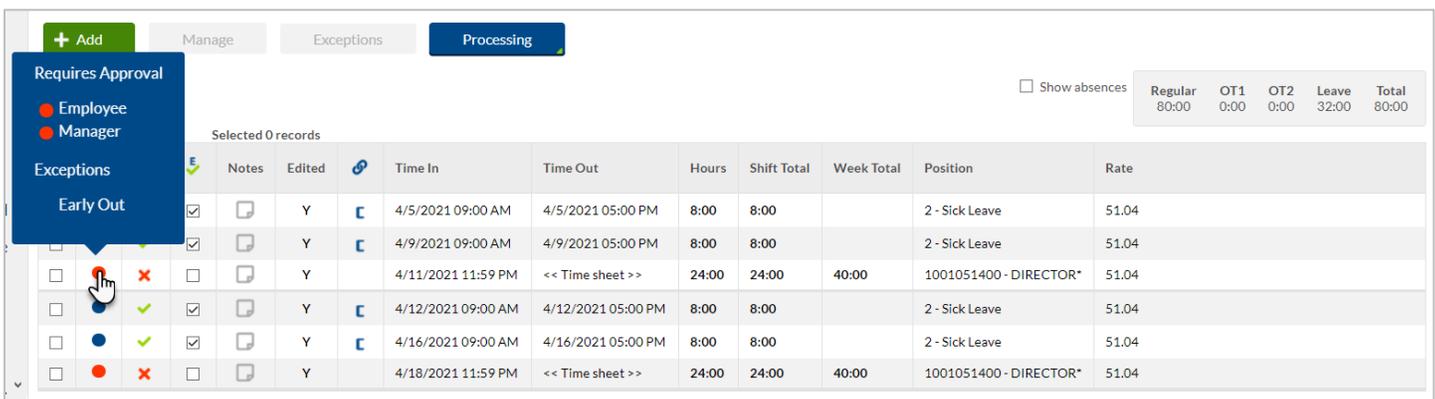


## Viewing Hours Exceptions Job Aid

Exceptions are used to track any inconsistencies in worked segments, such as absences, missed punches, or segments awaiting approval. Exceptions will need to be addressed and or approved prior to the close of the pay period. Exceptions can be viewed by employee or through the Group Hours screen.

### View Exceptions for One Employee

1. Navigate to the Individual Hours (Hours > Individual Hours) screen.
2. Search for the employee and, if necessary, adjust the Start and End Dates.
3. To view a segment's exceptions, hover over the red or blue dot on the individual segment.
  - A red dot indicates that the segment requires an approval (Requires Approval).
    - Missed Punches
    - Employee Approval
    - Manager Approval
  - A blue dot indicates that an exception is being tracked on the segment but does not require approval (Exceptions).
    - Late In
    - Late Out
    - Tardy

