MSS3: Reallocating Historical Hours for PBJ

Job Aid

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.

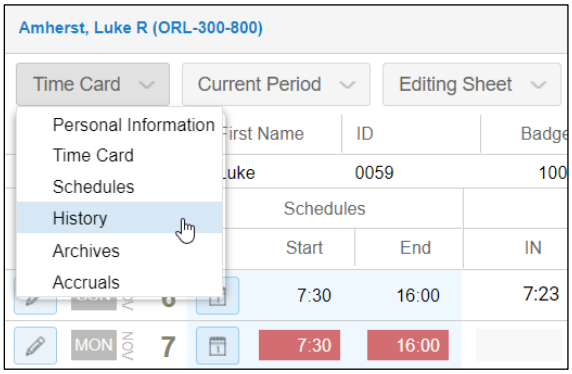
PBJ hours can be accessed through the employee's History page. In this example, a history page named *Edit Historical Service Hours* provides access to PBJ hours for editing. The name for the page may be different in your system. This page displays pay designation hours in a calendar format, where you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

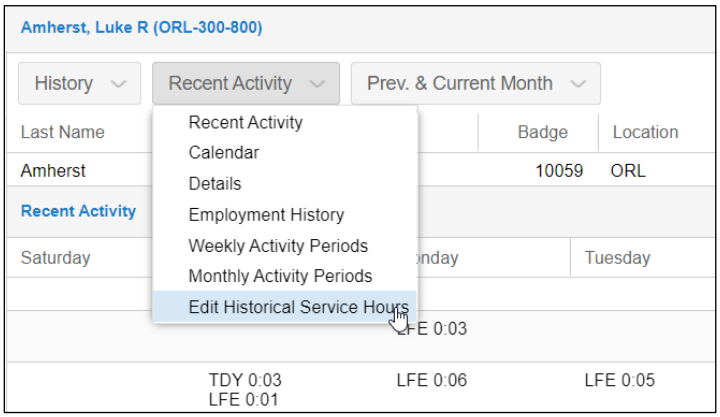
Accessing the PBJ Historical Hours Editing Page

To access the Historical Service Hours page:

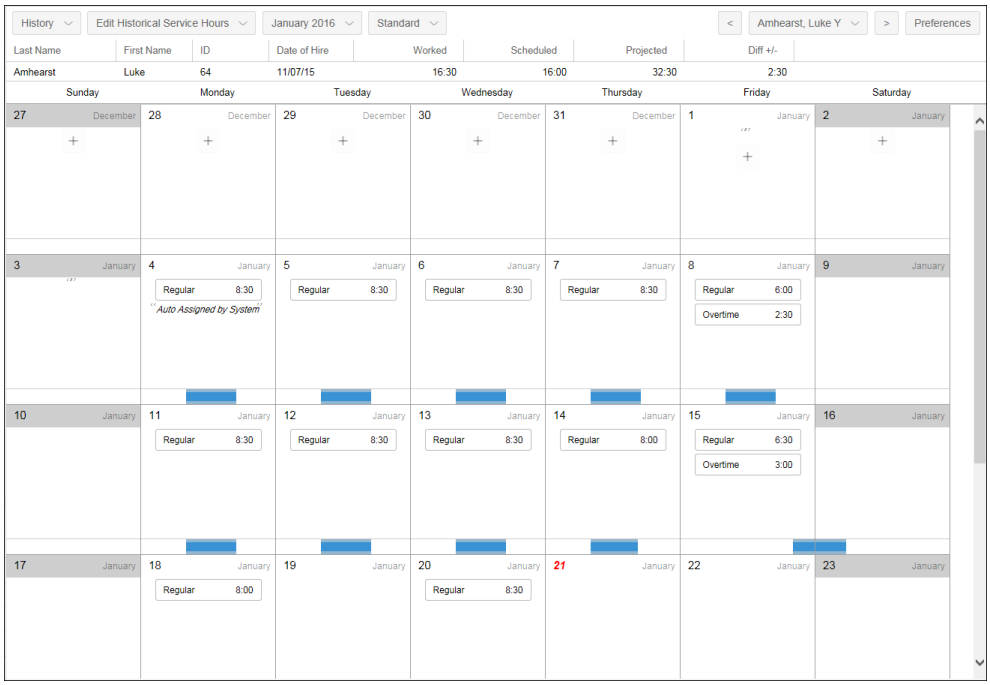
1. In an employee record, select the **History** page from the pages drop-down list.



