

Addressing Time Sheet Exceptions Job Aid

Time sheet Exceptions are used to track inconsistencies in worked segments, such as missed punches and hours outside of the employee’s schedule. TCP will generate an exception even if the time segment has been corrected by either the employee or Timekeeper.

Exceptions can be reviewed and addressed one time segment at a time or for multiple time segments exceptions at once, and for one individual employee (i.e., when they notify you of the missed punch) or a group of employees (i.e., for weekly review).

Timekeepers can address exceptions using one of two options:

- Approve the time sheet exception (if the time segment has already been amended or if the exception is a warning [such as for a holiday or the employee was “late”])
- Amend the time segment to resolve the issue that caused the exception (missed punches added, conflicting shifts adjusted, etc.).

Exceptions will need to be addressed and or approved by a Timekeeper prior to the close of the pay period. **Please note that approving a time segment exception does not approve the time segment – it will still require the approval of both the employee and the manager.**

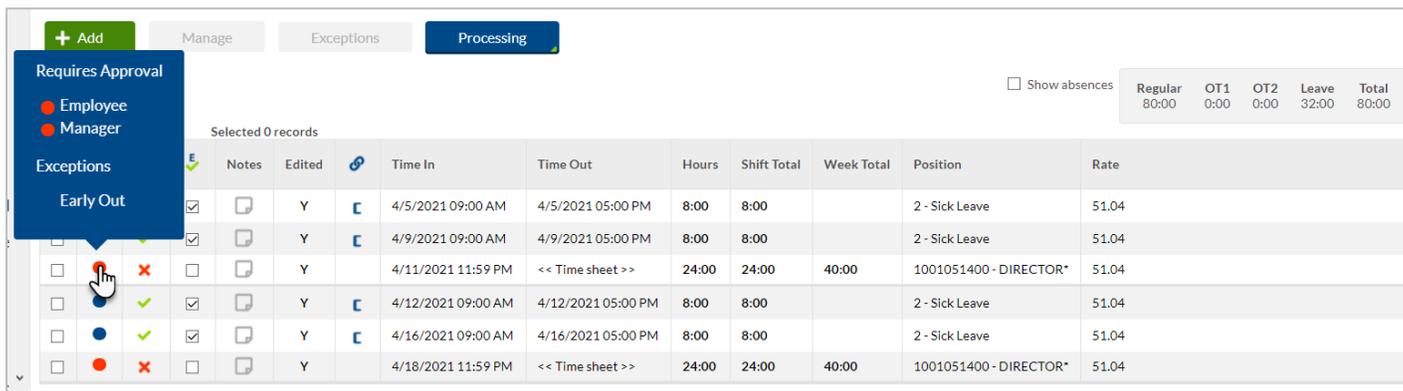
Note: *It is recommended to view all exceptions for all segments before approving time to ensure the accuracy of the time before the week is closed.*

Viewing Exceptions

1. Navigate to the hours using either the Individual Hours (Hours > Individual Hours) or Group Hours (Hours > Group Hours) screen.
2. Populate the employee(s) and time segments to be reviewed for exceptions using the Filter options and adjusting the Start date, Stop date, or Period.

Note: *If you view exceptions using the Exception filter on the Group Hours screen, as you address the exceptions, those segments will no longer be shown. This is a useful way to know that all segments with the selected exceptions have been addressed.*

3. To view a segment’s exceptions, hover the mouse cursor over the red or blue dot on the individual segment.



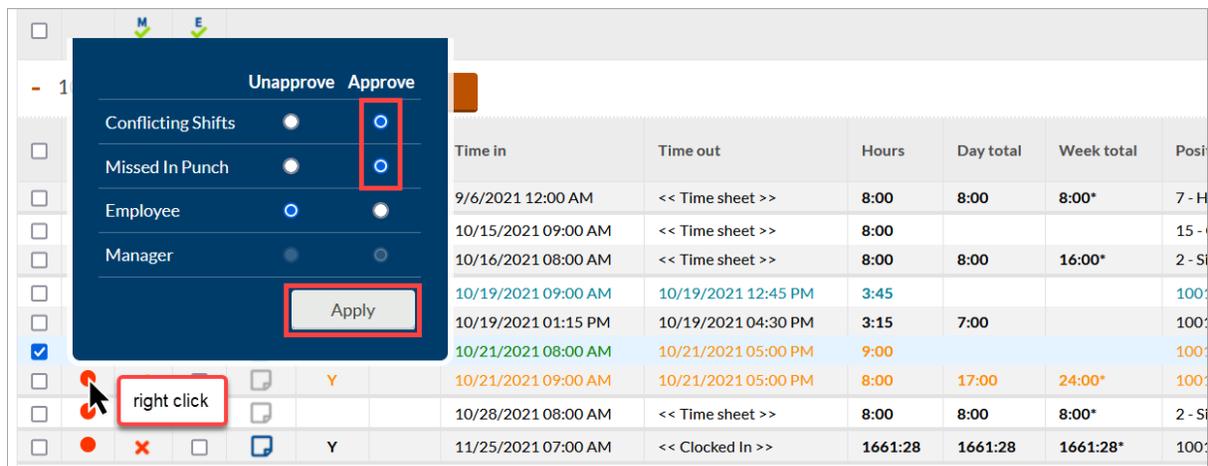
The screenshot shows a software interface for managing time sheet exceptions. At the top, there are tabs for '+ Add', 'Manage', 'Exceptions', and 'Processing'. A summary table on the right shows: Regular 80:00, OT1 0:00, OT2 0:00, Leave 32:00, Total 80:00. Below this is a table with columns: Selected 0 records, Notes, Edited, Time In, Time Out, Hours, Shift Total, Week Total, Position, and Rate. The table contains several rows of exception data. A dropdown menu is open over the first row, showing 'Requires Approval' with options for 'Employee' and 'Manager', and 'Exceptions' with an option for 'Early Out'. A mouse cursor is pointing at a red dot in the first row of the table.

