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).
• **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).

• **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).