

# Excusing Occurrences

In Kronos Absence Manager, occurrences are generated when an employee either does not adhere to their schedule (late-in/early out), or when an absence pay code is entered into their timecard (ABPPTO/ABUPTO/NCNS).

There may be times where an occurrence is not deemed valid and needs to be excused. In these cases, you can use a comment to excuse the occurrence.

To excuse an occurrence:

1. Go to the employee's time card and right-click the punch you are excusing. The Punch Actions box will appear. Click on the Comments button:

The screenshot displays the Kronos Absence Manager interface. At the top, the 'Timecards' section shows 'Test Agent2' and 'Loaded: 11:54 AM'. Below this is a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift. The table shows dates from Sun 7/15 to Fri 7/27. A red vertical bar indicates an occurrence on Mon 7/23 at 8:07AM. A 'Punch Actions' dialog box is open, showing details for the occurrence: Date: 7/23/2018, Time: 8:07AM, Rounded Time: 7/23/2018 8:07AM GMT-05:00, Override: In Punch, Time Zone: (GMT -05:00) Central Time (USA; Canada), Exceptions: Late In, Edit Made By: Patrick, Cedric. At the bottom of the dialog box, there are four buttons: 'Mark As Reviewed', 'Edit', 'Comments', and 'Justify Exception'. A red arrow points to the 'Comments' button.

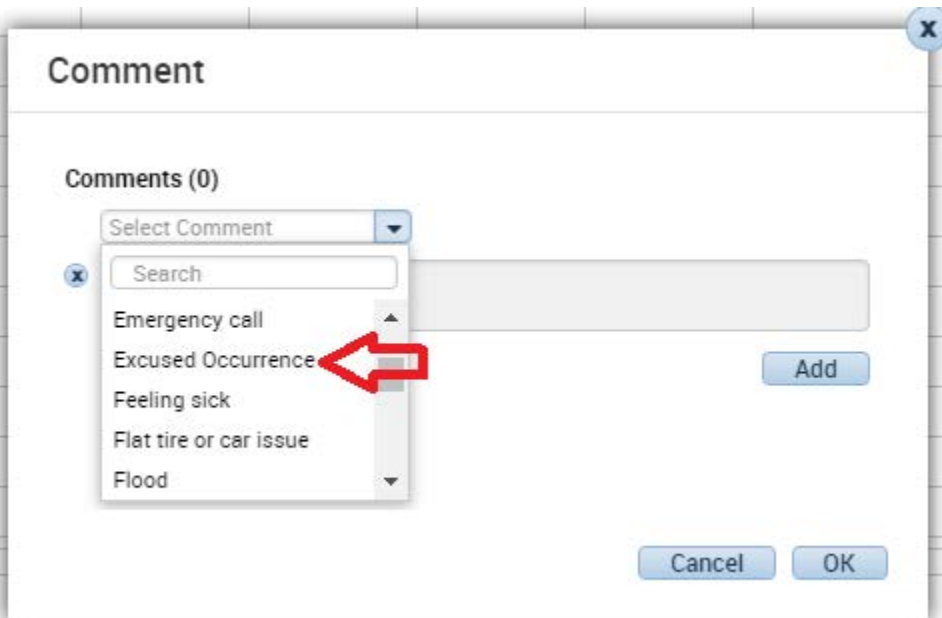
Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sun 7/15										
Mon 7/16										
Tue 7/17										
Wed 7/18										
Thu 7/19										
Fri 7/20										
Sat 7/21										
Sun 7/22										
Mon 7/23	8:00AM-4...			8:07AM						
Tue 7/24	8:00AM-4...									
Wed 7/25	8:00AM-4...									
Thu 7/26	8:00AM-4...									
Fri 7/27	8:00AM-4...									

