



# Exceptions – Missed Out-Punch

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## Procedure Overview

### Overview & Objective

Below outlines the steps taken by the Supervisor and Manager to correct the exception – Missed Out-Punch.

To gain understanding of the steps required by the Supervisor and Manager to correct a Missed Out- Punch exception.

## Exceptions Window - Missed Out-Punch

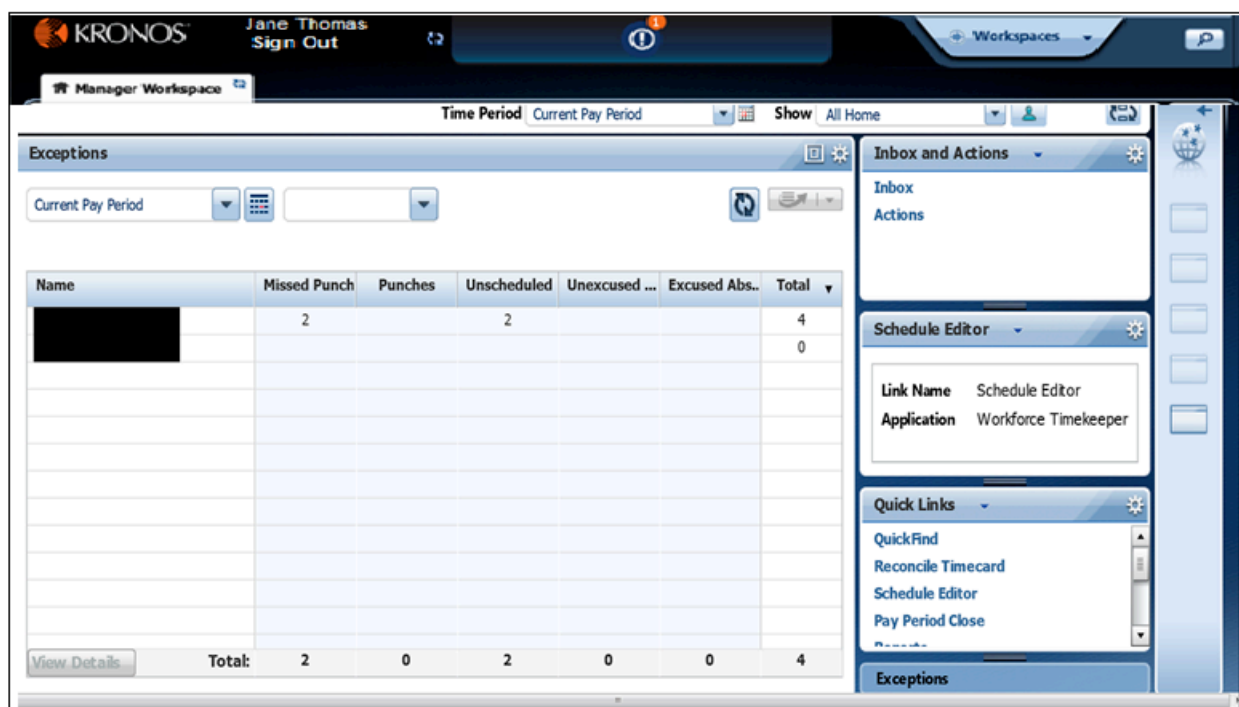
The **Exception Window** defaults to the Supervisor/Manager Home Page – Manager Workspace. It is the screen required to view errors and make corrections to employees' timecards.

When employees are scheduled to work and their timecards do not show their scheduled hours, there is a deviation from the schedule. These deviations are called exceptions.


Common exceptions are Missed In-Punch, Missed Out-Punch, Absences, Double Punches,

### Missed Out-Punch

This exception occurs when the employee forgets to punch out. Corrections are made from the Exceptions Window (shown below).



To view the employee's exception, complete the following steps:


<b>Name</b>	Select the employee's name that matches the timecard with the exception
<b>Exception Column</b>	Highlight the <b>Missed Punch</b> column
<b>Details</b>	<p>Drag your cursor over the Missed Punch Column, the Details icon will be proposed – select it.</p> 

## Exceptions – Missed Out-Punch

The Summary Screen will be proposed with the missed punch as seen below:

The screenshot shows the 'Exceptions' window with a 'Summary' tab selected. At the top, there are fields for 'Time Period' (Current Pay Period) and 'Show' (All Home). To the right are 'Save' and 'Cancel' buttons, with an arrow pointing to the 'Save' button. Below these is a 'Summary' button with a back arrow. A dropdown menu shows a redacted name. To the right of the dropdown are 'View Timecard' and 'Show Schedule' buttons. A table displays punch data for 'Fri 9/04'. The table has columns: Date, Pay Code, Am..., In, Out, Transfer, Daily, and Sum. The 'In' column shows '12:53pm' and '2:48pm'. The 'Out' column shows '12:57pm' and a red box containing '4p', which is circled. Below the table are buttons: 'Justify', 'Mark as Rev...', 'Change to ...', 'Comment', 'Add Punch', and 'Remove'.

Date	Pay Code	Am...	In	Out	Transfer	Daily	Sum
Fri 9/04			12:53pm	12:57pm			
			2:48pm	4p			

Summary	It will show all the Missed Out-Punch exceptions for the Time Period being viewed.
Missed Out-Punch Correction	Find the missing punch and double click on it. Enter the end time – the save button will be highlighted
Save	Click <b>Save</b> to save your end time correction.
Exit Screen	Select “Summary” or the matching back arrow.  This will return you to the Exceptions Widget.

## Exceptions – Missed Out-Punch

### Alternate Correction - Missed Out-Punch

There is an alternate way to make the correction. Please see the instructions outlined below.

From the Summary Screen (instructions above), select “View Timecard”

**Exceptions**

Time Period: Current Pay Period  
Show: All Home

Summary

**View Timecard** **Show Schedule**

Date	Pay Code	Am...	In	Out	Transfer	Daily	Sum
Fri 9/04			12:53pm	12:57pm			
			2:48pm				
Sun 9/06				4:00pm			

**Justify** **Mark as Re...** **Change to ...** **Comment** **Add Punch** **Remove**

The **Exceptions Details** screen will be proposed with all the missed punches for the Time Period selected.

**Exceptions**

Exceptions Details

**TIMECARD**  
Loaded: 1:01PM  
Name & ID: [Redacted]  
Time Period: Current Pay Period

**Save** **Actions** **Punch** **Amount** **Accruals** **Comment** **Approvals** **Reports**

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 8/30											
Mon 8/31											
Tue 9/01											
Wed 9/02											
Thu 9/03											
Fri 9/04			12:53PM		12:57PM						
Fri 9/04			2:48PM								
Sat 9/05											
Sun 9/06					4:00PM						
Mon 9/07											
Tue 9/08											
Wed 9/09											
Thu 9/10											
End Date											


**TOTALS & SCHEDULE** **AUDITS**

All

Date	Start Time	End Time	Pay Code	Amount
Sun 8/30				
Mon 8/31				
Tue 9/01				
Wed 9/02				
Thu 9/03				
Fri 9/04				
Sat 9/05				

## Exceptions – Missed Out-Punch

Complete the following steps to correct the Missed Out-Punch,

<b>Missed Out-Punch Correction</b>	Find the missing punch and enter the end time
<b>Save</b>	From the main menu, select <b>Save</b>
<b>Exit Screen</b>	<p>Select <b>Exceptions Details</b> or the matching back arrow, then <b>Summary</b> or the matching back arrow.</p> <div data-bbox="521 550 836 674"></div> <p>This will return you to the Exceptions Window.</p>