

Exceptions: Adding Missed In & Out Punches

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Overview Below outlines the steps taken by the Supervisor and Manager to add the missing time stamp of the In and Out Punches that an employee worked on a particular shift.

Adding Missed In & Out Punches

1. On the **Exceptions Widget**, select the relevant time period.




The screenshot shows the 'Manager Workspace' interface with an 'Exceptions' widget. The widget has a header bar with a 'Current Pay Period' dropdown menu (highlighted with a red box) and an 'All Home' dropdown menu. Below the header is a table with the following data:

Name	Missed Punch	Punches	Unexcused Absenc..	Excused Absence	Total
Fresh, Joe	2	3	1		6

Adding Missed In & Out Punches

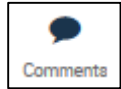
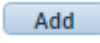

2. Select the employee with missed punch/es.

Name	Missed Punch
Joe Fresh	2

3. Click **Go To** .
4. Select **Timecards**.
5. The **red box** indicates missed punch.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
	Sat 7/16							
	Sun 7/17							
	Mon 7/18	3:00PM-11:30PM			2:20PM		11:30PM	
	Tue 7/19	3:00PM-11:30PM			11:30PM		3:36PM	
	Wed 7/20	3:00PM-11:30PM						
	-						11:27PM	
	Thu 7/21	3:00PM-11:30PM			2:31PM			

Note: Place the cursor over the red box to display the type of exception.

6. Enter **start time** and/or **end time** on the cell with **missed punch**.
7. If applicable, right-click on the cell where there is an exception and click  to add remarks to explain or add information for the exception. In the **Comment** pop up window, select applicable comment from the dropdown list and enter a note by clicking . Then, click  to save the comment.

Note: The comment icon  will be displayed in the cell. Place the cursor over the comment icon to view the remarks/comments.

8. Click .

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