Selected 0 records	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Position	Rate
<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 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"/>	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"/>	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"/>	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"/>	Y	4/18/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1001051400 - DIRECTOR*	51.04

- a. A red dot indicates that the segment requires an approval (Requires Approval) and includes:
 - i. Missed Punches
 - ii. Missing Employee Approval
 - iii. Missing Manager Approval
- b. A blue dot indicates that an exception is being tracked on the segment but does not require approval (Exceptions) and includes:
 - iv. Late In
 - v. Holiday
 - vi. Long Break

Address Exception for One Time Segment

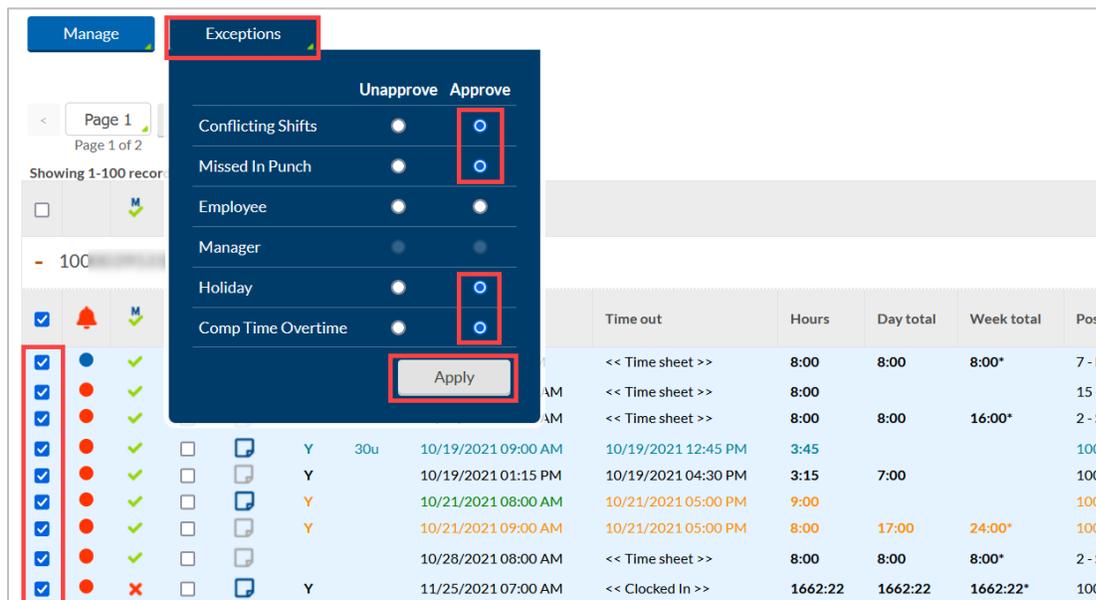
1. With the time segment displayed on either the Individual Hours or Group Hours screen, right-click on the exception dot.
2. Click the Approve radio button for the exception types to be approved.
3. Click the Apply button.



	Time in	Time out	Hours	Day total	Week total	Posi
	9/6/2021 12:00 AM	<< Time sheet >>	8:00	8:00	8:00*	7 - H
	10/15/2021 09:00 AM	<< Time sheet >>	8:00			15 -
	10/16/2021 08:00 AM	<< Time sheet >>	8:00	8:00	16:00*	2 - S
	10/19/2021 09:00 AM	10/19/2021 12:45 PM	3:45			100:
	10/19/2021 01:15 PM	10/19/2021 04:30 PM	3:15	7:00		100:
	10/21/2021 08:00 AM	10/21/2021 05:00 PM	9:00			100:
	10/21/2021 09:00 AM	10/21/2021 05:00 PM	8:00	17:00	24:00*	100:
	10/28/2021 08:00 AM	<< Time sheet >>	8:00	8:00	8:00*	2 - S
	11/25/2021 07:00 AM	<< Clocked In >>	1661:28	1661:28	1661:28*	100:

Address Exceptions for Multiple Time Segments

1. With the time segment displayed on either the Individual Hours or Group Hours screen, select the checkboxes for the time segments that contain the exceptions to be addressed.
2. Click the Exceptions button.
3. Select the Approve radio button for all exception types to be approved.
4. Click the Apply button.



The screenshot displays the 'Exceptions' modal window over a time sheet interface. The modal window has a dark blue background and contains the following elements:

- Buttons: 'Unapprove' and 'Approve' (radio buttons).
- Exception Types:
 - Conflicting Shifts: Unapprove (radio), Approve (radio, selected).
 - Missed In Punch: Unapprove (radio), Approve (radio, selected).
 - Employee: Unapprove (radio), Approve (radio).
 - Manager: Unapprove (radio), Approve (radio).
 - Holiday: Unapprove (radio), Approve (radio, selected).
 - Comp Time Overtime: Unapprove (radio), Approve (radio, selected).
- Buttons: 'Apply' (button).

The background interface shows a table of time segments with the following columns: Time out, Hours, Day total, Week total, and Position. The table contains several rows of data, including time segments for 10/19/2021, 10/21/2021, 10/28/2021, and 11/25/2021. The left side of the interface shows a list of checkboxes for selecting time segments to address exceptions.