



GENIE: DLC Exceptions

Exceptions are flags in timecards, reports and Genies that identify when information on the timecard deviates from the employee's schedule. Use exceptions to identify employees who arrive early or late, forget to punch out, and so on.

The **DLC Exceptions** genie is designed to show all timecard exceptions.

1. Early In, Early Out, Late In, Late Out
2. Missed Punch
3. Unscheduled
4. Unexcused Absence
5. Excused Absence

DLC EXCEPTIONS

Last Refreshed: 5:36PM

Show

Dept 85 - DLC

Edit

Time Period

Current Pay Period

Refresh

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾

Employee Name	Emp ID	Missed Punch 2 ▾	Early In	Late In	Early Out	Late Out	Unscheduled 1 ▾	Absence Unexcused	Manager
		✓	✓	✓		✓	✓		
		✓	✓				✓		
		✓					✓	✓	
		✓					✓		
				✓	✓	✓			
				✓	✓		✓	✓	
			✓		✓		✓		
			✓		✓		✓		
					✓		✓		
					✓		✓		





GENIE: DLC Exceptions

1. In/Out Punches

- Early In – Employee punches in 6 minutes or more before scheduled start time.
- Early Out – Employee punches out 6 minutes or more before scheduled end time.
- Late In – Employee punches in 6 minutes or more after scheduled start time.
- Late Out – Employee punches out 6 minutes or more after scheduled end time.

Indicator	Description
5:11PM	A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.

*TIMECARD

Loaded: 4:23PM

Name & ID

FOSTER, GABRIEL T

7818

Time Period

Current Pay Period

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Overtime

Reports

		Date	Pay Code	...	In	...	Out	In	...	Out	Shift	Daily	Cumulative
X		Sat 9/15											
X		Sun 9/16											
X		Mon 9/17			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	8.0
X		Tue 9/18			7:55AM		12:00PM	12:40PM		4:25PM	8.0	8.0	16.0
X		Wed 9/19	Early In		7:54AM		12:00PM	12:40PM		4:24PM	8.0	Early Out	24.0
X		Thu 9/20			8:05AM		12:00PM	12:40PM		4:35PM	8.0	8.0	32.0
X		Fri 9/21	Late In		8:06AM		12:00PM	12:40PM		4:36PM	8.0	Late Out	40.0
X		Sat 9/22											40.0





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2. Missed Punch

Missed In-Punch

Missed Out-Punch

- Employee forgot to punch in or out.

Indicator	Description
	Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.

Missed Punch									
	Mon 9/24								
	Tue 9/25								
	Wed 9/26								
	Thu 9/27								

Missed In-Punch

Missed Out-Punch

Missed In-Punch

Missed Out-Punch

3. Unscheduled

Unscheduled

- Employee is not scheduled to work but there is a punch on the timecard for that day.

TIMECARD
 Last Saved: 4:55PM

Name & ID: MOORE, CARROLL A. 4306
 Time Period: Next Pay Period

	Date	Pay Code	Amount	In	...	Out	In	...	Out	Shift	Daily	Cumulative
	Sat 9/29											
	Sun 9/30											
	Mon 10/01			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	8.0
	Tue 10/02			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	16.0
	Wed 10/03			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	24.0
	Thu 10/04			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	32.0
	Fri 10/05			8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	40.0
	Sat 10/06	Unscheduled		8:00AM		12:00PM				4.0	4.0	44.0

TOTALS & SCHEDULE

	Date	Start Time	End Time	Pay Code	Amount
All	Sun 9/30				
	Mon 10/01	8:00AM	4:30PM		
	Tue 10/02	8:00AM	4:30PM		
	Wed 10/03	8:00AM	4:30PM		
	Thu 10/04	8:00AM	4:30PM		
	Fri 10/05	8:00AM	4:30PM		
	Sat 10/06				
	Sun 10/07				





GENIE: DLC Exceptions

Absence

4. Absence

- Employee is scheduled to work, but the employee's timecard does not contain any punches or pay code edits.

***TIMECARD**
Last Calculated: 11:29PM

Name & ID: FOSTER, GABRIEL T 7818
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	Amount	In	...	Out			Shift	Daily	Cumulative
X	Wed 9/19										8.0

Absence

5. Excused Absence

Excused

- Employee is scheduled to work, and there is a pay code edit on the timecard for that day that excuses the absence (sick, annual, etc.).

TIMECARD
Last Saved: 11:35PM

Name & ID: FOSTER, GABRIEL T 7818
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	Amount	In	...	Out	In	Shift	Daily	Cumulative
X	Fri 9/14	Annual Leave	8.0								8.0	15.72

Excused

