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

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.
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)

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.