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



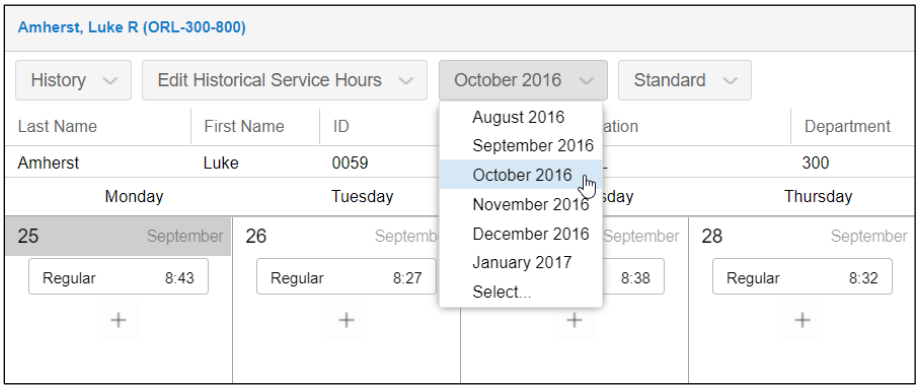
The Historical Service Hours view is displayed with the current month and standard hours.



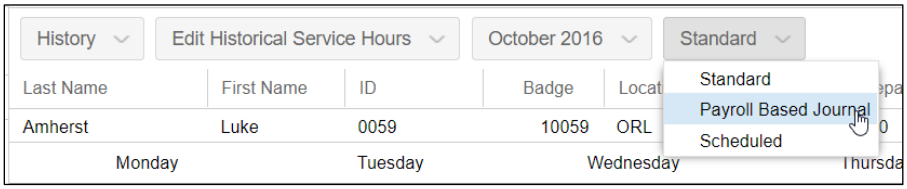
Adding PBJ Hours

To add hours:

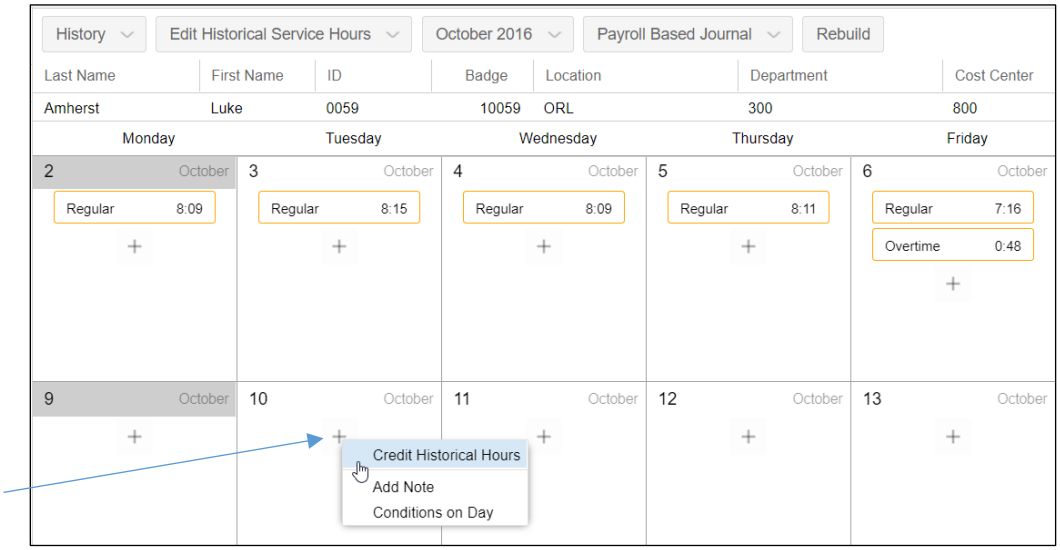
1. In the employee History page, select the **Edit Historical Service Hours** view.
2. Select the month for which you are adding hours.



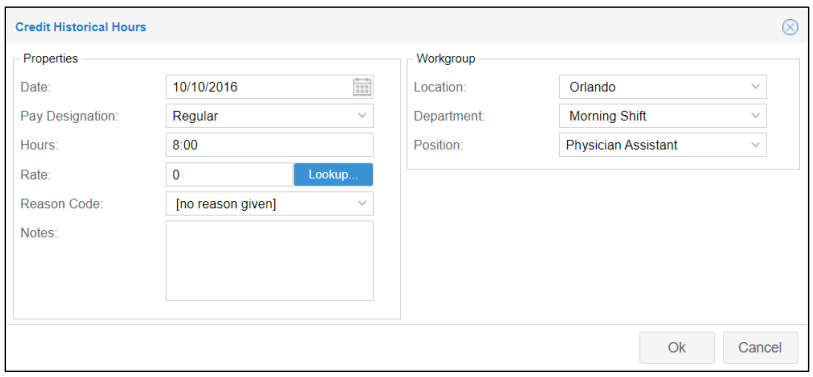
3. Select **Payroll Based Journal** in the view selection list to display PBJ historical hours.



