

MSS3: Reallocating Historical Hours for PBJ

When using the Payroll Base Journal (PBJ) system for submitting data to the Center for Medicare and Medicaid Services (CMS), you can modify historical hours for employees. For example, if an employee forget to transfer work hours to a work position and this was not corrected before the pay period was archived, you can edit the PBJ hours directly without impacting other historical reporting.

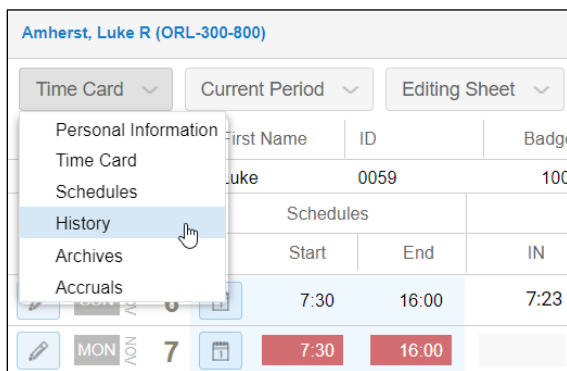
PBJ hours can be accessed through the employee’s History page. In this example, a history page named *Edit Historical Service Hours* provides access to PBJ hours for editing. The name for the page may be different in your system. This page displays pay designation hours in a calendar format, where you can view standard pay designation amounts, PBJ hours, or scheduled hours.

Once you edit a day in the Payroll Based Journal view, it is protected from being altered by other edits in the system. For example, if you edit the Standard history view (which displays historical payroll hours) it will not be reflected in PBJ hours. You must continue to manually edit any days that you have changed.

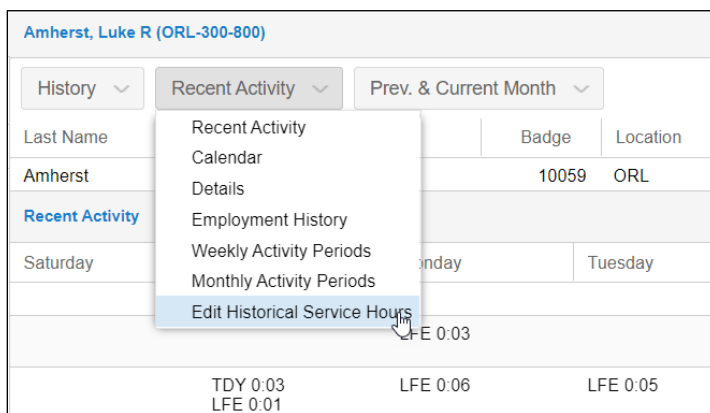
Accessing the PBJ Historical Hours Editing Page

To access the Historical Service Hours page:

1. In an employee record, select the **History** page from the pages drop-down list.



2. Select **Edit Historical Service Hours** from the view selection drop-down list.



The Historical Service Hours view is displayed with the current month and standard hours.

Last Name	First Name	ID	Date of Hire	Worked	Scheduled	Projected	Diff +/-
Amherst	Luke	64	11/07/15	16:30	16:00	32:30	2:30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 December +	28 December +	29 December +	30 December +	31 December +	1 January ...	2 January +
3 January ...	4 January Regular 8:30 Auto Assigned by System	5 January Regular 8:30	6 January Regular 8:30	7 January Regular 8:30	8 January Regular 6:00 Overtime 2:30	9 January
10 January	11 January Regular 8:30	12 January Regular 8:30	13 January Regular 8:30	14 January Regular 8:00	15 January Regular 6:30 Overtime 3:00	16 January
17 January	18 January Regular 8:00	19 January	20 January Regular 8:30	21 January	22 January	23 January

Adding PBJ Hours

To add hours:

1. In the employee History page, select the **Edit Historical Service Hours** view.
2. Select the month for which you are adding hours.

Last Name	First Name	ID	Location	Department
Amherst	Luke	0059		300

Monday	Tuesday	Wednesday	Thursday
25 September Regular 8:43 +	26 September Regular 8:27 +	27 September +	28 September Regular 8:38 Regular 8:32 +

3. Select **Payroll Based Journal** in the view selection list to display PBJ historical hours.

Last Name	First Name	ID	Badge	Location	Department
Amherst	Luke	0059	10059	ORL	0

Monday	Tuesday	Wednesday	Thursday

The PBJ hours will be displayed in the calendar and the box outlining the hours will change from gray to orange to indicate PBJ hours are now displayed.

Last Name	First Name	ID	Badge	Location	Department	Cost Center	
Amherst	Luke	0059	10059	ORL	300	800	
Monday		Tuesday		Wednesday		Thursday	
2	3	4	5	6			
Regular 8:09	Regular 8:15	Regular 8:09	Regular 8:11	Regular 7:16	Overtime 0:48		
9		10		11		12	
+		+		+		+	

- Click the Plus icon for the day you are adding hours and select **Credit Historical Hours** from the list.
- Enter the pay designation, number and Workgroup information for the employee’s PBJ historical hours. Use the *Reason Code* and *Notes* fields to explain your edit. The *Rate* field does not apply to PBJ reporting.

