Displaying Time Data Views: Exceptions Summary and Exceptions Detail

Exceptions Widget – Summary View

This view provides an at-a-glance view of timecard exceptions for employees with hourly timecards. Exceptions appear by employee and by exception type. You can access this view by opening the Exceptions widget directly, or from the Details view using the Summary left-facing arrow. When an employee record is selected, you are brought to the Details view.

Time Period
Identifies the time span you are viewing.

Sizing Control Bar
Allows you to change the size and shape of the widget.

HyperFind
Identifies the group of employees who appear in this view.

Exception Columns
Display a summary of your employees' time data exceptions during the specified time period.

Name
Identifies the employees.

Details/View Details
Links to more detailed information about the selected employee(s) time data exceptions.

Time Data Exceptions

Current Pay Period | All Home | Details ›

Name	Early In/Out	Late In/Out	Missed Punch	Unexcused Absence	Total
Billings, Thomas				1	1
Babson, Mildred				1	1
Aguirre, Raymond				1	1
Adams, Julie				1	1
Tesch, Kim					0
Stock, Donna					0
Torres, Katherine			1		1
Boyd, Mary J					0
Carpenter, Jill					0
Crowsoft, Michael					0
Smith, Jack C					0
Ryan, Kayla					0
Brooks, Bob					0
Rogers, Jack					0
Smith, John D					0
Evans, Edna					0
George, Pat					0
Warden, Melvin					0
Hoyle, Liam					0
Total:	**0**	**0**	**1**	**4**	**5**

View Details

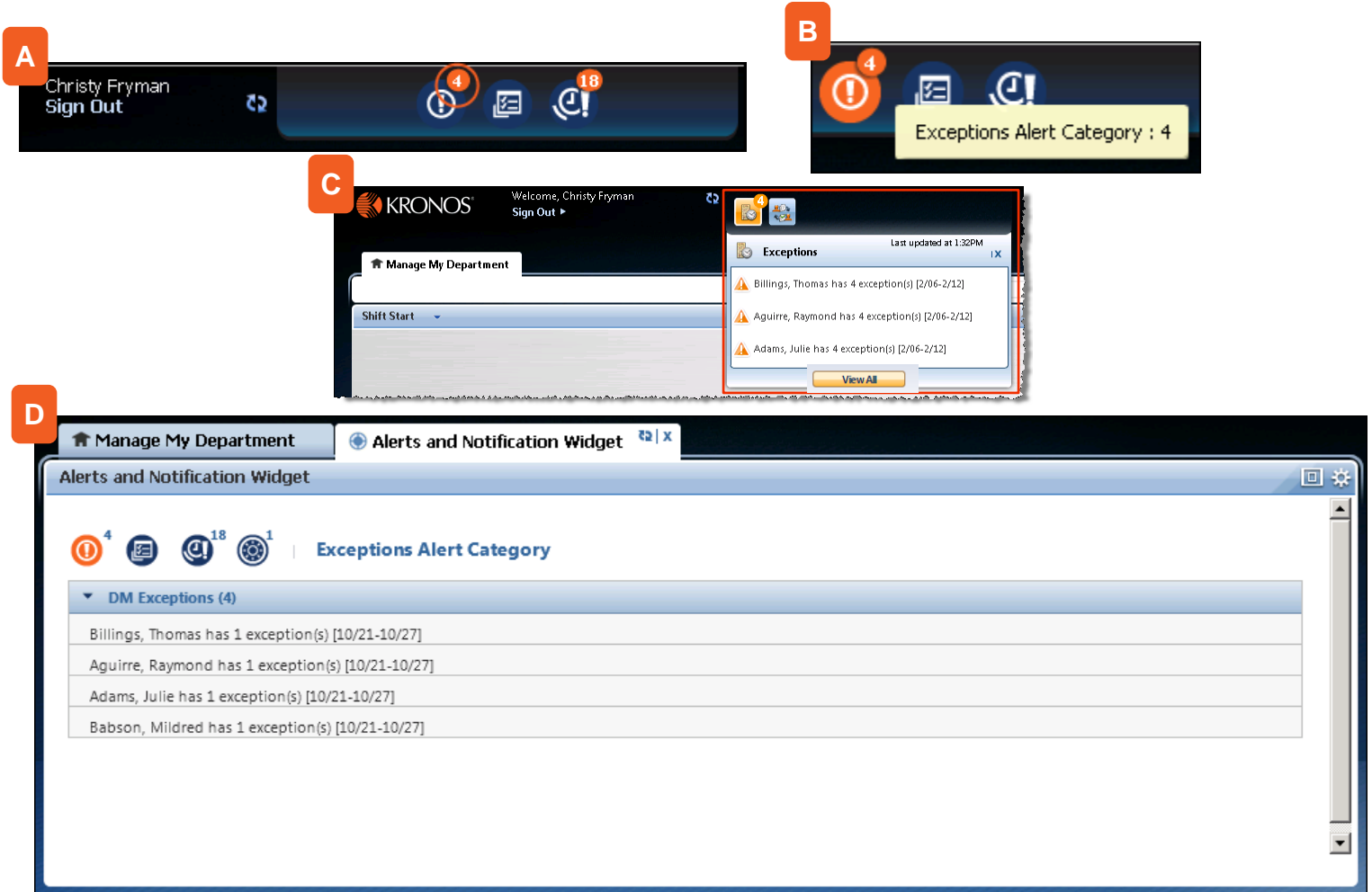## Exceptions Widget – Details View

This view is populated only when an employee has an exception. From this view, you can see the dates and exception details in red, and resolve exceptions using one of the available action buttons. You can also access an employee's timecard view to see information about the employee's worked time and schedule. Hover over the red icon to view more information on the exception type.

