

## Employee Exceptions Summary

The employee exceptions summary lists employees who have key exceptions during the selected time period. An exception is a deviation from the employee's schedule. The exceptions displayed in your employee exception summary may be different, depending on the exceptions that are most important in your employee attendance policy.

In the following example, the Tardy, Left Early, and Absent exceptions are displayed for the listed employees. You can sort by number of exceptions by clicking the exception column header. This orders the employees by greatest to least numbers of exceptions. To return the list to alphabetical order by employee, simply click the Employee column header.

Employee Exceptions			
Employee	Unschedule	Missing Punch	Totals
<b>Totals</b>	<b>15</b>	<b>7</b>	<b>22</b>
Adams, Kathy	1	2	3
Adolph, Janet	2	1	3
Alexander, David	2		2
Antonyk, Andrew	1		1
Burke, Adele	2		2
Byelich, Mary		1	1

Once the Interactive Summary highlights the information you are interested in, send the information to Excel or to a PDF. Click the Excel icon to save the information to an Excel sheet. The Excel spreadsheet with the same information is displayed. From Excel the data can be manipulated as needed.

To place the information into PDF format, click the PDF icon. It is also possible to print, email, or save the information in the PDF file. Anyone can view PDF files using free Adobe Reader software, available from [www.adobe.com](http://www.adobe.com).

To change the time period summarized, click  icon.

You can also drill down to the employees with exceptions. For example if you click Andrew Antonyk in the summary sheet his time card is displayed.