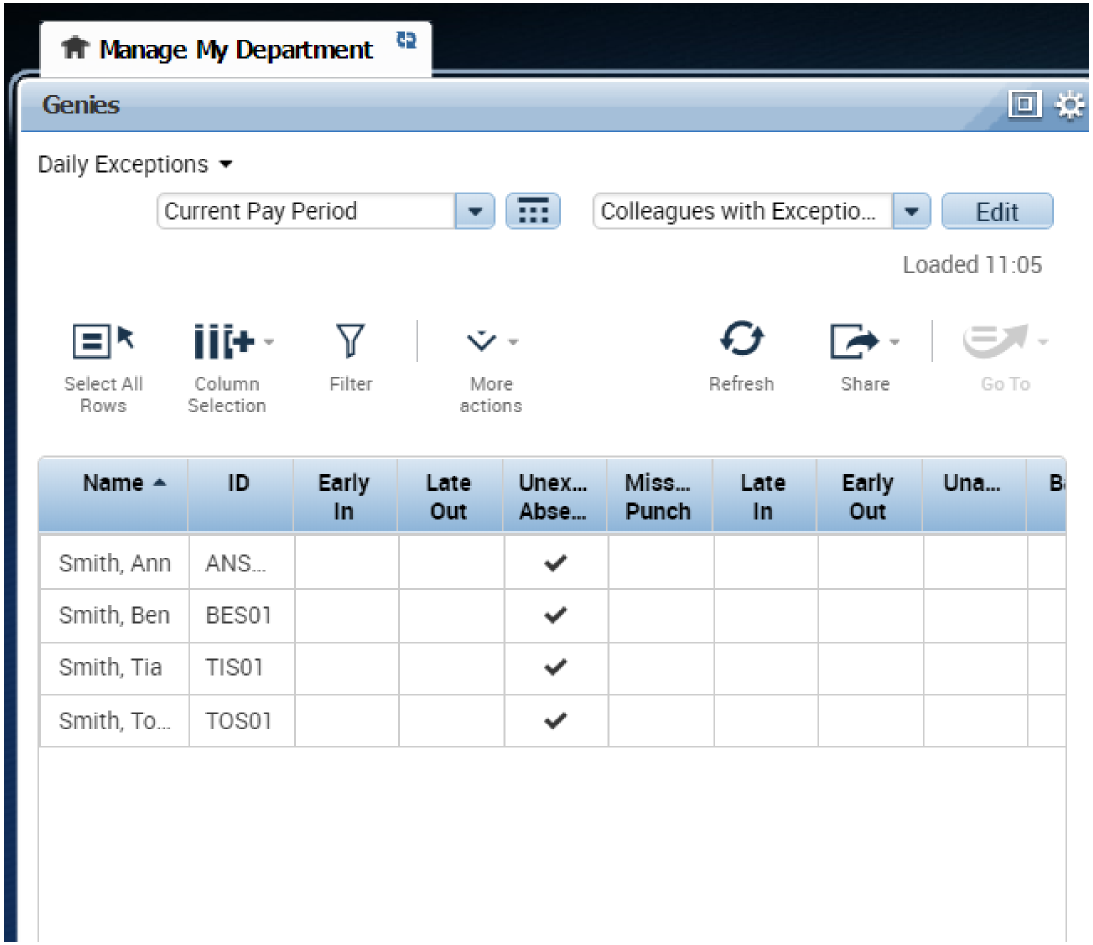
Managing Daily Exceptions

Use you Daily Exceptions Genie to see where there are issues on the time card

Double click on a persons name to open their timecard.


Manage My Department
Genies
Select All Rows
Column Selection
Filter
More actions
Refresh
Share
Go To
Edit

Daily Exceptions

Current Pay Period

Colleagues with Exceptio...

