

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.

- Log in to CalTime. (See the job aid "All_Logging In to CalTime" for log-in steps.)
- 2. Click the Timecard Exceptions Genie.

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General	My Genies(R)	My Information
→ Reports	→ Non-Exempt Pay Period Approval	→ My Timecard
	Timecard Exceptions	→ My Reports
	→ Exempt Leave Usage Approval	
	→ Custom Fields Summary	My Links
	→ QuickFind	RDP Aid Approve Employee Leave
		→ RDP Aid Enter Leave & Approve
		Make Aid Assesses Estatement Lance

 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.

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IMECARD E	EXCEPTIONS		Show	All Non-Ex Home	and Trans. In 🗸	1			
			Time Period	Current Pay Perio	d 🗸	Apply			
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Refresh Employee ID	Select an Action V Name 17 Anderson002, Nick	Title Code	Home Department AZCSS	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late O
Refresh Employee ID 009901002 009902002	Select an Action V Name 17 Anderson002, Nick Brickle002, Paula	Title Code 4722C	Home Department AZCSS	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late O
Refresh Employee ID 009901002 009902002 009903002	Select an Action V Name 1/ Anderson002, Nick Brickle002, Paula Briggs002, Thomas	Title Code 4722C	Home Department AZCSS	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late C
Refresh Employee ID 009901002 009902002 009903002 009904002	Select an Action V Name 1/ Anderson002, Nick Brickle002, Paula Briggs002, Thomas Carter002, Rick	Title Code 4722C	Home Department AZCSS	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late O

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

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			SHOW A	il riome	×	
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Supervisor of Non-Exempt Employee (Web): Timecard Exception Genie

- aTime Select all the employees 4. whose timecards you ecard Reports wish to review. TIMECARD EXCEPTIONS All Non-Ex Home and Trans. In Show Time Period Current Pay Period ~ Apply Use Ctrl-click (Windows) Select an Action 🗸 or Command-click (Mac) Home Department Unexcused Absence Missed Punch to select more than one Name 27 Title Code Early In 4722C 09901002 Anderson002, Nick AZCSS employee. 4 009903002 Briggs002, Thomas Brickle002, Paula 009902002 Click Select an Action > Select All to choose every employee. aTime 5. Click Timecard. 5 mecard Reports TIMECARD EXCEPTIONS ~ All Non-Ex Home and Trans. In eriod Current Pay Period Apply Time P Select an Action Refresh Employee ID Title Code Home Department Unexcused Absence Missed Punch Early In Name 27 009901002 on002. Nick 4722C AZCSS 009903002 Briggs002, Thomas ¥ Since you are reviewing 6. Log Off | Change CalTime timecards daily, you are ard Report
 - Since you are reviewing timecards daily, you are editing punches for the default Time Period, Current Pay Period.



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).

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imecard	Reports					
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Save Add Row	Approve Date	Comments ⇒ Primary Account Pay Code	nt Totals Sur	mmary Refresh	Select an Action	Out
Save Add Row	Approve Date Sun 7/06	Comments ⇒ Primary Account Pay Code	nt Totals Sur	In 9	Select an Action 🗸 Transfer	Out
Add Row 5	Approve Date Sun 7/06 Mon 7/07	Comments ⇒ Primary Accour Pay Code	nt Totals Sur Amount	Refresh	Select an Action	Out 3:32PM

 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"



- 11. 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.

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Timecard	Reports					
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Add Row	Approve Date Sun 7/06 Mon 7/07	saved on: 7/10/2014 2:34PM Comments ->> Primary Av Pay Code	Amount	In 7:00AM	sh Select an Action V Transfer	Out

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.

Timecard	Reports						
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Add Row	Date Sun 7/06 Mon 7/07 Ue 7/08 Web 7/09	Pay Code	Amount	7:00AM 7:07AM 7:02AM	Transfer	Out 3:32PM 5:29PM 3:30PM	8.0 10.0 8.0

- **13.** Again, add comments, and then click **Save** to store your changes.
- 14. 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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imecard	Reports					+	
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15. 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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imecard	Reports					1		< Home
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Save	Approve	Comments 🗇 Primary Account	Totals S	ummary Refresh	Select an Action			
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