



Exceptions – Missed In-Punch

Contents

Supervisor & Manager - Exceptions Overview
Exceptions - Missed In-Punch

Procedure Overview

Overview & Objective

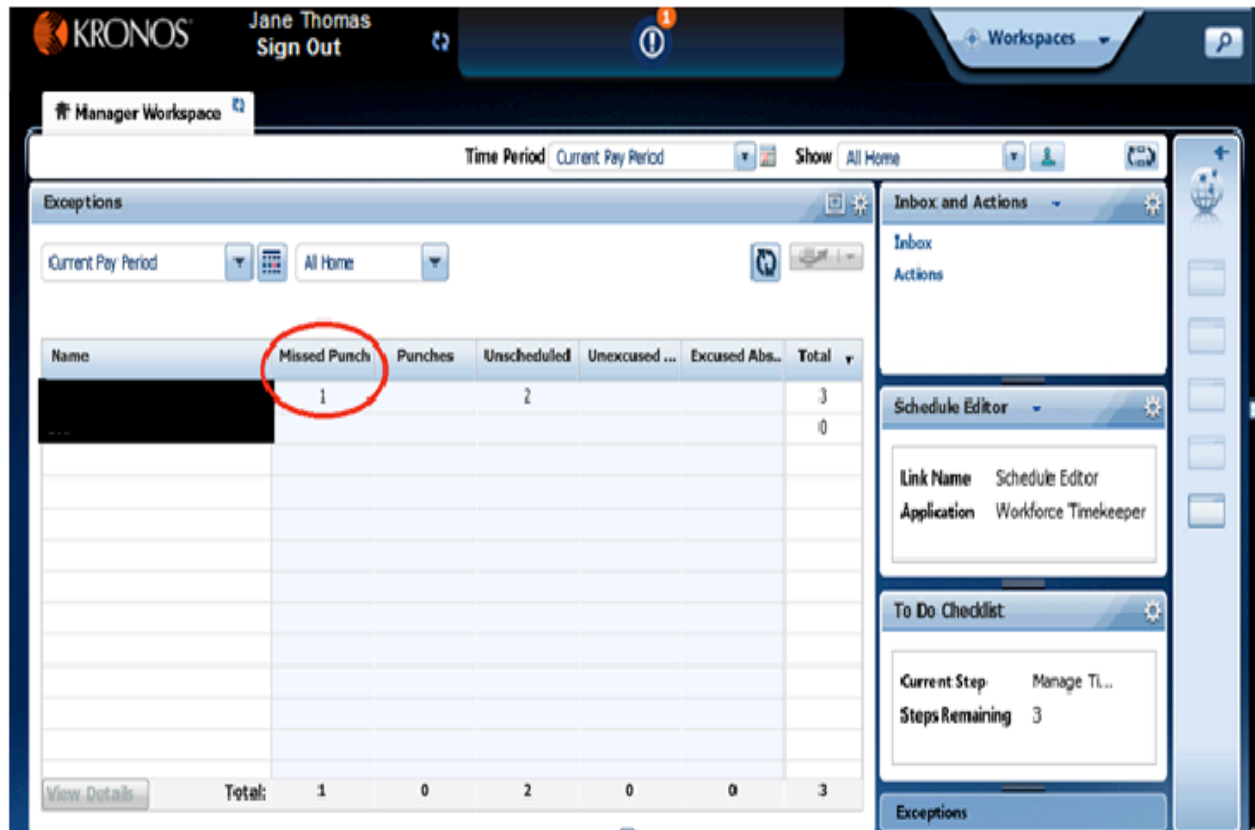
Below outlines the steps taken by the Supervisor and Manager to correct the exception – Missed In-Punch.

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


Exceptions – Missed In-Punch

Missed In-Punch

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



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


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

Exceptions – Missed In-Punch

The Summary Screen will be proposed with the missed In-Punch as seen below:

The screenshot shows the 'Exceptions' window with a 'Summary' button highlighted. The 'Time Period' is set to 'Current Pay Period' and 'Show' is set to 'All Home'. The 'Save' button is highlighted with a white arrow. Below the navigation bar, there are buttons for 'View Timecard' and 'Show Schedule'. A table displays the punch data for Friday 9/04 and Sunday 9/06. On Sunday 9/06, the 'In' time is '8a' (highlighted with a red circle) and the 'Out' time is '4:00pm'. At the bottom, there are buttons for 'Justify', 'Mark as Re...', '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				
Sun 9/06			8a	4:00pm			

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

Exceptions – Missed In-Punch

Alternate Correction - Missed In-Punch

There is an alternate way to make the correction.

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											


TOTALS & SCHEDULE **AUDITS**

Account Pay Code Amount Wages

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 In-Punch

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

Missed In-Punch Correction	Find the missing In-Punch and enter the start time
Save	From the main menu, select Save
Exit Screen	<p>Select Exceptions Details or the matching back arrow, then Summary or the matching back arrow.</p> <div data-bbox="519 550 833 674"></div> <p>This will return you to the Exceptions Widget.</p>

Note: There is a 7 minute grace period for start and end time. If an employee punches in at 7:52 am and ends at 4:07pm, the employee will be paid 8 am to 4 pm.