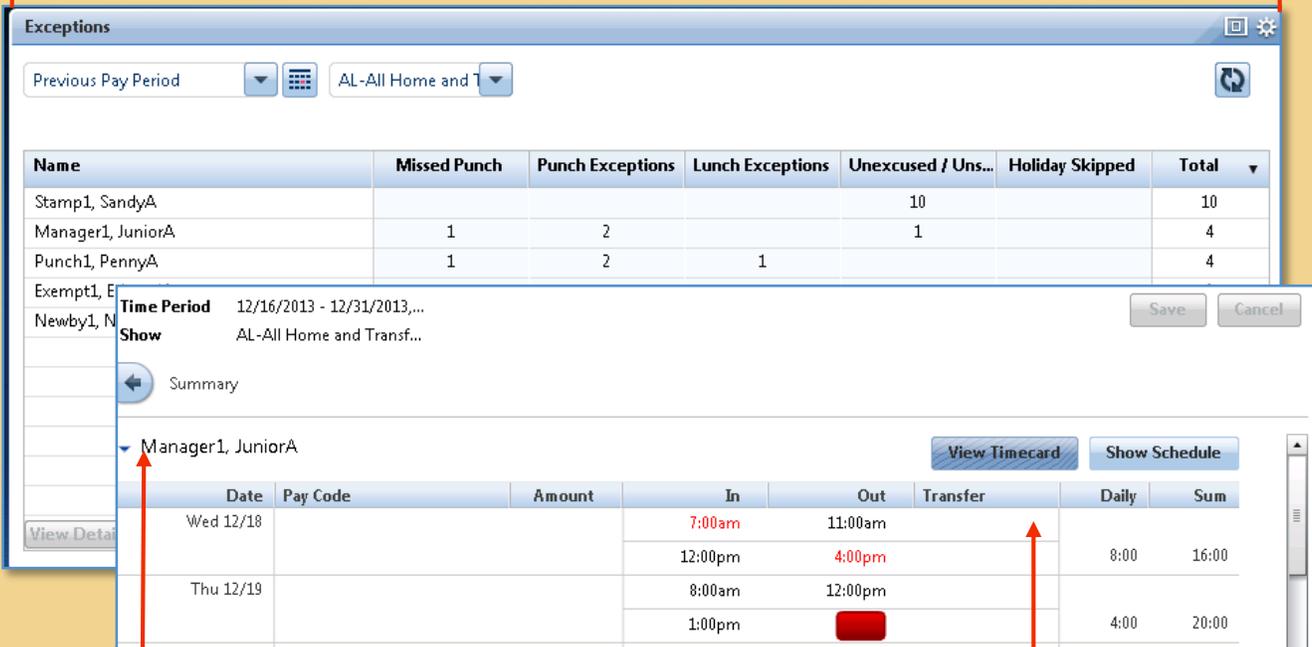


Summary View

Displays a list of your employees for the time period and HyperFind selected at the top of the widget



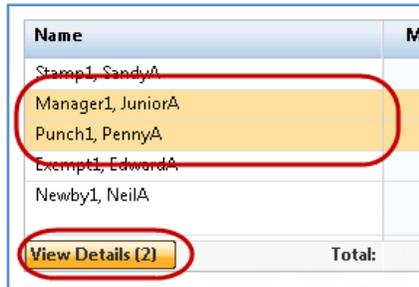
The screenshot shows the 'Exceptions' widget interface. At the top, there are filters for 'Previous Pay Period' and 'AL-All Home and T'. Below this is a summary table with columns: Name, Missed Punch, Punch Exceptions, Lunch Exceptions, Unexcused / Uns..., Holiday Skipped, and Total. The table lists employees: Stamp1, SandyA (Total: 10), Manager1, JuniorA (Total: 4), and Punch1, PennyA (Total: 4). A pop-up window for 'Manager1, JuniorA' is shown, displaying a 'Time Period' of 12/16/2013 - 12/31/2013 and a 'Show' filter of 'AL-All Home and Transf...'. The pop-up has a 'Summary' tab selected, showing a table with columns: Date, Pay Code, Amount, In, Out, Transfer, Daily, and Sum. The table shows punches for Wed 12/18 and Thu 12/19. A red box highlights a missed punch on Thu 12/19 at 1:00pm. Buttons for 'View Timecard' and 'Show Schedule' are visible.

Return to the Summary View
Click the **Summary** arrow to return to the Summary View of the Exceptions widget

View Timecard
Click **View Timecard** to access the employee's timecard associated with the selected exception

To access the Details View by employee, select the employee names you wish to review and click the **View Details** button.

Tip: Hold down the CTRL key to select multiple employee names.



The screenshot shows a list of employee names: Stamp1, SandyA; Manager1, JuniorA; Punch1, PennyA; Exempt1, EdwardA; and Newby1, NeilA. A red oval highlights the names 'Manager1, JuniorA' and 'Punch1, PennyA'. At the bottom of the list, a button labeled 'View Details (2)' is highlighted with a red oval.

To access the Details View by exception type, hover your cursor over the exception type column heading and then click the **Details** button.



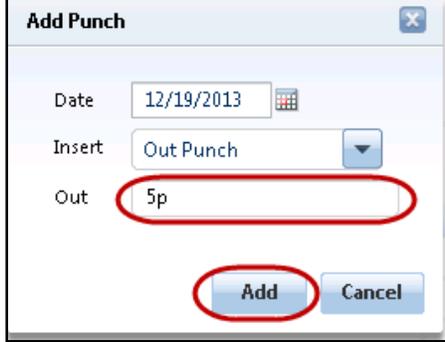
The screenshot shows a table with columns: Missed Punch, Punch Exceptions, and Lunch Exceptions. A red oval highlights the 'Details' button located above the 'Punch Exceptions' column heading. A mouse cursor is hovering over the 'Details' button.

