The **Timecard Exception** Genie can be used to quickly locate missed punches. It will also display unexcused absences and late and early In and Out punches when employees have been assigned schedules in CalTime.

> *In order to avoid a heavy workload at the end of the pay period, best practice is for the supervisor to review each employee's timecard frequently. Also, timecard edits should be called to the attention of the employee, but when an employee is unable to edit his/her timecard, the supervisor may do so and notify the employee.*

1. Log in to CalTime using RDP access. (See the Internet site, **http://caltime.berkeley.edu/access** for RDP log-in resources and instructions.)

2. Click the **My Genies** drop-list arrow

3. Click the **Timecard Exceptions** Genie.

4. Click the **Show** drop-list arrow.

5. Click **All Non-Exempt Home and Trans. In**., in order to see any employees who are charging time to your friendly names.
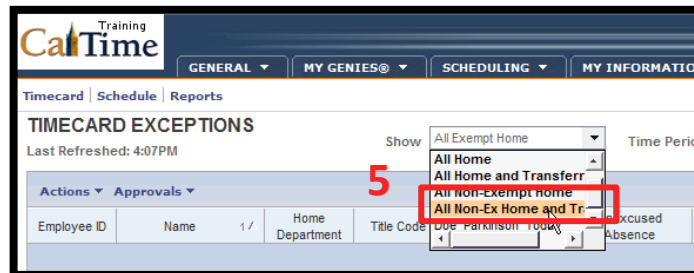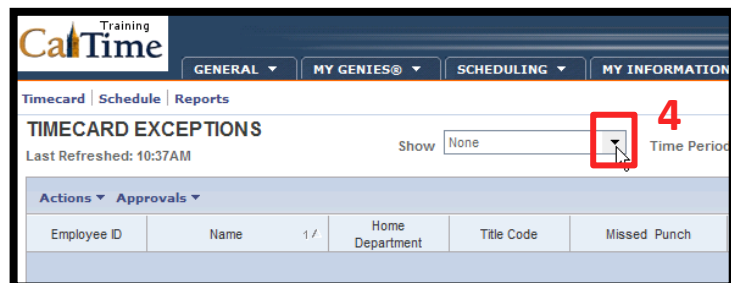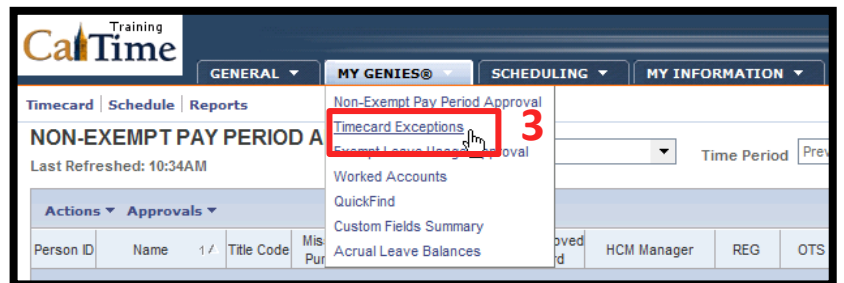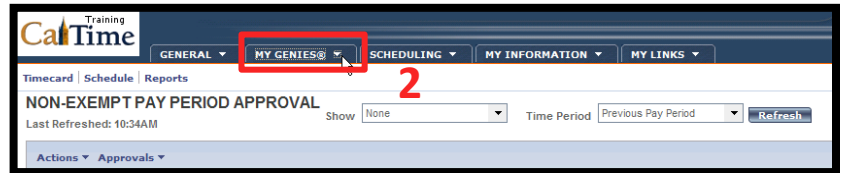
6. Click twice on any of the exceptions column heads, to sort the checkmarks so they move in that column to the top of the list.

*(In this example, we are looking for **Missed Punches**.)*

7. Select all the employees whose timecards you wish to review.

Use **Ctrl-click** (Windows) or **Command-click** (Mac) to select more than one employee.

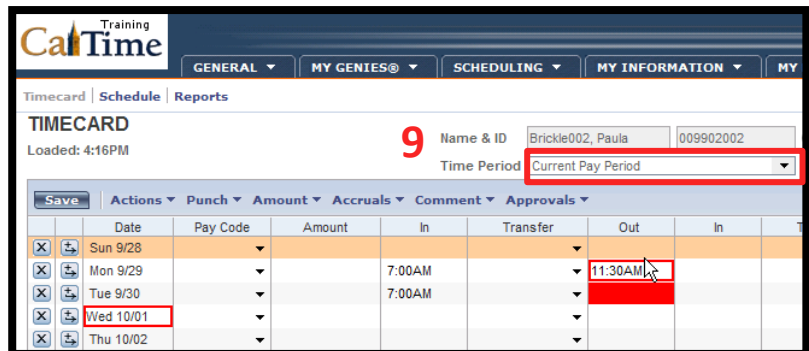Click **Actions > Select All** to choose every employee.

8. Click **Timecard**, and in this example, Paula Brickle's timecard appears.


9. *Since you are reviewing timecards regularly*, you are editing punches for the default **Time Period**, **Current Pay Period**.

NOTE: Always verify you are entering data in and approving the correct date range.

