlighted> a form will load> fill out **ALL** fields on the form relating to the issue.

   - Both **Requesting Manager** and **Full Name of the Colleague** are auto populating fields, so when you start to enter the colleagues name a list will appear to select.

   - Please enter an **Explanation** of what needs to happen to make the amendment.
   - **Timecard Start and End Date** please enter the relevant week using the Calendar Icon in each field.

   - When inputting a **Paycode**, please select from the dropdown, if option not available, please select **Other** and enter in the text field to the right

4. Please enter the **Incorrect** and **Correct** time on each day that is relevant to the correction.

5. Once completed, please add any attachments, if any

6. Scroll to the top, Click on **Add to cart**

7. **Confirm/Submit** as normal.