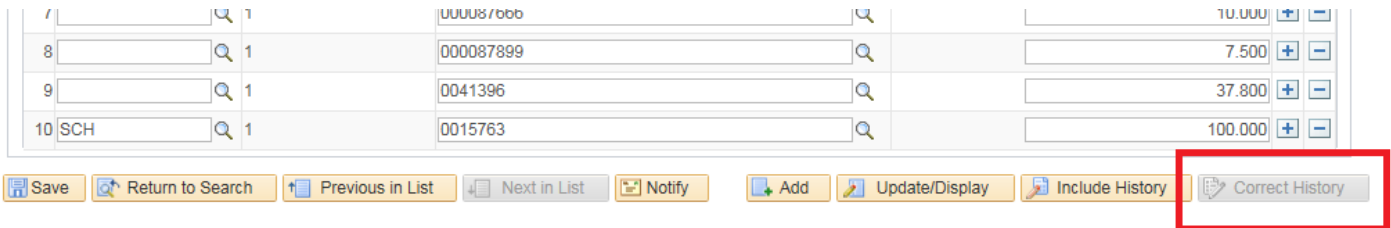


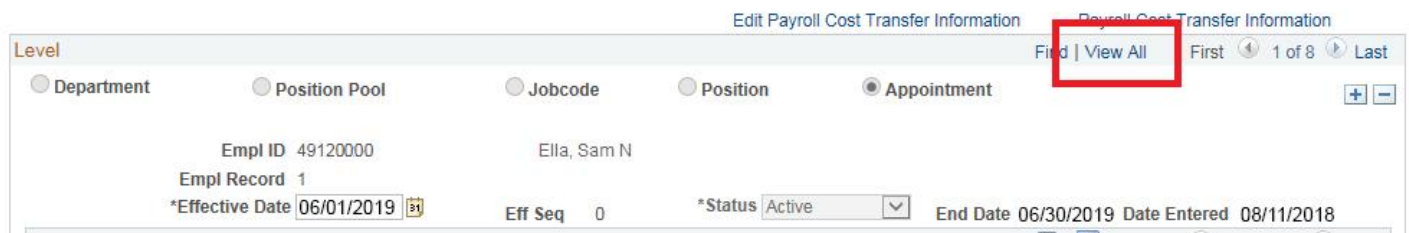
Create a Future Edit

A future edit is an edit completed on a DBT entry that has not yet processed. The Earnings Code, Combination Code and Distribution % fields will still be open and editable. You can create a Future Edit as long as the DBT entry hasn't been charged against.

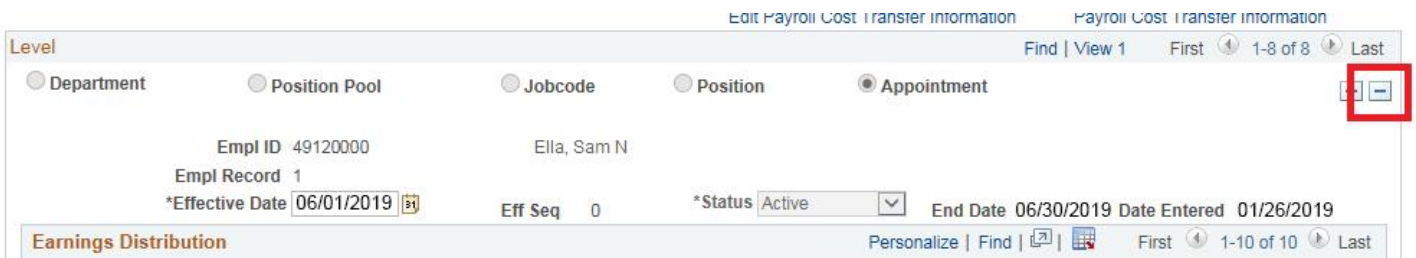
1. After accessing the DBT entry upon which you wish to do a Future Edit, confirm you are in Correct History mode. The button should be grayed out. If it's not grayed out, click it to move into Correct History mode. You cannot complete the edit if not in Correct History mode.



2. Select **View All** to view all the current Level sequences.



3. Once you've found the DBT entry row you wish to edit, delete that sequence by clicking the Delete a Row (-) icon.



4. Click OK to the Delete Confirmation message.

5. Add a new Level sequence by clicking the Add a Row (+) icon.

Level

Department Position Pool Jobcode Position Appointment

Empl ID 49120000 Ella, Sam N
Empl Record 1
*Effective Date 06/01/2019 Eff Seq 1 *Status Active End Date 06/30/2019 Date Entered 01/26/2019

Earnings Distribution

Combination Code	Distributed	Earning Code Description	Combination Code Description	Distribution %
Earnings Code	*Sequence Number	*Combination Code		

6. Enter the **Effective Date** for the new sequence into the Effective Date field.

7. Correct the Earnings Distribution rows for this Future Edit by adding/deleting Earnings Codes, Combination Codes and/or Distribution %s.

8. Click the **Save** button. Edits will not take effect until you save the entry.

Earnings Distribution

Combination Code	Distributed	Earning Code Description	Combination Code Description	Distribution %
Earnings Code	*Sequence Number	*Combination Code		
1	1	0041396		100.000
2 SCH	1	0015763		100.000

Combination Code	Distributed	Earning Code Description	Combination Code Description	Distribution %
Earnings Code	*Sequence Number	*Combination Code		
1	1	000081558		5.000
2	1	000083530		10.090