

Timecard exceptions include missed punches, early and late ins, early and late outs, and missed shifts (where employees have schedules). The daily timecard review tool, the **Timecard Exception Genie**, calls these exceptions to the supervisor's attention, so they can be readily spotted and resolved.

Missed shifts are flagged (*red outline around the date*) when an employee has a schedule, as are early ins and outs (*red outline around the punch*). In the absence of schedules, the supervisor must keep an eye out for missed shifts and early and late punches.

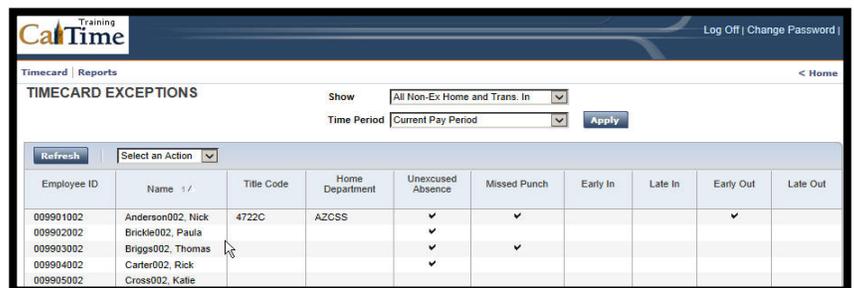


*In order to avoid a heavy workload at the end of the pay period, best practice is for the supervisor to review each employee's timecard on a frequent basis. Also, timecard edits should be called to the attention of the employee, but when an employee is unable to edit his/her timecard, the supervisor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

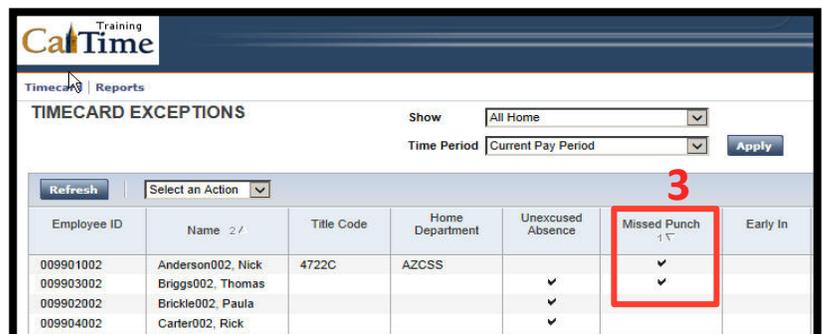
1. Log in to CalTime. (See the job aid "All\_Logging In to CalTime" for log-in steps.)
2. Click the **Timecard Exceptions Genie**.



3. 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.



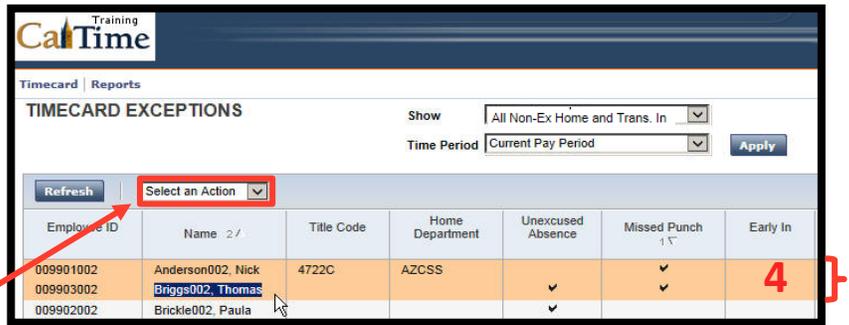
*(In this example, we are looking for Missed Punches.)*



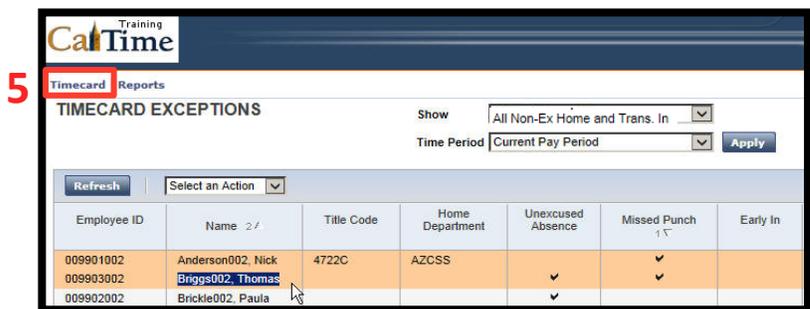
- Select all the employees whose timecards you wish to review.