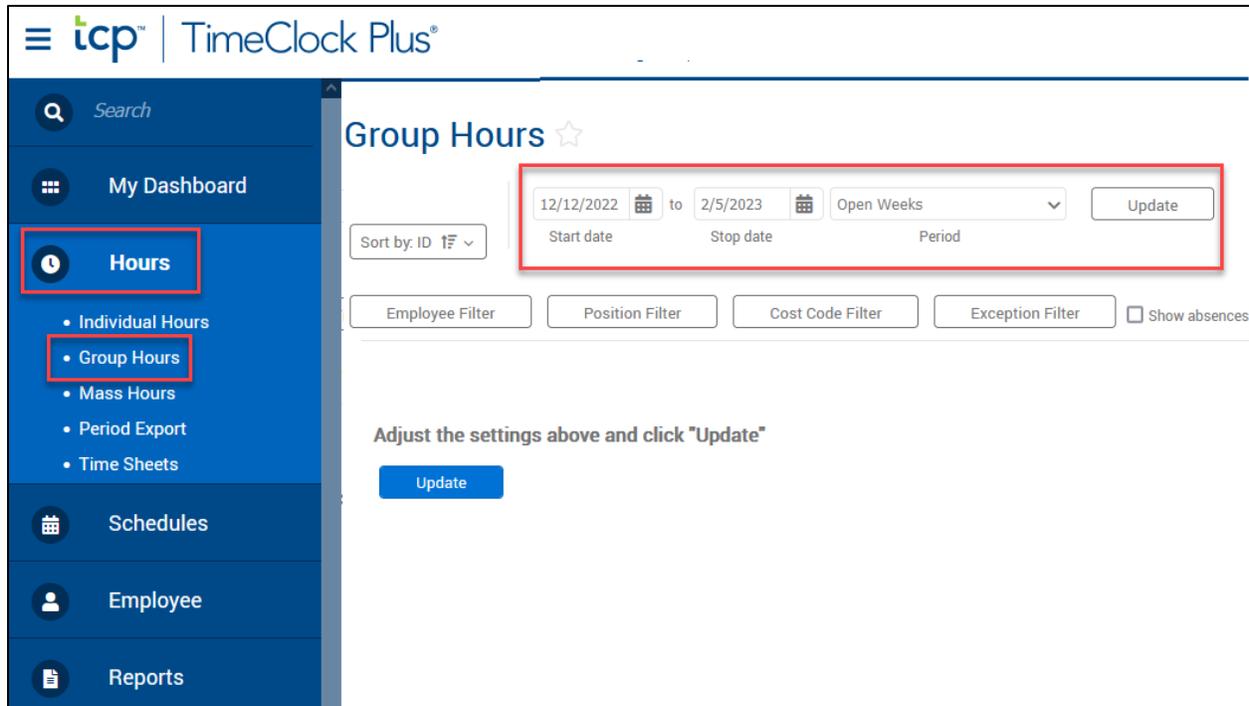


											Regular	OT1	OT2	Leave	Total
											80:00	0:00	0:00	32:00	80:00
Selected 0 records															
	Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	4/5/2021 09:00 AM	4/5/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	4/9/2021 09:00 AM	4/9/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	4/11/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1001051400 - DIRECTOR*	51.04					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	4/12/2021 09:00 AM	4/12/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Y	4/16/2021 09:00 AM	4/16/2021 05:00 PM	8:00	8:00		2 - Sick Leave	51.04					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y	4/18/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1001051400 - DIRECTOR*	51.04					

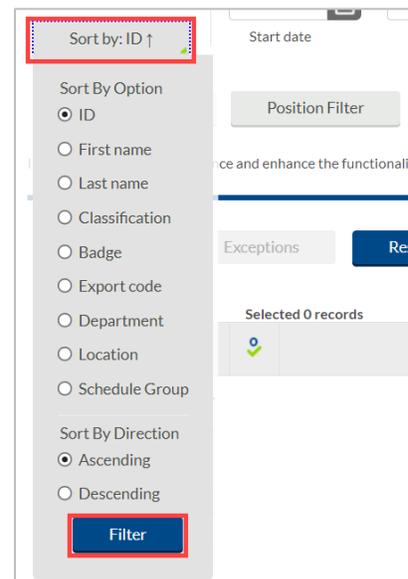
**Note:** It is recommended to view all exceptions for all segments before approving time to ensure the accuracy of the time before the week is closed.

## View Exceptions through Group Hours

1. Click on Hours, then Group Hours.
2. Set the date range you want to review hours for and click Update.



3. You can use the Sort by option to change the order in which employees are displayed in Group Hours. After selecting a Sort By Option and Direction, click the Filter button to update the results table.



4. The Exception Filter allows you to filter to see segments with only specific exceptions. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches.

GROUP HOURS ☆

Sort by: Department ↑

8/2/2021 to 10/17/2021 Open Weeks Update

Start date Stop date Period

Employee Filter Position Filter Cost Code Filter **Exception Filter**  Show absences

There are three categories of exceptions you can review:

- i. Approvals – shift segments missing employee or manager approval.
- ii. Shift - segments that share time with another segment (e.g., clocking in while already clocked in)
- iii. Schedule – shift segments that conflict with the employee’s schedule (e.g., clocking in early or late)

Exception Filter ? Feedback

Required for close week

Required for payroll exports and reports

Search

Showing 29 records of 29 Selected 0 records

<input type="checkbox"/>	Exception	Category
<input type="checkbox"/>	Employee Approval	Approvals
<input type="checkbox"/>	Manager Approval	Approvals
<input type="checkbox"/>	Other Approval	Approvals
<input type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Comp Time Overtime	Shift
<input type="checkbox"/>	Comp Time Regular	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter

5. Select the desired exceptions.
6. The hours per employee will display in the table below, organized by employee according to the sort and filters applied.

**Note:** As you address exceptions that are included in the exception filter, those segments will no longer be shown. This is a useful way to know that all segments with the selected exceptions have been addressed. It is recommended to click on the Exception Filter again and select new exceptions to filter by or click the Restore Default option to reset the filter

*and display all hours again.*