
















Exception	Indication on Timesheet	Scenario	Workaround
Excused Absense		The employee is scheduled to work but has an approved time off pay code listed in their schedule, resulting in an excused absense	Remove the scheduled shift but keep the time off pay code in the schedule.
Early In	 	In referencing the schedule, the employee has punched in too early. One of these symbols will appear on the employee's Early In punch. Red indicates that the exception <i>has not</i> been reviewed. Green indicates that the exception <i>has</i> been reviewed.	The employee should punch in no more than 7 minutes before or after the start of their scheduled shift.
Early Out	 	In referencing the schedule, the employee has punched out too early. One of these symbols will appear on the employee's Early Out punch. Red indicates that the exception <i>has not</i> been reviewed. Green indicates that the exception <i>has</i> been reviewed.	The employee should punch out no more than 7 minutes before or after the end of their scheduled shift.
Late In	 	In referencing the schedule, the employee has punched in too late. One of these symbols will appear on the employee's Late In punch. Red indicates that the exception <i>has not</i> been reviewed. Green indicates that the exception <i>has</i> been reviewed.	The employee should punch in within 7 minutes before or after the start of their scheduled shift.
Late Out	 	In referencing the schedule, the employee has punched out too late. One of these symbols will appear on the employee's Late Out punch. Red indicates that the exception <i>has not</i> been reviewed. Green indicates that the exception <i>has</i> been reviewed.	The employee should punch out no more than 7 minutes before or after the end of their scheduled shift.
Unscheduled	 	The employee punched in/out but there is no scheduled shift.	Go to the Schedule Planner and enter a schedule for the shift.
Missed Punch		The employee did not punch in/out.	Insert the missing punch onto the timesheet for the scheduled shift.

<p>Unexcused Absence</p>		<p>The employee is scheduled to work but doesn't punch in or out for the scheduled shift and there is no time off pay code listed in their schedule.</p>	<p>Any of the following will resolve the exception.</p> <ol style="list-style-type: none"> 1. Enter punches in and out for the worked shift. 2. Remove the scheduled shift if the employee shouldn't have been scheduled to work that shift on that day. 3. Insert a time off pay code in the employee's schedule to indicate that the shift was not worked but that the employee has time off. **Be sure to override the shift
<p>Holiday Schedule Violation</p>		<p>A regular shift was worked on the holiday but the employee's holiday credit was denied due to not working the shift before or after the holiday per the holiday rules.</p>	<p>If the employee worked the shifts before/after the holiday but didn't punch, enter in the employee's punches. If the employee did not actually work, then the employee is not eligible for the holiday credit per the holiday rules.</p>
<p>Holiday Schedule Violation</p>		<p>A shift was worked that resulted in overtime on the holiday but the employee's holiday credit was denied due to not working the shift before or after the holiday per the holiday rules.</p>	<p>If the employee worked the shifts before/after the holiday but didn't punch, enter in the employee's punches. If the employee did not actually work, then the employee is not eligible for the holiday credit per the holiday rules. The overtime should also be reviewed.</p>