Resolve Timecard Exceptions – Hourly Timecard

When employees deviate from the schedule expectations, the system generates an exception. Exceptions can be day-based or segment-level. Day-based exceptions (such as short shift or unscheduled) affect the entire day. Segment-level exceptions affect only part of the day.

### Punch exceptions

To resolve Punch Exceptions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>Absence</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 10/30</td>
<td>9:00 AM - 5:15 PM</td>
<td></td>
<td>9:08 AM</td>
<td>5:23 PM</td>
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1. Right-click on the exception indicator corresponding to one of the below exceptions:
   - **Unscheduled** — An employee punches in on an unscheduled day.
   - **Long Interval** — An unusually long time between an in-punch and an out-punch. The rounded time between the punches is used to compute this exception. If the time between the in-punch and the out-punch is equal to or greater than the long interval, the long exception appears.
   - **Short Shift** — When rounded shift lengths are less than or equal to the short shift.
   - **Very Early In** — Employee punches in before the scheduled start time, at or before this amount. For example, the scheduled start is 7:00 a.m. and the Very Early amount is :30. Punches at 6:30 a.m. and earlier trigger the Very Early exception.
   - **Early In** — Employee punches in before scheduled start time.
   - **Late In** — Employee punches in after scheduled start time.
   - **Early Out** — Employee punches out before scheduled end time.
   - **Late Out** — Employee punches out after scheduled end time.
   - **Very Late Out** — Employees punches out after scheduled end times, and at or after the Very Late out amount. For example, the scheduled end is 5:00 PM and the Very Late exception is :30. Punches at 5:30 PM and later trigger the Very Late exception.

2. Click **Mark as Reviewed** to show that you know about the exception but have decided to take no further action. The color of the exception changes to green and the Mark as Reviewed button changes to **Unmark as Reviewed**, which you can use if you change your mind.
Meal Deduction Correction

Unlike auto exceptions, the meal deduction error is something that would only be reported by the employee. It would occur when an employee incorrectly responds to the meal break attestation.

- Deduction Occurred – worked through meal
- Deduction Removed — received their meal break

To resolve, right click on the out punch for the day in question and select Edit. Either choose an Override to add in time to be deducted or Cancel Deduction to replace the deduction with paid time, select the correct amount to fix.

When finished, click Apply and then click Save.

Add comments

You can attach comments and notes to a paycode amount or punch in the timecard as well as to absences and exceptions. Punches can have multiple comments and comments can have multiple notes.

To add a comment and note to a paycode amount or punch:

1. Select and right-click a punch or a paycode amount, then select Comments  
2. In the Comments panel:
   - If there are multiple events in a single cell, the Comment On drop-down list appears. Select an event from the list, for example, a cell that has an unscheduled punch identifies two events: punch and unscheduled.
   - Select a comment from the Select a Comment drop-down list. You can also enter some letters to search for a comment.
   - If needed, add a note in the Type a note (optional) box.
   - Optionally, click Add Another Note, enter a note in the text box and then click Add.
3. When finished, click Apply and then click Save.

The Comments icon in the punch or paycode cell indicates that a comment was added.

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Absence exceptions

An absence indicates whether an employee was not at work on a particular day. There are two types of absence:

- **Excused Absence** — An absence that was planned and approved.
- **Unexcused Absence** — An absence that was not planned and approved.

The Absence column identifies absence exceptions.
Work with pay codes

Pay codes organize time (hours) or money that you earn for payroll purposes. Pay codes can be tracked as productive time or as non-productive time and will appear with totals in the Totals tab at the bottom of the timecard. For example, holiday pay will appear as a pay code in the timecard.

Add or edit a pay code

The way that you add or edit a pay code:

1. In the timecard grid, click a Paycode menu, then select a paycode from the drop-down list. Note that you cannot add a paycode to a row that includes a punch.
   - To add a paycode on the same day that has a punch, click the Add Row icon and enter the paycode on the new row.

2. Enter the number of hours as a positive or negative amount in the Amount column. For example, 8 hours or -8 hours, as necessary.

3. Click Save.

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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11/05</td>
<td>7:00 PM - 7:00 AM</td>
<td></td>
<td></td>
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