

Exceptions Report

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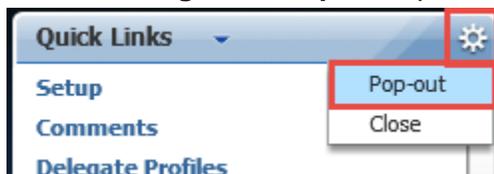
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Overview

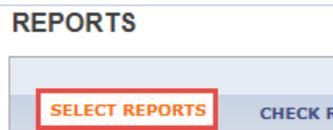
Overview Below outlines the steps to generate all or specific exceptions and comments attached to the start or end of a shift, as well as the absences for each employee within the specified time period.

Menu Path

1. On the **Manager Workspace**, open the **Quick Links** widget



2. On the **Quick Links** widget, select **Reports**.



3. On the **Reports** genie, click **Select Reports** tab
4. Select **Timecard** → **Exceptions**

How to Run the Exceptions Report

1. Select required group of employees to be included in the report

People 

2. Select required time period

Time Period 

3. Select required absences

Absences 

4. The **Selected** box displays all the exceptions that will be included in the report.

Note: Select the exceptions that you want to exclude from the report and click  to transfer it into the **Available** box.

5. **Output format** defaults to Adobe Acrobat Document.

6. Click



Output Data

1. On the **Check Report Status** tab, the following information will be displayed and the initial **status** is **Waiting**.

- Report Name
- Format
- Date In
- Date Done
- Status
- Output
- User

2. Click



3. Once the **Status** became **Complete**, highlight the report and click



Exceptions		Data Up to Date:	8/3/2016 11:03:51 AM		
Time Period:	Current Pay Period	Executed on:	8/03/2016 11:03AM GMT-04:00		
Query:	All Home	Printed for:	vitugshe		
Exceptions:	(24): [Canceled Deduction Early In Late In Long Break Holiday Skipped Minimum Days Active Violation Minimum Days Employed Violation Missed In-Punch]...				
Absences:	Unexcused Only				
Exception Day/Date	Exception	Scheduled	Actual or Pay Code	Amount	Amount Over Exception
<i>Comment</i>					
ID: XXXXXXXXXX					
Sun 7/31/2016	Unexcused Absence				
Mon 8/1/2016	Unexcused Absence				
Tue 8/2/2016	Unexcused Absence				
Wed 8/3/2016	Unexcused Absence				
Exception	Total	Total Amount Over Exception			
Unexcused Absence:	4	N/A			