**Punch Actions**

Date: 7/23/2018  
Time: 8:07AM  
Rounded Time: 7/23/2018 8:07AM GMT-05:00  
Override: In Punch  
Time Zone: (GMT -05:00) Central Time (USA; Canada)  
Exceptions: Late In  
Edit Made By: Patrick, Cedric

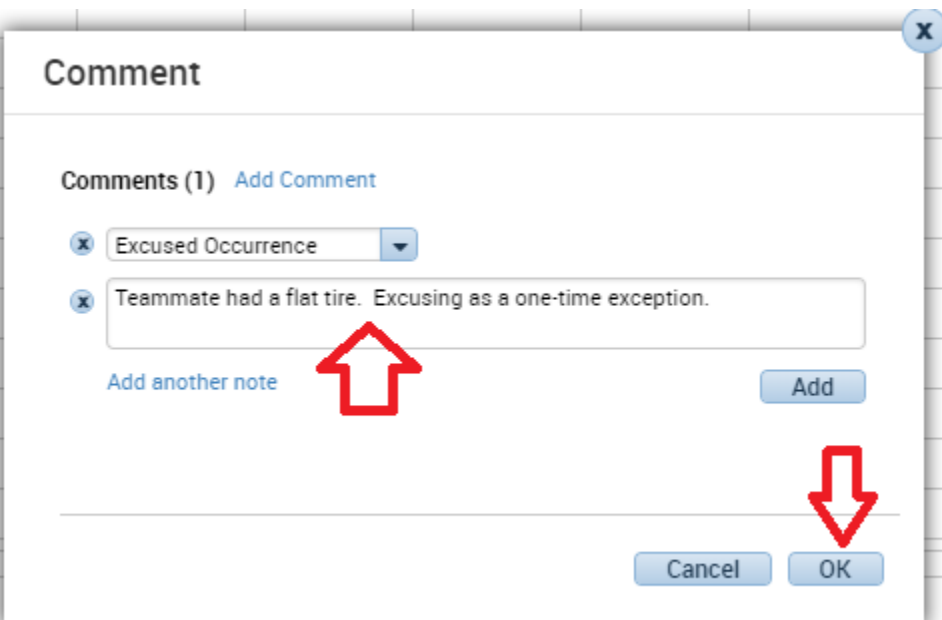
Mark As Reviewed Edit **Comments** Justify Exception

2. The Comment box will appear. From the Select Comment dropdown menu, select Excused Occurrence. **Note: Only the Excused Occurrence comment will excuse an occurrence. You can use other comments for reference, but this WILL NOT have any impact on the related occurrence.**



The screenshot shows a 'Comment' dialog box with a title bar and a close button (X). Inside, there's a section 'Comments (0)' with a 'Select Comment' dropdown menu. The dropdown is open, showing a search bar and a list of options: 'Emergency call', 'Excused Occurrence', 'Feeling sick', 'Flat tire or car issue', and 'Flood'. A red arrow points to 'Excused Occurrence'. To the right of the dropdown is a text input field and an 'Add' button. At the bottom are 'Cancel' and 'OK' buttons.

3. Enter an optional note into the Note field and click OK. **Important: It is extremely important to be cognizant of the notes entered into this field. These notes are visible to the teammate, as well as any other Team Leaders/Managers that you have given proxy access to.**



The screenshot shows the 'Comment' dialog box after a comment has been added. The 'Comments (1)' section now shows 'Excused Occurrence' in the dropdown and a text input field containing 'Teammate had a flat tire. Excusing as a one-time exception.' A red arrow points to this text field. Below the text field is a link 'Add another note' and an 'Add' button. At the bottom are 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button.

		Sat 7/21																	
		Sun 7/22																	
		Mon 7/23	8:00AM-4...																
		Tue 7/24	8:00AM-4...				8:07AM			12:00PM	1:00PM								
		Wed 7/25	8:00AM-4...																

Excused Occurrence [Teammate had a flat tire. Excusing as a one-time exception.]

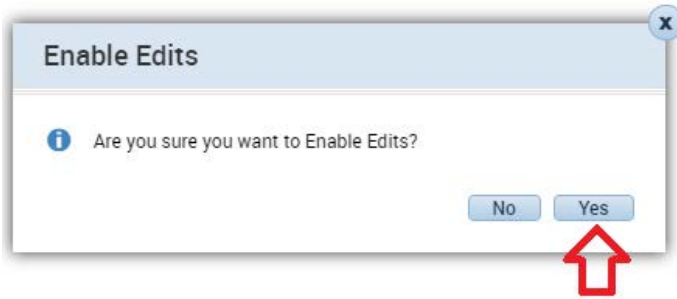
[illegible]

All occurrences should be reviewed and excused (as necessary) prior to the end of each pay period. However, there may be instances, such as delayed FMLA approval, that requires an occurrence to be excused after the pay period has been signed off.