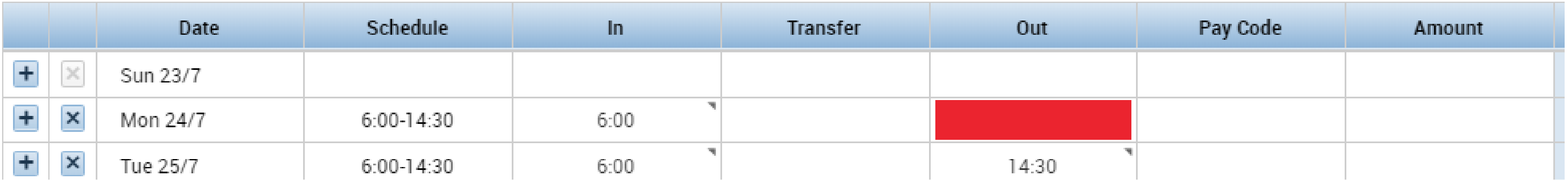
Loaded 11:05

Name	ID	Early In	Late Out	Unex... Abse...	Miss... Punch	Late In	Early Out	Una...	B
Smith, Ann	ANS...			✓					
Smith, Ben	BES01			✓					
Smith, Tia	TIS01			✓					
Smith, To...	TOS01			✓					

Managing a Missed Punch

1. **Double Click** on the APRIL SMITH's name to open the timecard

You will see a Red Box indicating there is a punch missing.



		Date	Schedule	In	Transfer	Out	Pay Code	Amount
+	☒	Sun 23/7						
+	☒	Mon 24/7	6:00-14:30	6:00		🟥		
+	☒	Tue 25/7	6:00-14:30	6:00		14:30		

2. Click in the Red box and Type the time the colleague should have clocked out e.g.14.30 (24-Hour Clock - don't use any colon, or a dot.)

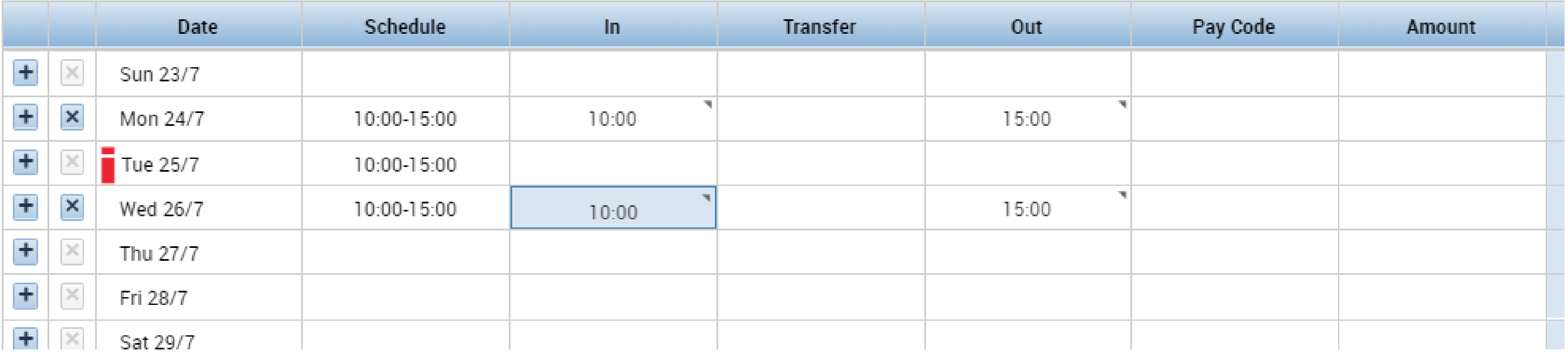
3. Right Click on the field - Select **Comment -** Select an appropriate comment, or Manager Notes and free type text comments.

