

Exceptions: Correcting In & Out Punches

Contents

- Overview
- Correcting In & Out Punches

Overview

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

Correcting In & Out Punches

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



Manager Workspace

Exceptions

Current Pay Period All Home

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

2. Select the employee with incorrect punch/es.



Exceptions

Current Pay Period All Home

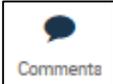
Name	Missed Punch	Punches	Unscheduled	Unexcused Absen..
Joe Fresh		2		

Correct In and Out Punches

- Click **Go To** .
- Select **Timecards**.
- The **red mark**  indicates an exception. In this case, it is incorrect punch.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
		Sat 7/16						
		Sun 7/17						
		Mon 7/18	11:00AM-3:00PM			11:05AM 		 2:00PM
		Tue 7/19						
		Wed 7/20						
		Thu 7/21						
		 Fri 7/22	11:00AM-3:00PM					
		Sat 7/23						
		Sun 7/24						
		 Mon 7/25	3:00PM-7:00PM					
		Tue 7/26						
		Wed 7/27	 3:00PM-7:00PM			3:00PM		7:00PM
		Thu 7/28	3:00PM-7:00PM			 6:00PM		7:00PM

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

- Click the cell with incorrect time and enter correct **start time** and/or **end time**.
- 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.

- Click .