

# Exceptions: Recording an Employee Absence

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## Overview

**Overview** Below outlines the steps taken by the Supervisor and Manager to record an absence in uTIME when an employee is on leave.

## Recording an Absence

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



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

## Recording Absence

2. Select the employee with **Unexcused Absences**.

Manager Workspace

Exceptions

Current Pay Period: All Home

Name	Missed Punch	Punches	Unscheduled	Unexcused Absences
Joe Fresh				1

3. Click **Go To** 

4. Select **Timecards**.

5. The **red mark**  on the date indicates an exception. In this case, it is unexcused absence.

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Sat 7/16						
Sun 7/17						
Mon 7/18						
Tue 7/19						
Wed 7/20	4:15PM-9:15PM			4:08PM		9:08PM
Thu 7/21						
Fri 7/22						
Sat 7/23						
Sun 7/24						
Mon 7/25						
Tue 7/26						
Wed 7/27						
Thu 7/28	4:15PM-9:15PM					
Fri 7/29						
Sat 7/30						
Sun 7/31						

6. On the **Pay Code** column of the date where there is an unexcused absence, select the applicable absence code from the list.

Pay Code

Please Choose:

- Shift Premium Night
- Short Term Disability Leave Paid
- Short Term Disability UnPaid
- Sick Leave Paid
- Sick Leave Unpaid
- Sick Unpaid
- Stat Holiday 1.0
- Stat Worked 1.50
- Stat Worked 1.75

## Recording Absence

7. On the **Amount** column of the date where there is an unexcused absence, select applicable absence day.

8. Click  Save