4. Click Save

Recording Sickness

1. **Double Click** on the colleagues name to open the timecard

You will notice there are no in or out punches



		Date	Schedule	In	Transfer	Out	Pay Code	Amount
+	×	Sun 23/7						
+	×	Mon 24/7	10:00-15:00	10:00		15:00		
+	×	Tue 25/7	10:00-15:00					
+	×	Wed 26/7	10:00-15:00	10:00		15:00		
+	×	Thu 27/7						
+	×	Fri 28/7						
+	×	Sat 29/7						

2. Click in the Pay code Cell for the day> Select Sick from the Drop Down

3. In the Amount Field enter the number of hours sick. E.g. the schedule hours minus unpaid break (5)

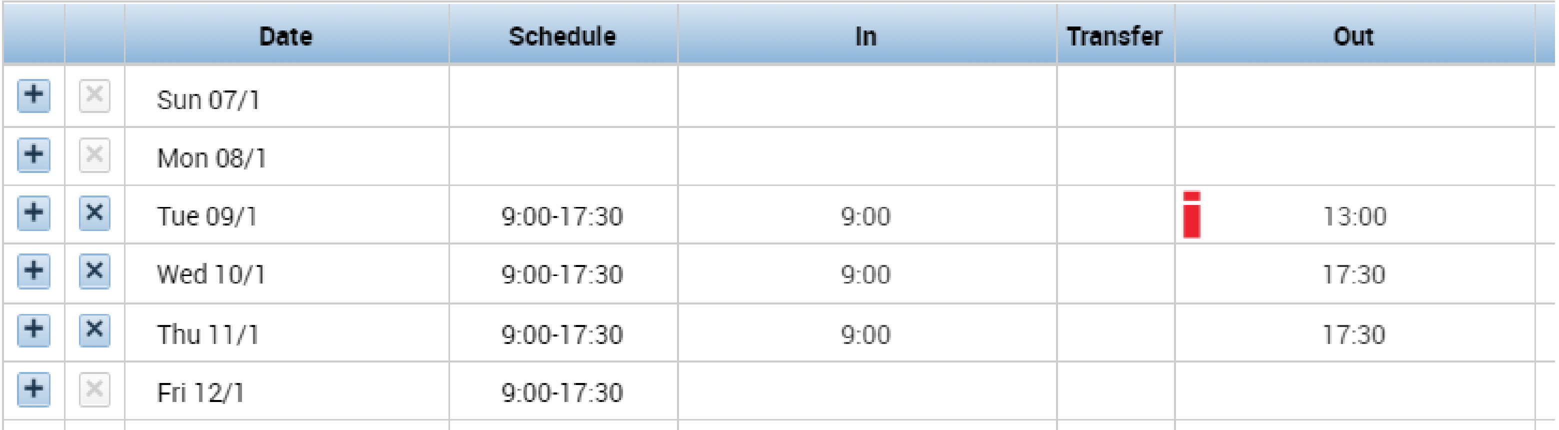
4. Right Click and Add a Comment

5. Save

Recording Part-Day Sickness

1. **Double Click** on the colleagues name to open the timecard

You will notice there is an exception on the out time. This is because the colleague has left early



		Date	Schedule	In	Transfer	Out
+	×	Sun 07/1				
+	×	Mon 08/1				
+	×	Tue 09/1	9:00-17:30	9:00		! 13:00
+	×	Wed 10/1	9:00-17:30	9:00		17:30
+	×	Thu 11/1	9:00-17:30	9:00		17:30
+	×	Fri 12/1	9:00-17:30			