Timecards

Adams, Julie | 1 | 1 of 1 | Loaded: 8:34AM | Previous Pay Period/1 Employee(s) Selected

Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save | Go To

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	X	Mon 7/20	9:00AM-2:00PM	9:30AM	2:00PM				4:30	4:30	4:30
+	X	Tue 7/21	9:00AM-2:00PM								4:30
+	X	Wed 7/22	9:00AM-2:00PM	8:00AM	2:00PM				5:00	5:00	9:30
+	X	Thu 7/23	9:00AM-2:00PM	9:00AM							9:30
+	X	Fri 7/24	9:00AM-2:00PM	8:45AM	2:00PM				4:15	4:15	13:45
+	X	Sat 7/25									13:45
+	X	Sun 7/26									13:45

Reviewing The Exceptions Alert

If your navigator is configured to receive alerts, and if any employees trigger a time data exception (such as a missed punch), the Alert icon in your navigator displays a number corresponding to the number of employees with exceptions in the top-right corner of the icon. *(See graphic A.)*

- Hover over the alert to see a pop-up *(graphic B).*
- Click the Alert icon and then, View All, to display a list of your employees' time data exceptions *(graphic C).*
- Click View All to see more details in the Alerts and Notifications widget *(graphics C and D).*
- At any time, when you click an employee's name, you are brought directly to the Details view of the Exceptions widget for the selected employee.

A

Christy Fryman
Sign Out

B

Exceptions Alert Category : 4

C

KRONOS® Welcome, Christy Fryman
Sign Out ▶

🏠 Manage My Department

Shift Start ▾

Exceptions   Last updated at 1:32PM

⚠ Billings, Thomas has 4 exception(s) [2/06-2/12]

⚠ Aguirre, Raymond has 4 exception(s) [2/06-2/12]

⚠ Adams, Julie has 4 exception(s) [2/06-2/12]

View All

D

🏠 Manage My Department   ⊙ Alerts and Notification Widget

Alerts and Notification Widget

⊙⁴ 📧 ⊙¹⁸ ⚙¹ | **Exceptions Alert Category**

▼ DM Exceptions (4)

Billings, Thomas has 1 exception(s) [10/21-10/27]

Aguirre, Raymond has 1 exception(s) [10/21-10/27]

Adams, Julie has 1 exception(s) [10/21-10/27]

Babson, Mildred has 1 exception(s) [10/21-10/27]

* Exceptions Will Display In RED On An Employees Time Card*

Editing Start and Stop Times

1 In the Details view, click the **In** or **Out** cell.

2 Enter the new time; for example, 3:30P. Then click **SAVE**.

3 Click Summary to return to exceptions.

Acceptable Punch Formats

- Enter time in either 12-hour or 24-hour format (1:00P or 13:00).
- Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM).
- Colons are optional (730 will be converted to 7:30AM).
- AM is assumed for all entries except for 12:00 to 12:59, when PM is assumed.

Adding a Punch

1 In the Details view, click the **In** or **Out** cell.

2 Click **Add Punch**.

3 From the **Insert** list, select a punch type (In/Out or both).

4 Enter punch times and click **Add**. Then click **Save**.

Remove a Punch

1 In the Details view, if an In or Out punch was entered accidentally, click the punch.

2 Click **Remove** and then click **Save**.

Adding Comments to an Exception

1 In the Details view, select the punch or amount to which you want to add a comment.

2 Click **Comment** and then select one or more comments from the **Add Punch Comment** list.

3 Click **OK** and then click **Save**.

Best Practices

- If a comment is attached to an exception, a balloon icon appears to the right of the punch. Hover your cursor over the balloon to read the comment.
- To remove a comment, select the punch with a comment, click **Comment**, clear the check box for the comment, and then click **OK**.

Accessing Employee Timecard From Manage Employee

From manage employee, select search button, and then select an employee. Then use the **GoTo** Control function to access the **Employee Timecard**.

You are brought to the employee's Timecard view. All of the tasks that can be performed in the Details view of the Exceptions widget can also be performed in the Timecard view. However, more tasks can be performed in the Timecard view.

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Adding Non-Worked Time

1 In the employee timecard, double-click the **Pay Code** cell for the date you want to add non-worked time.

2 Select the applicable pay code from the list and press **Tab**.

3 In the **Amount** cell, either select an amount or enter an hours amount using one of the acceptable formats.

Best Practices

- You cannot add a pay code edit to a row that contains punches. If you want to add non-worked time to a day that has punches, click the plus sign associated with the day to add a new row.

- Add a comment to the pay code to provide further details of the transaction.

Canceling Automatic Meal Deductions

1 In the employee timecard, select the punch for which you want to cancel the deduction.

2 Right-click to display the **Punch Actions** dialog box. Click **Edit**.

3 From the **Cancel Deduction** drop-down list, select the applicable deduction.

Best Practices

- Select **All** if you are unsure of which break or meal deduction the employee uses.

- Apply the deduction to either an in-punch or out-punch; we suggest you always apply the deduction to an out-punch.

- To reverse the canceled deduction, select **<None>**.