



Exceptions Essentials

An **exception** in **TimeClock Plus** is any event that can prevent the shift that it occurs on from being exported, a clock operation from being performed, or the week that it occurs in from being closed.

While **TimeClock Plus** can be set to track up to sixteen different exceptions, the user has the ability to choose which exceptions are being tracked for their employees by browsing to **Employee > Employee Profiles > Exceptions** tab.

There are three categories of exceptions, with each of the types of exceptions listed below.

Approvals Exceptions

- **Employee approval:** Employees must approve their shifts.
- **Manager approval:** Each shift must be approved by the employee's manager.
- **Other approval:** Each shift must be approved by a third party.

Shift Exceptions

- **Conflicting shift:** A shift whose hours run concurrent with another shift.
- **Short break:** A break that runs short according to the settings located at **Company > Company Defaults > Global tab > Breaks**.
- **Long break:** A break that runs long according to the settings located at **Company > Company Defaults > Global tab > Breaks**.
- **Long shift:** A shift that exceeds the amount defined at **Employee > Employee Profiles > Exceptions** tab.
- **Long week:** A work week that exceeds the amount defined at **Employee > Employee Profiles > Exceptions** tab.
- **Missed In:** Any clock in segment that is flagged as a missed punch.
- **Missed Out:** Any clock out segment that is flagged as a missed punch.
- **Overtime:** An employee who has exceeded their overtime as defined at **Employee > Employee Profiles > Overtime** tab.

Schedule Exceptions

- **Absent segment:** Segment that occurs when an employee has no shift entered in Manager where a segment was scheduled in Scheduler.
- **Tardy:** A shift that *begins after* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).



TimeClock Plus

- **Tardy2:** A shift that *begins after* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).
- **Early clock in:** A shift that *begins before* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).
- **Early clock out:** A shift that *ends before* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).
- **Late clock in:** A shift that *begins after* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).
- **Late clock out:** A shift that *ends after* a designated period of time from when it was scheduled to begin (defined at **Employee > Employee Profiles > Exceptions** tab).

**For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays**

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