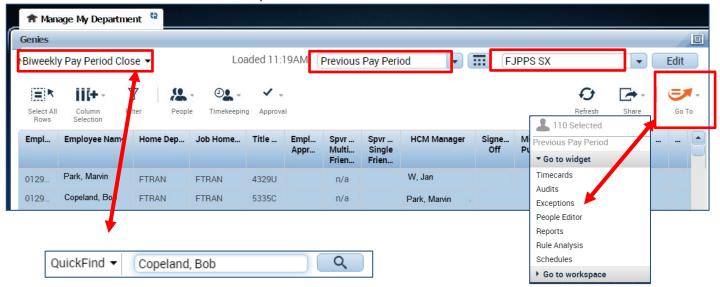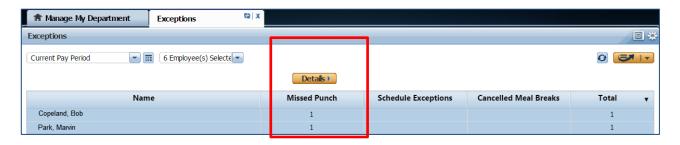# CalTime: Clearing Exceptions or Timecard Errors

Supervisors and Employees are responsible for correcting timecard errors such as missed punches. However if a timekeeper is asked to provide assistance, please reference the supervisor training materials on how to clear or edit an exception located at http://caltime.berkeley.edu/training. There are employee employees that forgot to punch in or out of their shift and as a result the timecard does not know how to calculate the hours. In addition, if an employee has a schedule in CalTime and does not enter time in alignment with that schedule, CalTime will flag an error.

Option 1: Via Manage My Department Default Review and Approval Wizard

1. To access errors from the Manage My Department (Default tab), select the applicable genie (at the top left) by clicking the drop down arrow or insert the name or employee id in the quickfind field.
2. Click on the applicable pay period and the select the hyperfind at the top right.
3. Click on the Go To icon and select Exceptions

4. A list of employees will appear, the number of errors will appear under Missed Punched Errors, Cancelled Meal Breaks and/or Scheduling errors. You can click on the yellow labeled **Details** field directly above the exceptions column. A list of timecard errors will appear per employee.

5. The employees missed punch will appear. You simply correct the error here (i.e. enter the missed punch time) or if you would like to look at the employees timecard, you can click on View timecard and correct the error on the employees timecard. If you click on view timecard a new tab will open so that you can navigate between the timecard and the Manage My Department tab. If you hover over the red box, a message will display in yellow.

6. You may click in the red field and insert the correct time. Click Save at the top right. Once you save, the error will be removed from the list.