

⚠ Managing Timesheet Exceptions ⚠

An exception is when an employee clocks in, or out, outside of their scheduled shift, with a 5 minute grace period. Meaning if they clock in or out within 5 minutes before or after, there will be no exception.

- E-In = an early in exception, and an UNPAID code
- E-In OK = the resolution to the E-In, and is a PAID code
- L-in = a late in exception, and an UNPAID code, there is no resolution code for this
- L-Out = a late out exception, and a PAID code
- L-Out OK = the resolution to the L-Out, and is a PAID code
- E-Out = an early out exception, and an UNPAID code
- E-Out OK = the resolution to E-Out, and an UNPAID code

Please be aware of what codes are PAID and UNPAID. They each have their specific assignments and should be used accordingly. Ex. If you use and E-Out OK for a L-Out shift, the employee will NOT get paid because that resolution is an UNPAID code.

Example 1

L-In: The employee clocked in 27 minutes late. There is no resolution to this code, late is late

L-Out: The employee clocked out 38 minutes after the scheduled shift, if you are aware of this and

approve, mark the shift L-Out OK. This is for tracking purposes. We can run reports to track patterns.

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9:30a 9:57a L-In ⚠

5:30p 6:08p L-Out ⚠

Totals 8.00 8.18

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9:30a 9:57a L-In ⚠

5:30p 6:08p L-Out ⚠

Totals 8.00 8.18

Enter Comment Here

L-In

L-Out

E-In OK

E-Out OK

L-Out OK

Example 2

E-In: The employee clocked in 69 minutes early. The resolution code would be E-In OK, if this was approved. If not, the employee would NOT be paid for the additional 69 minutes

E-Out: The Employee clocked out 61 minutes early. The resolution code would be E-Out OK. In either instance the employee will NOT be paid for leaving early

9:30a 8:21a E-In ⚠

5:30p 4:29p E-Out ⚠

Totals 8.00 8.13

Enter Comment Here

E-In

E-Out

E-In OK

E-Out OK

L-Out OK