



Editing a Timesheet – Managing Exceptions

Exception flags may show on the timesheet to indicate when employees have punched early or late or are absent. The flags may trigger points to be added to the employee. This job aid covers how to clear or trigger these flags manually when there is a need to manually trigger or prevent points from being added.

Clearing an exception flag

To prevent points from triggering based on an exception, the exception flag must be cleared from the timesheet. Follow these steps to clear an exception flag.

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets > All Timesheets > Manage Timesheets** and select **Current**.
Note: Other menu options can be selected to edit past or future timesheets.
- 2 Click the **Edit Timesheet**  icon for the employee you wish to edit.
- 3 Click **Exceptions**.
- 4 Locate the exception flag you wish to clear and click the drop down to the left of the flag.
- 5 In the drop-down field, select **- Clear -**.
- 6 Click **Save**.

Extra Pay & Counter Adjustment		Timesheet		Exceptions		Calc. D	
Late In							
Mon 12/03/2018	1	8am-5pm					
Tue 12/04/2018	1	8am-5pm					
Wed 12/05/2018	1	8am-5pm					
Thu 12/06/2018	1	8am-5pm					
Fri 12/07/2018	1	8am-5pm				LI	
Sat 12/08/2018	1	Not Scheduled					
Sun 12/09/2018	1	Not Scheduled					
Mon 12/10/2018	1	8am-5pm					

Example of an exception flag triggered by pay rules.

Manually triggering an exception flag

To cause points to trigger based on an exception, the exception flag may need to be manually triggered on the timesheet. Follow these steps to add the exception flag manually.

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets > All Timesheets > Manage Timesheets** and select **Current**.
Note: Other menu options can be selected to edit past or future timesheets.
- 2 Click the **Edit Timesheet**  icon for the employee you wish to edit.
- 3 Click **Exceptions**.
- 4 Locate the date and the exception flag you wish to add and click the drop down in the matching row and column.
- 5 In the drop-down field, select the flag value.
- 6 Click **Save**.

Extra Pay & Counter Adjustment		Timesheet		Exceptions		Calc. Detail		Calc. Summary	
		Late In		Early Out					
Mon 12/03/2018	1	8am-5pm	<input type="text"/>		<input type="text"/>				
Tue 12/04/2018	1	8am-5pm	<input type="text"/>		<input type="text"/>				
Wed 12/05/2018	1	8am-5pm	<input type="text"/>		<input type="text"/>				
Thu 12/06/2018	1	8am-5pm	<input type="text"/>		<input type="text"/>				
Fri 12/07/2018	1	8am-5pm	<input type="text"/>	LI	<input type="text"/>				
Sat 12/08/2018	1	Not Scheduled	<input type="text"/>		<input type="text"/>				
Sun 12/09/2018	1	Not Scheduled	<input type="text"/>		<input type="text"/>				
Mon 12/10/2018	1	8am-5pm	<input type="text"/>		<input type="text"/>				