Exceptions – Missed 0ut-Punch

Contents

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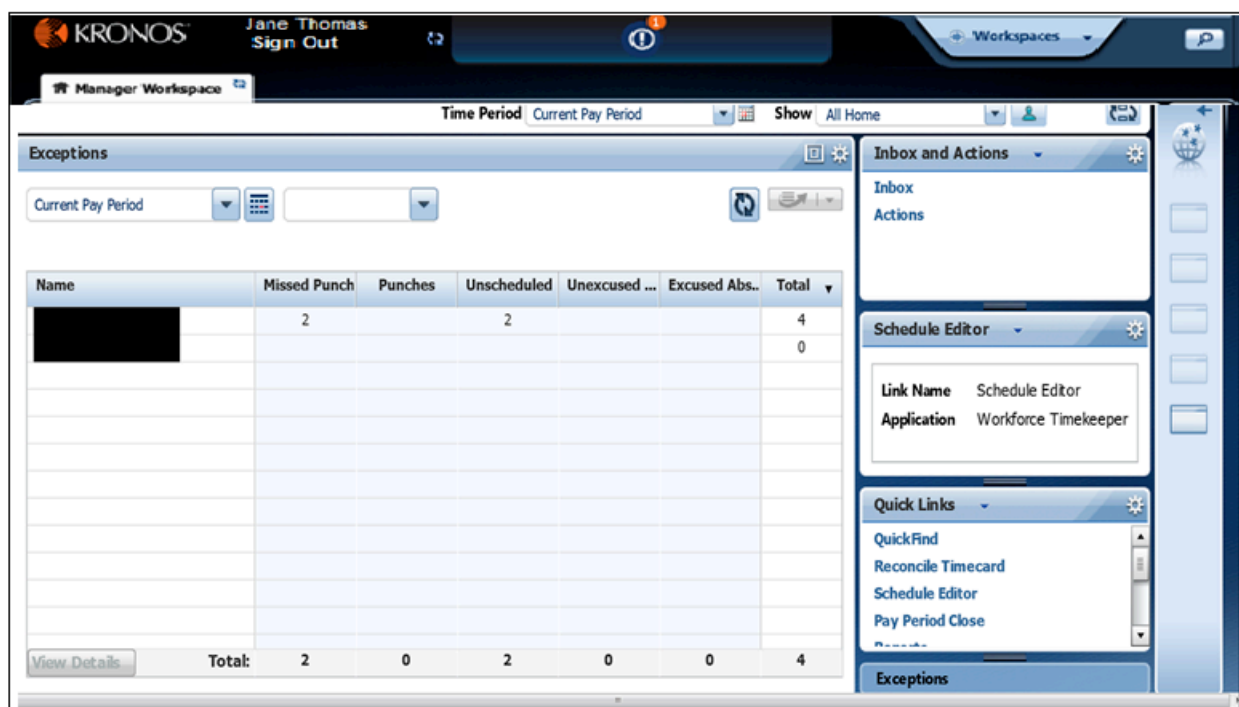
To view the employee's exception, complete the following steps:

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. Details ▶

Exceptions – Missed Out-Punch

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

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 **Save** to save your end time correction.
Exit Screen	Select "Summary" or the matching back arrow. This will return you to the Exceptions Widget.

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"

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

Exceptions – Missed Out-Punch

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

Missed Out-Punch Correction	Find the missing punch and enter the end time
Save	From the main menu, select **Save**
Exit Screen	Select **Exceptions Details** or the matching back arrow, then **Summary** or the matching back arrow. This will return you to the Exceptions Window.