



Acknowledging Exceptions

If employees are absent when they are scheduled to work, or if they work when unscheduled, the time card indicates the exception with  and specifies it in the Exceptions column.

When supervisors acknowledge these conditions, it is easier to see which diversions from the schedule have been reviewed and which have not. If employees are only paid for scheduled work, a schedule can be added. If an employee works off site and cannot punch, the absence can be acknowledged and the hours can be credited to the employee. If the exception is correct, it can be acknowledged, indicating it has already been reviewed.

To acknowledge an absence or unscheduled work:

1. Right-click  or in the Exceptions column.
2. Click the shortcut menu item to acknowledge a specific exception, such as Acknowledge Left Early, or Acknowledge All Exceptions. The pink and the red exclamation mark are removed.