2. Right Click on the Red Exclamation and Mark as reviews

3. Click the blue plus sign next to the day to add an extra line

4. From the Pay code cell on this new line **select PDS (Part Day Sick)**

5. Enter the number **of hours in the amount cell** to be recorded as PDS

6. Click **Save**

The Midcounties Co-operative

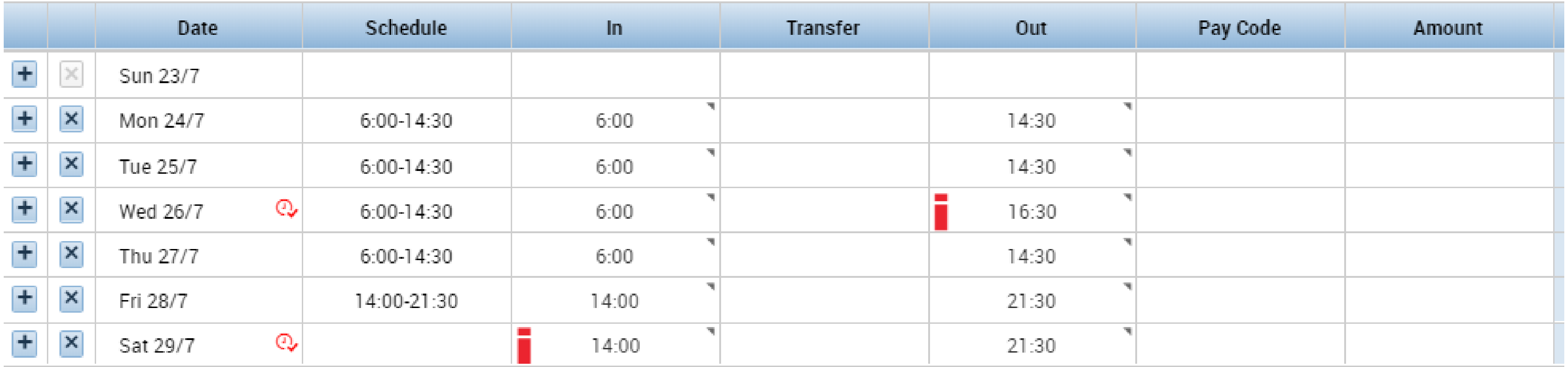
KRONOS

Authorizing Overtime

1. **Double Click** on the colleagues name to open the timecard

You will notice a red clock and red exception

2. Right Click on the Red Clock for the day > Approve Overtime



		Date	Schedule	In	Transfer	Out	Pay Code	Amount
+	✕	Sun 23/7						
+	✕	Mon 24/7	6:00-14:30	6:00		14:30		
+	✕	Tue 25/7	6:00-14:30	6:00		14:30		
+	✕	Wed 26/7 🕒	6:00-14:30	6:00		❗ 16:30		
+	✕	Thu 27/7	6:00-14:30	6:00		14:30		
+	✕	Fri 28/7	14:00-21:30	14:00		21:30		
+	✕	Sat 29/7 🕒		❗ 14:00		21:30		

3. Complete the box – to authorize None, Some (type the amount) or All

4. Click **Ok**

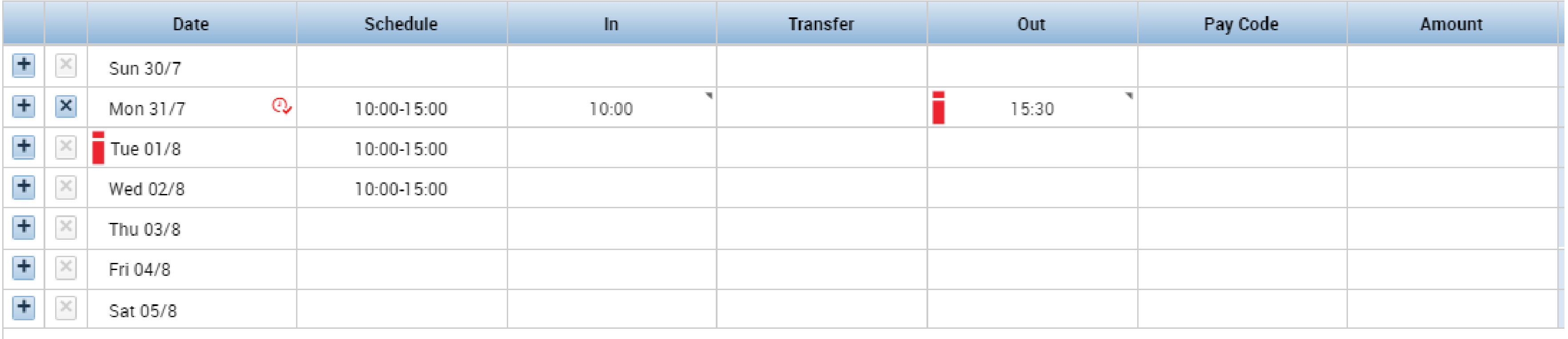
5. Right Click on the Red Exception > Click **Mark as Reviewed**
Click Save

