

## Reconcile Timecard and Exceptions Overview

Reconcile Timecard View Loaded 8:11AM Previous Pay Period AL-All Home and Transfe... Edit

Select All Rows Column Selection Filter Timekeeping Schedule
Refresh Share Go To

Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Long Break	Short Break	Unsched Hours	Holiday S...	Totals Up To Date
Exempt1, EdwardA											✓
Manager1, JuniorA	✓	✓	✓		✓						✓
Newby1, NeilA											✓
Punch1, PennyA		✓		✓		✓		✓			✓
Stamp1, SandyA									✓		✓

### Name

Identifies the Employee.

### Exceptions

Check marks in the various columns above indicate exceptions in the employee's timecard. Exceptions might include missed punches and unexcused absences.

### Time Period

Defines the Time Period that is viewed.

### Show

Identifies the Employee listing that displays.

1. The **Reconcile Timecard View** is the default view for the Manager workspace.
2. From the Show drop-down, select **AL-All Home and Transferred In** or the option that contains the employee view desired.
3. The Time Period field defaults to **Current Pay Period**. Change if needed. A list of employees displays. Any check marks within the columns, such as Unexcused Absence, Missed Punch, etc., indicate an exception and need to be reviewed by the manager daily.
4. Select one or more employees by holding the **Ctrl key** and clicking each employee's name. Select **Go To>Timecards** to display the employee's timecard.

Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
SICK LEAVE TAKEN	8:00	8:00AM							8:00	8:00	
		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
		7:00AM	11:00AM		12:00PM	4:00PM		8:00	8:00	24:00	8:00AM-5:00PM
		8:00AM	12:00PM		1:00PM			4:00	4:00	28:00	8:00AM-5:00PM
		8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	36:00	8:00AM-5:00PM

Colors enable exceptions to be easily recognized on the timecard. By holding the mouse over the exception, the reason the timecard was flagged appears, such as "Early Out". The following indicators are typical exceptions:

Purple text	Information generated from the system.
Solid red box	Indicates a missed in or out punch.
Green bar inside a cell	Indicates missing time that a manager has marked as reviewed.
Red bar inside a cell	Indicates an exception such as an early or late punch.
Red bar inside a date cell	Indicates an unexcused absence.
Blue bar inside a date cell	Indicates an excused absence, such as a holiday or leave time.
Blue bubble	Indicates a comment was added. Hover the mouse over the blue bubble icon to view the comment.

# Reconcile Timecard and Exceptions - Managers



## Adding Missed Punches

1. Click the cell containing the exception.
2. Enter the appropriate punch (In, Out, In/Out)
3. Click **Save**.

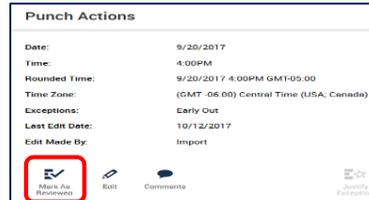
In	Transfer	Out	Shift
8:00AM		12:00PM	
1:00PM		5p	4:00



**NOTE:** Add missing **end of day punches** for scheduled employees by selecting the **Quick Actions>Add Missing Punch** icon. Click the missing punch cell to populate scheduled out time. Select the icon again to deactivate the function, and then the **Quick Actions** icon.

## Marking Exceptions as Reviewed

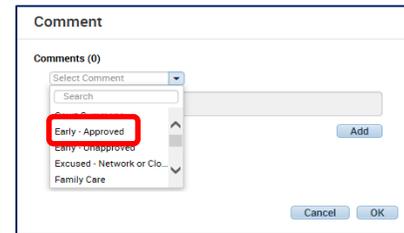
1. Right-click the cell containing the exception.
2. Click **Mark as Reviewed**.
3. Click **Save**.



**NOTE:** Mark **multiple punches as reviewed** by selecting the **Quick Actions> Mark/Unmark** icon. Click each cell to be marked or unmarked as reviewed. Select the icon again to deactivate the function, and then the **Quick Actions** icon.

## Adding Comments

1. Right-click the cell containing the exception.
2. Click the **Comments** icon.
3. Choose a comment from the **Select Comment** drop-down.
4. Click **OK**.
5. Click **Save** from the timecard.



## Deleting Punches

1. Attach the **Multiple Punches** comment to the duplicate punch before deleting it so that the reason for the deletion will be logged in the **Audit** trail.

### Save the timecard.

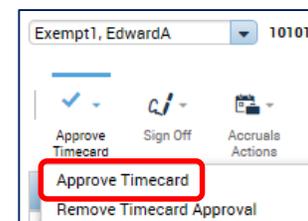
2. Select the duplicate punch.
3. Press the **Delete** key on your keyboard.
4. Then press the **Tab** button.
5. Click **Save**.

8:00AM	8:02AM
	12:00PM
1:00PM	5:00PM

## Timecard Approval

Managers should review each exception daily prior to the end of each pay period. Once this process is complete, the manager should approve each timecard.

1. Open the **Approve Timecard** icon.
2. Select **Approve Timecard**.



**NOTE:** If the employee has first approved the timecard, the color of the timecard will change to light green. If the employee has not approved, the color will change to light yellow.

## Adding Non-Worked Time

1. Click the **Pay Code** drop-down.
2. Select the appropriate pay code from the **Pay Code** drop-down list. If punches are present, insert a blank row to add the Pay Code.
3. In the **Amount** field, enter the number of hours using an acceptable format.
4. Click **Save**.

Date	Pay Code
Sun 11/01	
Mon 11/02	Please Choose:
Tue 11/03	MILITARY LEAVE - FUL
	MILITARY LEAVE - STA
	MILITARY LEAVE WITH
	PERSONAL LEAVE TA
	PROJECT TRACKING -
Wed 11/04	SICK LEAVE TAKEN
	SUSPENSION
	ULLWP - Tracking
Thu 11/05	