# TIMELINK.

# **Running the Timecard Exceptions Report**

### Purpose

The Timecard Exceptions Report can be run at any time to shows the exceptions in TimeLink during a particular time frame for employees of a specific work center or org unit.

### Login to TimeLink



User Name	Enter User Name
Password	Enter your Password
Language	Defaults to English
	Click on Login

#### From the TimeLink Main Menu, select the following menu path: Reporting>Time and Attendance Report>Exception Reports>Timecard Exceptions (RTP111)

		View Time Manager Home Page
⊗ Time and Labor	View Time Manager Home Page - SYS117	X
Zeporting	Home Help	
Personnel Administration Reports Personnel Administration Reports Absence Reports Exception Reports Timecard Exceptions Reported Time Reports Workforce Scheduling Reports		
2. Mulleer Account	Finecards   Edit and Approve your employees' timecards   Exceptions     Manage Timecards (TR)   Manage Timecards (TR)   Review time and attendance exceptions that have been generated Review Time Exceptions	
	Schedule   Review and edit TimeLink generated employee schedules   Reports     Review and edit TimeLink generated employee schedules   Run standard TimeLink reports in order to review time and attendance related information     Timecard Report   Schedule vs. Actual   Unapproved Timecards     All Absence Time   Timecard Exceptions	
Wy User Account		

### **Timecard Exceptions Report**

This is an administrative report which shows timecards with errors. It includes missed punches (e.g. the start punch or end punch missed). It is useful for supervisors to check the status of their employees' login.

### **Running the Report**

Transaction Field	Enter RPT111
Person(s)	Select Group and the Work Center
Period	Select <b>Custom</b> (start and end of the <b>pay period</b> )
	Optional: Literals (a special period ) OR Periods (monthly )
	Select Save Search

**Note:** To run the report for one person, in the Person (s) field, select Person ID or Last Name.

## **Output of the Timecard Exceptions Report**

The report shows a list of exceptions for a specific work center or org unit.

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Timecard Exceptions - RP	T111			X
File Actions Help				
Q   @				
Search				
Person(s)	Group 🔹	FA - Ofc of Vice-Provost, St	udents 🔹	
Period	Custom - From	09/29/2013 <b>To</b>	10/12/2013	
Run Now Save Sear	ch			
4 4 6			11	
	n Report 🔻 🛛 🖓 📢 1/4 👂			
TIMELINK.			Provided For:BANNIBRE	-
Timecard Excep	tions			-
Time Period: 09/29/2013	To 10/12/2013			
Date Excep	tion - Exception Type			
Group: [743] Hart House - Hart H	House			
09/29/2013 MP - N	lissing Punch			
10/07/2013 MP - N	lissing Punch			
[Exception Note] Missing	g Punch			
10/07/2013 MP - M	lissing Punch			
[Exception Note] Missing	g Punch			

## **Output Field Descriptions**

Time Period	The day or date range used to run the report
Provided For	The ID of the person running the report
Group	The work center or org unit
	Employee's name and personnel number
	The list of the type of errors (e.g. missed punch)

To logout, go to File and select Exit.

Some icons and their functions on the output of the report

Icon Description	Function
Tree icon 🔁	This allows different display styles of the report
Exporting icon 🖄	To export the report into Excel
Print icon	To print at your convenience
Page icon	To select the first, previous, next & the last page or choose different pages from the list of pages
Go to Page icon 🔁	To go to a specific page
Search for Text icon 붬	Searching for Employees <b>other than</b> on those on the first page
Percentage (%)	Increases/decreases the font size of the report