Lunch

Approving TOIL

1. Approve the Overtime & Mark as Reviewed

2. Click on the date the colleague has worked extra
3.Open the lower window



		Date	Schedule	In	Transfer	Out	Pay Code	Amount
+	☒	Sun 30/7						
+	☒	Mon 31/7	10:00-15:00	10:00		15:30		
+	☒	Tue 01/8	10:00-15:00					
+	☒	Wed 02/8	10:00-15:00					
+	☒	Thu 03/8						
+	☒	Fri 04/8						
+	☒	Sat 05/8						

3. Click on the Totals Tab

4. Right Click on the Hours > Click Move Amount

5. Change the Pay code to Add to TOIL balance > Select a number of hours

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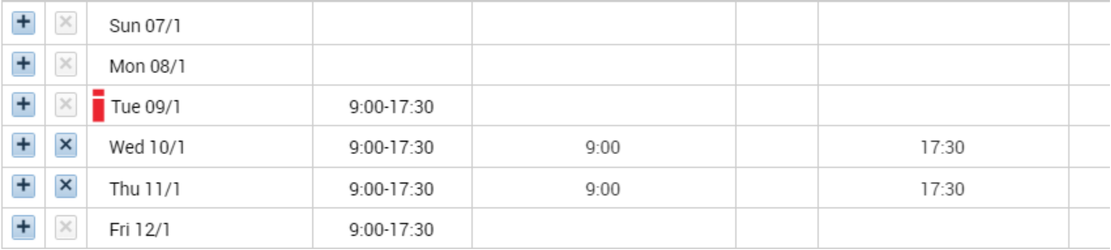
Change to a scheduled day

If a colleague has not worked a scheduled day, it will show as a Red Exclamation on their expected day. If this happens you will need to remove the day from their schedule. You cannot do this in the timecard, you will need to do this in the schedules

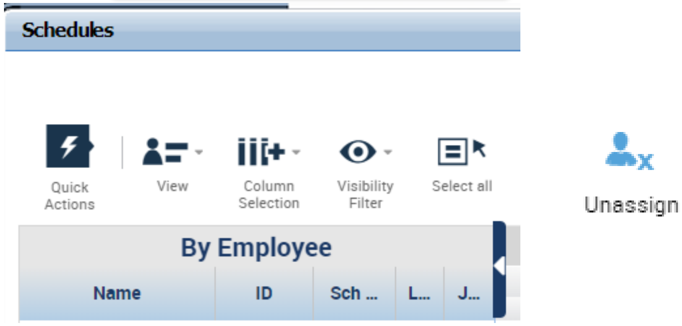
1. Open the Schedules Window

2. View the correct week
3. Click on Quick Actions

4. Click Unassigned



		Date	Schedule	In	Transfer	Out
+	☒	Sun 07/1				
+	☒	Mon 08/1				
+	☒	! Tue 09/1	9:00-17:30			
+	☒	Wed 10/1	9:00-17:30	9:00		17:30
+	☒	Thu 11/1	9:00-17:30	9:00		17:30
+	☒	Fri 12/1	9:00-17:30			


Schedules
Quick Actions
View
Column Selection
Visibility Filter
Select all
Unassign
By Employee
Name
ID
Sch ...
L...
J...

5. Click on the shift you wish to unassigned.
6. Click Save

6. Open the timecard of the person and click refresh

The schedule day will be removed from the timecard and red exception will disappear