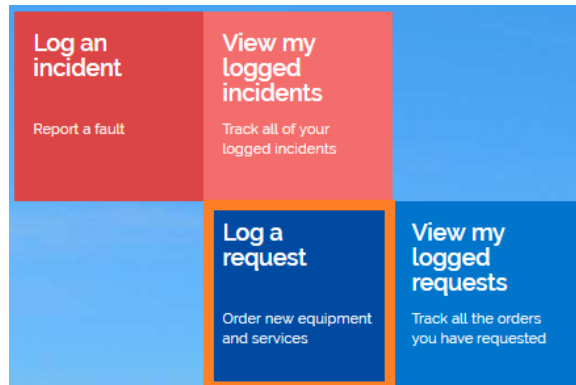
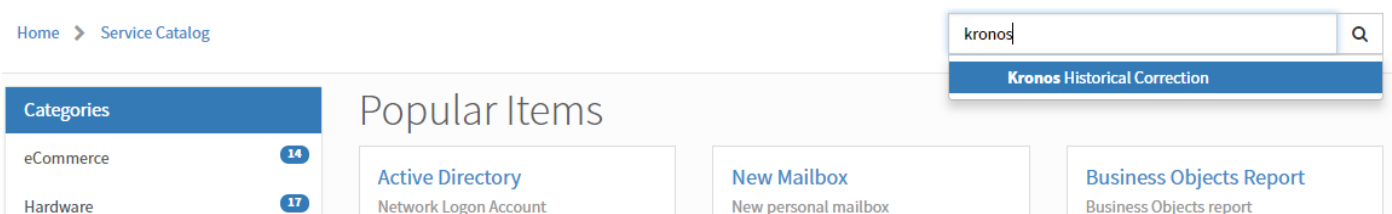


If you have submitted incorrect hours/paycode for a colleague, please follow the below instructions in order for the Workforce Management Team to process accordingly.

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

* Name of Requesting Manager

* Full name of the colleague

* Payroll Number

* Explanation

Details of Incorrect Submission and Correction

* Timecard start date

* Timecard end date

* Paycode

If the Paycode has been entered incorrectly, please enter the correct Paycode here and then complete the days to apply it to below.

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

Sunday	
Incorrect clock in: <input type="text"/>	Incorrect clock out: <input type="text"/>
Correct clock in: <input type="text"/>	Correct clock out: <input type="text"/>
Monday	


- Once completed, please add any attachments, if any
- Scroll to the top, Click on **Add to cart**

Historical Correction

Historical Correction

1 ▾

Add to Cart

 Add attachments

- Confirm/Submit** as normal.