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.



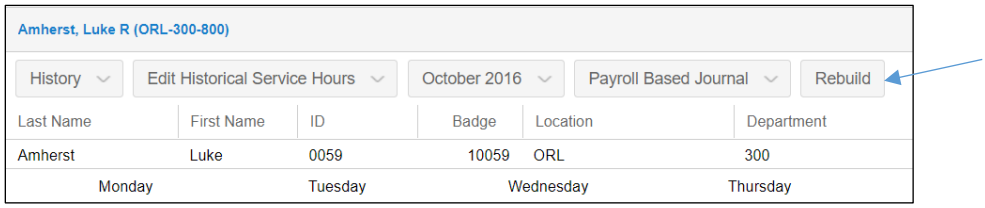
4. Click the Plus icon for the day you are adding hours and select **Credit Historical Hours** from the list.
5. Enter the pay designation, number and Workgroup information for the employee's PBJ historical hours. Use the *Reason Code* and *Notes* fields to explain your edit. The *Rate* field does not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



6. Click **OK**.

   The PBJ hours will be added to the calendar and to the employee's historical Payroll Based Journal hours.

7. Click the **Rebuild** button to recalculate the PBJ hours if rule changes have been made.

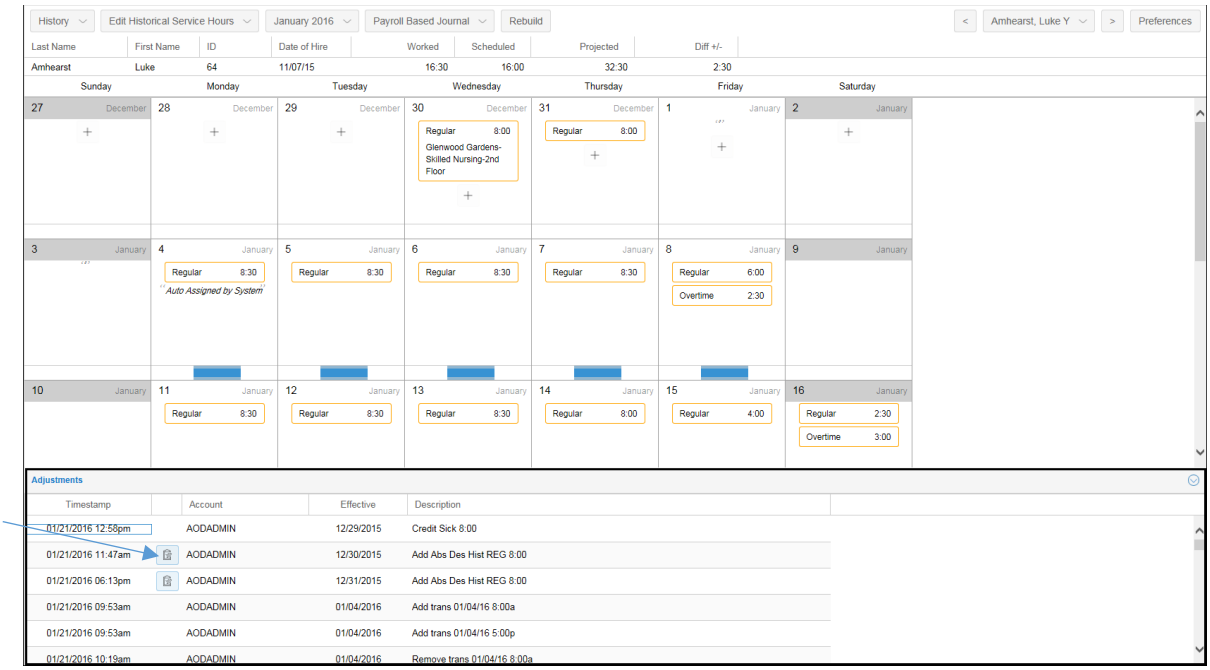


Canceling PBJ Edits

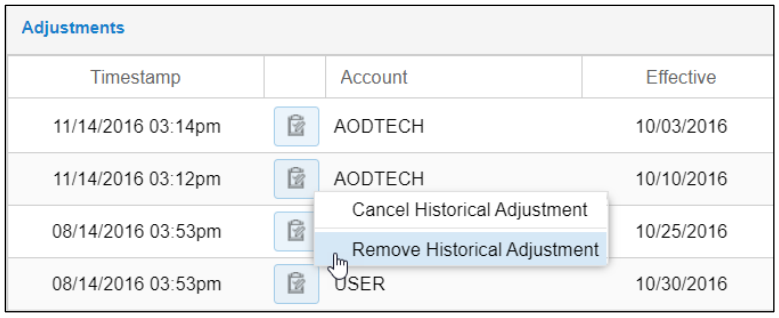
You cannot delete or modify PBJ hours that you have manually added to the system. You can cancel your edit in the Adjustments panel or credit a negative amount.