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

Click **Select an Action** > **Select All** to choose every employee.



- Click **Timecard**.



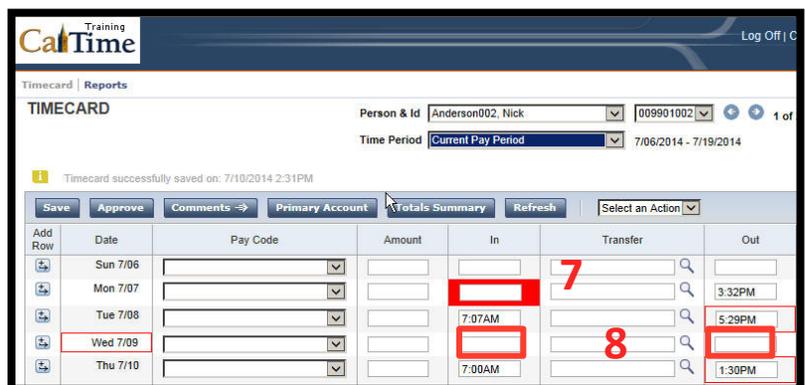
- Since you are reviewing timecards daily, you are editing punches for the default **Time Period**, **Current Pay Period**.



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

- In the **Date** column, notice the missed punch on **Mon 7/07** (red fill).

- Notice also the absence of punches on **Wed 7/09**—a *missed shift* and date Nick's supervisor knows Nick worked.



**NOTE:** Non-exempt employees only get paid for the hours and Pay Codes entered into CalTime, so Nick Anderson is going to need his timecard corrected.

- Correct the missing punch by clicking in the **In** box for **7/07** and typing **7:00 am**.

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

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 7/06					
	Mon 7/07			7:00 am		3:32PM
	Tue 7/08			7:07AM		3:29PM

- Add two comments—**Supervisor Adjustment** and **Employee Forgot to Punch In**—to the text cell where you made the correction.

*For a step-by-step guide to adding and deleting comments, see the job aid, "SUP\_NEE Adding\_ Deleting\_Comments"*

Available Comments:

- Blood Organ donations
- Correct for Missed Punch
- Duplicate Punches
- Employee Adjustment
- Employee Forgot to Punch Out
- Removing Scheduled Hours
- Schedule Change
- Timekeeper Adjustment
- Voting

Selected Comments:

- Supervisor Adjustment
- Employee Forgot to Punch In

- 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**.

Timecard successfully saved on: 7/10/2014 2:34PM

Add Row	Date	Pay Code	Amount	In	Transfer	Out
	Sun 7/06					
	Mon 7/07			7:00AM		3:32PM
	Tue 7/08			7:07AM		5:29PM

Next, add the punches for the shift on **Wed 7/09**.

- Type **702a** in the **In** text box and **330p** in the **Out** text box.

**NOTE:** You could also have typed **7:02 am** in the **In** box and **15:30** or **3:30pm** in the **Out** box.

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Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift
	Sun 7/06						
	Mon 7/07			7:00AM		3:32PM	8.0
	Tue 7/08			7:07AM		5:29PM	10.0
	Wed 7/09			7:02AM		3:30PM	8.0
	Thu 7/10			7:00AM		1:30PM	6.0

- Again, add comments, and then click **Save** to store your changes.

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

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Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift
	Sun 7/06						
	Mon 7/07			7:00AM		3:32PM	8.0
	Tue 7/08			7:07AM		3:29PM	8.0
	Wed 7/09			7:02AM		3:30PM	8.0
	Thu 7/10			7:00AM		1:30PM	6.0

- Finally, click **Log Off** when done reviewing timecards, or click **Home** to return to access to the **Timecard Exceptions Genie**, and sort and review timecards for a different exception (*i.e.*, **Unexcused Absences**, **Early Ins and Outs**, and **Late Ins and Outs**).

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Add Row	Date	Pay Code	Amount	In	Transfer	Out	Shift	Totals Daily
	Sun 7/06							
	Mon 7/07			7:00AM				
	Tue 7/08			7:03AM		3:30PM	8.0	8.0
	Wed 7/09							
	Thu 7/10							