- Click **OK**.
The PBJ hours will be added to the calendar and to the employee’s historical Payroll Based Journal hours.
- Click the **Rebuild** button to recalculate the PBJ hours if rule changes have been made.

Last Name	First Name	ID	Badge	Location	Department
Amherst	Luke	0059	10059	ORL	300
Monday		Tuesday		Wednesday	
Thursday					

Canceling PBJ Edits

You cannot delete or modify PBJ hours that you have manually added to the system. You can cancel your edit in the Adjustments panel or credit a negative amount.

To cancel PBJ edits:

1. In the **Adjustments** panel, click on the Garbage Can icon next to the PBJ edit that you want to delete.

The screenshot shows a calendar interface for employee Luke Amhearst. The calendar displays dates from December 27 to January 16, 2016. Various PBJ (Personal Business Journal) entries are shown, such as 'Regular 8:00' and 'Overtime 2:30'. Below the calendar is the 'Adjustments' panel, which lists several adjustments with columns for Timestamp, Account, Effective, and Description. A blue arrow points to the entry with Timestamp '01/21/2016 12:55pm' and Description 'Credit Sick 8:00'.

Timestamp	Account	Effective	Description
01/21/2016 12:55pm	AODADMIN	12/29/2015	Credit Sick 8:00
01/21/2016 11:47am	AODADMIN	12/30/2015	Add Abs Des Hist REG 8:00
01/21/2016 06:13pm	AODADMIN	12/31/2015	Add Abs Des Hist REG 8:00
01/21/2016 09:53am	AODADMIN	01/04/2016	Add trans 01/04/16 8:00a
01/21/2016 09:53am	AODADMIN	01/04/2016	Add trans 01/04/16 5:00p
01/21/2016 10:15am	AODADMIN	01/04/2016	Remove trans 01/04/16 8:00a

2. Select **Remove Historical Adjustment**.

This close-up screenshot shows the 'Adjustments' table with a context menu open over the entry '08/14/2016 03:53pm' with Account 'USER'. The menu options are 'Cancel Historical Adjustment' and 'Remove Historical Adjustment', with the latter being highlighted by the mouse cursor.

Timestamp	Account	Effective
11/14/2016 03:14pm	AODTECH	10/03/2016
11/14/2016 03:12pm	AODTECH	10/10/2016
08/14/2016 03:53pm	USER	10/25/2016
08/14/2016 03:53pm	USER	10/30/2016

The PBJ edit will be removed from the calendar.

Modifying PBJ hours

To change an existing PBJ historical hour entry:

1. In the Payroll Based Journal view, click a PBJ historical pay designation hour entry.

You cannot modify PBJ hour entries that have already been added or modified on this screen. You can cancel the original edit in the Adjustments panel and modify the original entries.

Amherst, Luke R (ORL-300-800)									
History		Edit Historical Service Hours		October 2016		Payroll Based Journal		Rebuild	
Last Name	First Name	ID	Badge	Location	Department	Cost Center			
Amherst	Luke	0059	10059	ORL	300	800			
Monday		Tuesday		Wednesday		Thursday		Friday	
25	September	26	September	27	September	28	September	29	September
Regular 8:13		Regular 7:57		Regular 8:08		Regular 8:02		Regular 7:40	
+		+		+		+		Overtime 0:24	
								+	

2. Modify the pay designation, hours or workgroup information in the *Adjust Historical Hours* window. Select a reason code or add notes to explain your edit.

Adjust Historical Hours ✕

<p>Properties</p> <p>Date: 09/29/2016 <input type="text"/></p> <p>Pay Designation: Regular <input type="text"/></p> <p>Hours: 6:40 <input type="text"/></p> <p>Rate: 0 <input type="text"/> Lookup...</p> <p>Reason Code: TDY - Excused <input type="text"/></p> <p>Notes: <input style="width: 100%;" type="text"/></p>	<p>Workgroup</p> <p>Location: Orlando <input type="text"/></p> <p>Department: Morning Shift <input type="text"/></p> <p>Position: Physician Assistant <input type="text"/></p>
--	---

Ok Cancel

3. Click **OK**.

The modified PBJ hours will be displayed in the calendar and in the employee's historical hours.

Tuesday		Wednesday		Thursday		Friday	
26	September	27	September	28	September	29	September
Regular 7:57		Regular 8:08		Regular 8:02		Regular 7:40	
+		+		+		Regular 6:40	
						+	

4. Click the **Rebuild** button to recalculate the PBJ hours.

Amherst, Luke R (ORL-300-800)									
History		Edit Historical Service Hours		October 2016		Payroll Based Journal		Rebuild	
Last Name	First Name	ID	Badge	Location	Department	Cost Center			
Amherst	Luke	0059	10059	ORL	300				
Monday		Tuesday		Wednesday		Thursday			

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.