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.



2. Select **Remove Historical Adjustment**.



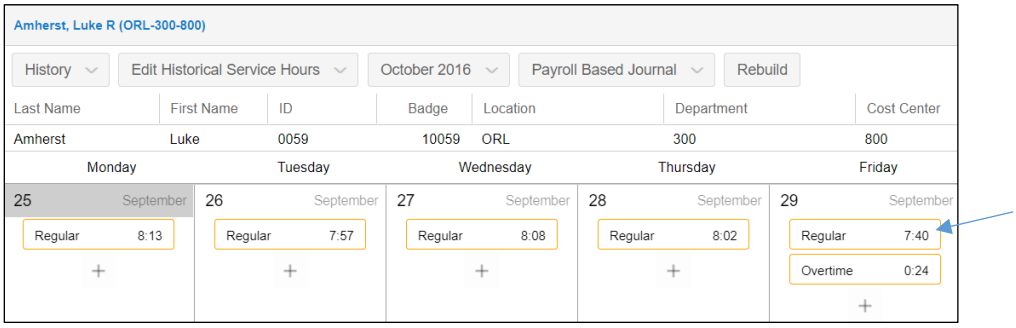
The PBJ edit will be removed from the calendar.

Modifying PBJ hours

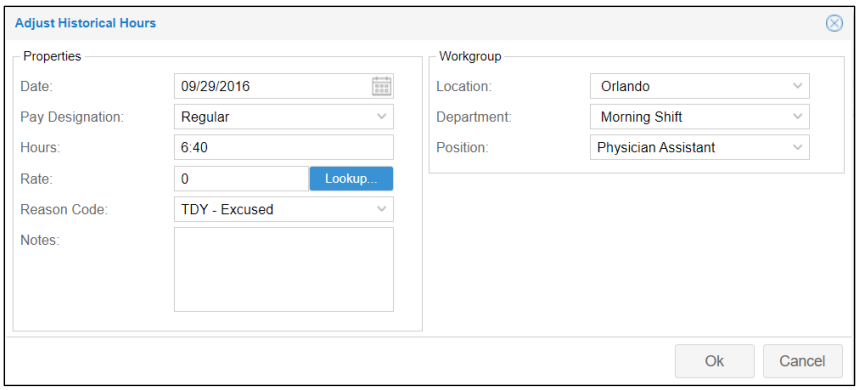
To change an existing PBJ historical hour entry:

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.

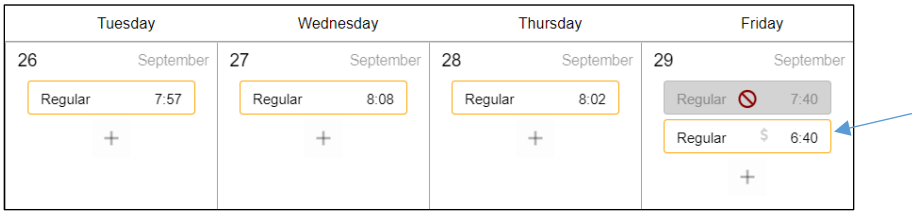


2. Modify the pay designation, hours or workgroup information in the *Adjust Historical Hours* window. Select a reason code or add notes to explain your edit.

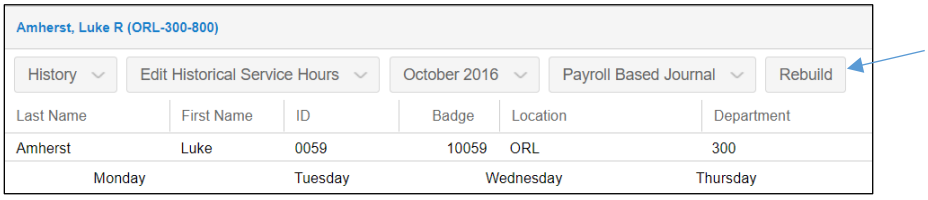


3. Click **OK**.

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



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



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