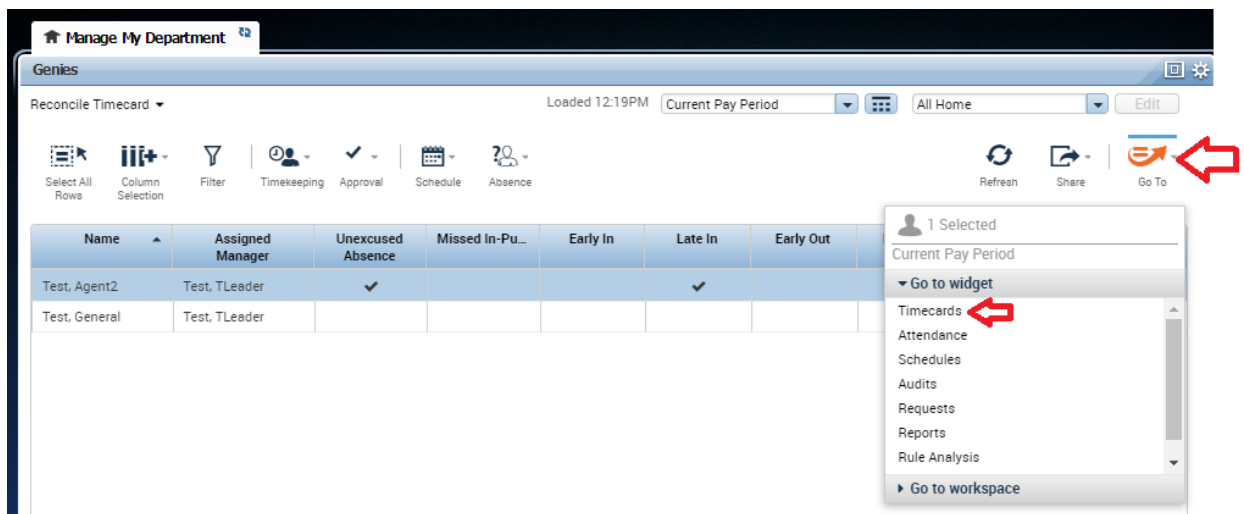
1. From the Manage My Department tab, select the employee(s) that need to be edited, click on the Approval button, and select Enable Edits:

[illegible]

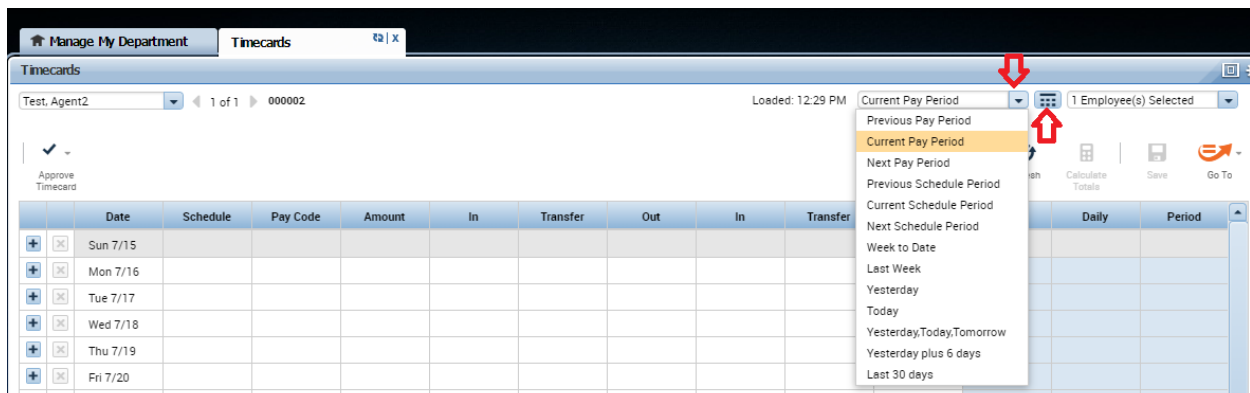
2. A confirmation window will pop up, asking if you are sure you want to Enable Edits. Click Yes:



3. Click the Go To button and select Timecards to open the timecard(s) for the employee(s) you selected:



4. Click on the Pay Period dropdown or the calendar to select the date range of the occurrence(s) to be excused:



5. Follow the steps listed above for Excusing Occurrences to add a comment and excuse the occurrence.