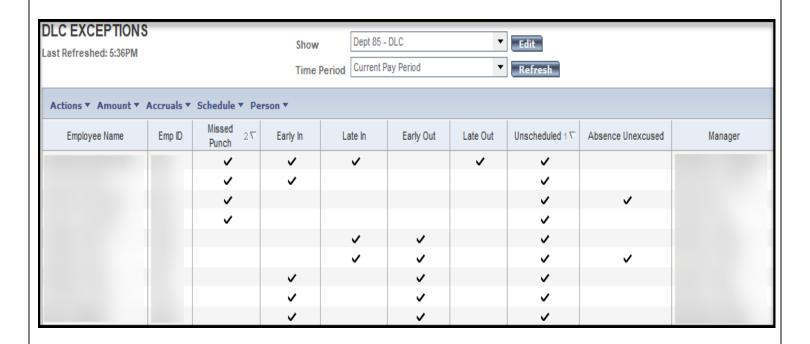


Exceptions are flags in timecards, reports and Genies that identify when information on the timecard deviates from the employee's schedule. Use exceptions to identify employees who arrive early or late, forget to punch out, and so on.

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



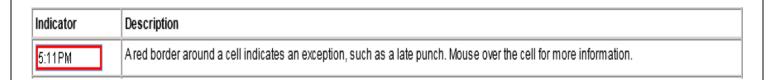


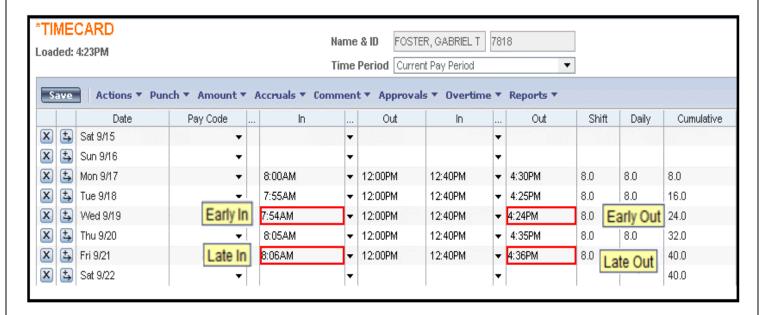
Page 1



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.







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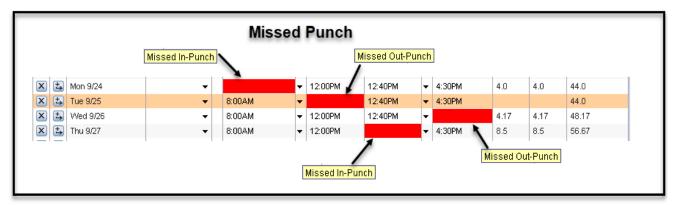
2. Missed Punch

Missed In-Punch

Missed Out-Punch

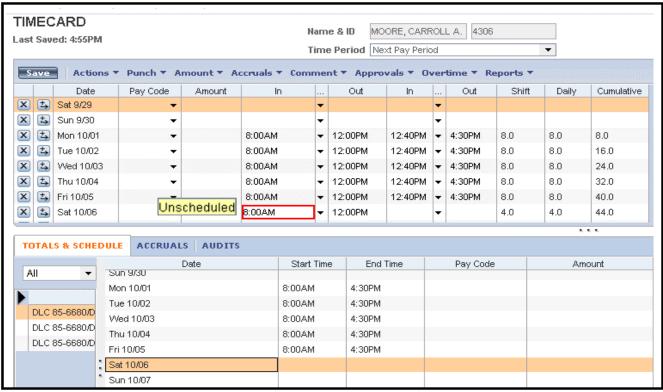
Employee forgot to punch in or out.

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



3. Unscheduled Unscheduled

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



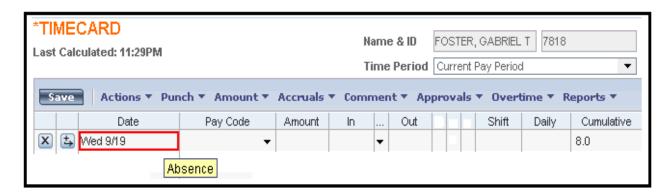
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Absence

4. Absence

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



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.).