10. In the **Out** column, notice the missed punch on **Tue 9/30** (*red fill*).

11. Notice also the absence of punches on **Mon 10/1**—a **Missed Shift**. According to Paula's schedule, she was supposed to work that day, and you know she worked her shift. Work with Paula to verify her start and stop times and enter them for her.
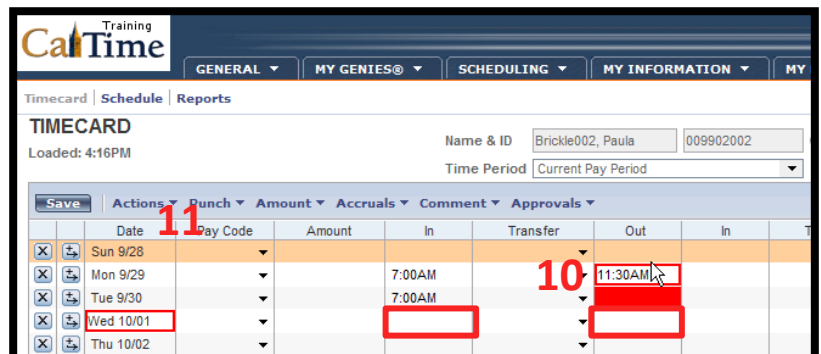
NOTE: Non-exempt employees only get paid for the hours and Pay Codes entered into CalTime, so Paula Brickle is going to need her timecard corrected.

12. Correct the missing punch by clicking in the **Out** box for **9/30** and typing **3:30 pm**, the time Paula left work.

Correct the **Missed Shift** on **10/1** by typing the correct **In** and **Out** punches.

> **NOTE:** Afternoon/evening hours can be entered in 24-hour time or in 12-hour time with "pm" (*e.g.*, **15:15**, **315p**, or **3:15 pm**).

In the above example, Paula's CalTime schedule is 7 AM–3:30 PM, Monday–Friday. That is why CalTime knew to report a Missed Shift exception for Paul.

13. Add comments—such as, **Supervisor Adjustment** and **Employee Forgot to Punch Out**—to the cells where you made corrections.
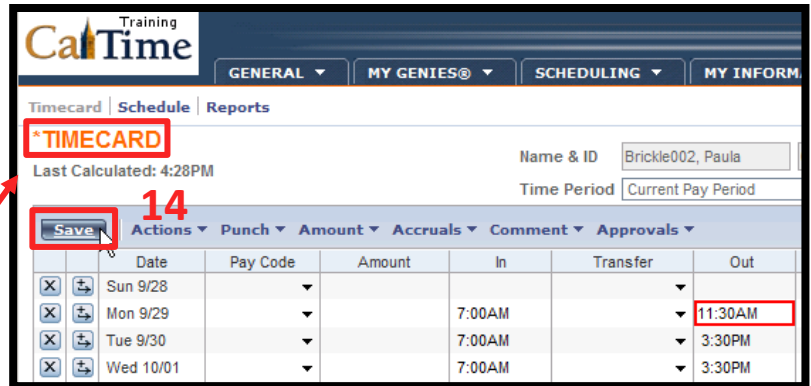
*For a step-by-step guide to adding and deleting comments, see the job aid, "**Adding and Deleting Timecard Comments_RDP**"*
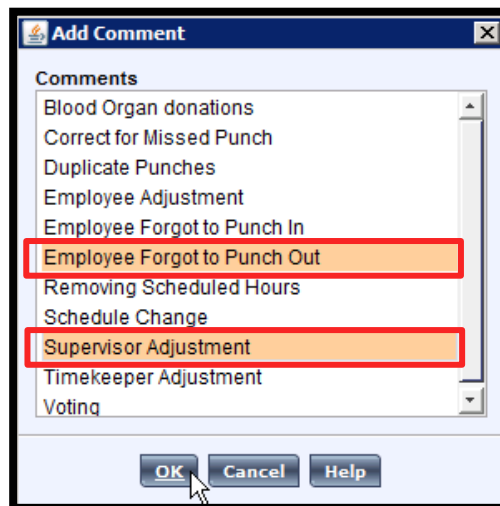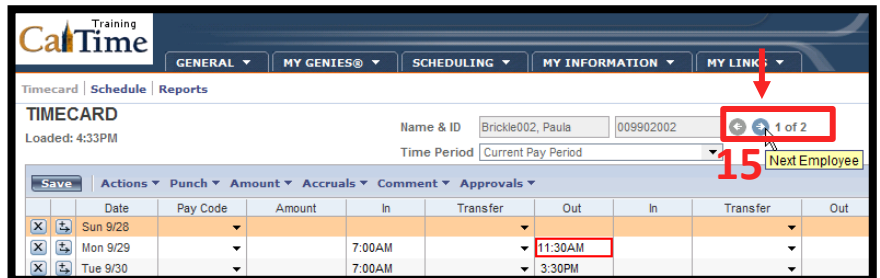
14. Click **Save** to store the changes.

  NOTE: The word **TIMECARD** will change from orange to black when you click **Save**. The message, "**Timecard successfully saved . . .**" will appear after you click **Save**.

15. Advance to the next employee record you have selected by clicking on the right-pointing arrow, review it, and make corrections, as necessary.

16. Finally, click **Log Off** when done reviewing timecards, or click **My Genies** to return to the **Timecard Exceptions** Genie.