Timecard/Exception Detail	Exceptions
Purple text	Information generated from the system.
Solid red box	Indicates a missed In or Out punch.
Green border around a cell/green text	Indicates missing time that a manager has justified and marked as reviewed.
Green border around a date/green text	Indicates an absence that a manager has justified and marked as reviewed.
Red border around a cell/red text	Indicates an exception, such as a late punch. Move the mouse over the cell for more information.
Blue border around a date/blue text	Indicates an excused absence such as a holiday.
Speech bubble 	Indicates a comment was added. Move the mouse over the cell for more information or click the cell, then the Comments tab/button to view the comment.

Adding Missed Punches

- 1 In the Details View, click the cell containing the exception and click **Add Punch**.
- 2 In the **Add Punch** dialog box, confirm the date. From the **Insert** drop-down list, select the applicable punch option.
- 3 Enter the appropriate punch (In, Out, In/Out) and click **Add**.
- 4 Click **Save**. Confirm that the exception no longer appears in the time detail view.

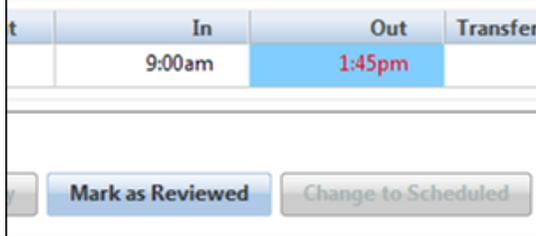
Note: You can also double-click in a punch cell and enter a punch.



The 'Add Punch' dialog box shows a date of 12/19/2013, an 'Insert' dropdown set to 'Out Punch', and an 'Out' field containing '5p'. The 'Add' button is circled in red.

Marking Exceptions as Reviewed

- 1 In the Details View, select the cell containing the exception.
- 2 Click **Mark as Reviewed**.
- 3 Click **Save**.



A table showing punch times: In 9:00am, Out 1:45pm. Below the table is a 'Mark as Reviewed' button.

Adding Comments

- 1 In the Details View, select a punch.
- 2 Click **Comment**.
- 3 In the Add Punch Comment dialog box, select one or more comments from the list.
- 4 Click **OK**.
- 5 In the Details View, click **Save**.

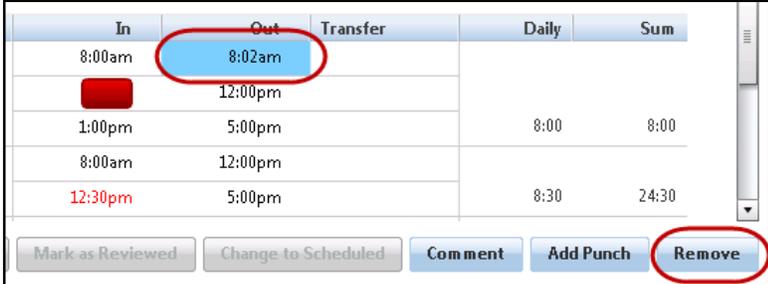


The 'Add Punch Comment' dialog box shows a list of comment options: Early - Approved (checked), Early - Unapproved, Excused - Network or Clock Issue, Family Care, Late - Approved, and Late - Unapproved. The 'OK' button is highlighted.

Deleting Punches

- 1 In the Details View, select the duplicate punch.
- 2 Click the **Remove** button.
- 3 Click **Save**.

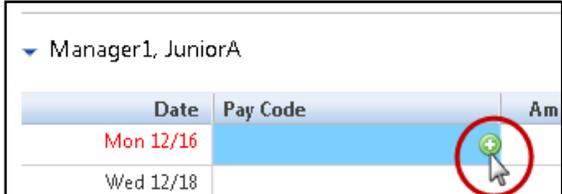
Note: It is a good idea to attach a **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the Audit trail.



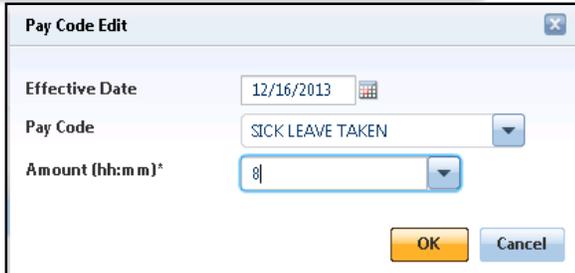
A table showing punch times: In 8:00am, Out 8:02am (circled in red), Transfer, Daily, Sum. Below the table is a 'Remove' button circled in red.

Adding Non-Worked Time

- 1 In the Details View, hover your cursor over the **Pay Code** cell and then click the **green plus sign**.
- 2 In the Pay Code Edit dialog box, select the appropriate pay code from the **Pay Code** drop-down list.
- 3 In the **Amount** field, enter the number of hours using an acceptable format.
- 4 Click **OK**.
- 5 In the Details View, click **Save**.



A table showing punch times: Date Mon 12/16, Pay Code, Am. A green plus sign icon is circled in red over the Pay Code cell.



The 'Pay Code Edit' dialog box shows an Effective Date of 12/16/2013, a Pay Code of 'SICK LEAVE TAKEN', and an Amount field containing '8|'. The 'OK' button is highlighted.