

CalTime: Clearing Exceptions or Timecard Errors

You may have an employee that has forgotten 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 your employee has a schedule in CalTime and does not enter time in alignment with that schedule, CalTime will flag an error. Exceptions should be cleared on a daily basis. There are several ways to clear exceptions. You can clear exceptions in any of the following ways:

[Option 1: Via Manage My Department default review and approval wizard \(For Prior Pay Period Errors\)](#)

[Option 2: Via Exceptions link in the blue panel located at the right](#)

[Option 3: Via Exception Alert quick access icon \(For current pay period errors only\)](#)

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

1. Select the applicable Time Period and Hyperfind
2. Click Next

Manage My Department

Timecard Approval

Select Pay Period for Approvals ? Clear Exception Errors Approve Timecards Next ▶

Select Pay Period for Approvals

Time Period Previous Pay Period

HyperFind Biweekly

Save

3. 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.

Manage My Department

Timecard Approval

Prev Select Pay Period for Appr... ? Clear Exception Errors ? Approve Timecards ? Next ▶

Current Pay Period

Details ▶

Name	Missed Punch Errors	Cancelled Meal Bre...	Schedule Errors	Total
Park, Marvin	1			1
Copeland, Bob	1			1
Jason, Kia				0

4. 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.
5. 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.

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Manage My Department

Tinecard Approval

Prev Select Pay Period for Appro... Clear Exception Errors Approve Timecards Next

Time Period Current Pay Period Save Cancel

Show

Summary

Copeland, Bob View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
Sun 3/12			5:00am				

Park, Marvin View Timecard Show Schedule

Date	Pay Code	Amount	In	Out	Transfer	Daily	Sum
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Justify Mark as Reviewed Change to Sch... Comm Add Punch Inch Remove

Option 2: Via Exceptions Link in the Blue Panel Located at the Right

Once you click on Exceptions, a new Exceptions window will open. Simply follow the same [steps #3-#5](#) previously described above under Option 1 above.

- Tinecard Approval
- Audits
- Reports
- Schedules
- Tinecards
- Exceptions
- Genies

Manage My Department Exceptions

Exceptions

Current Pay Period

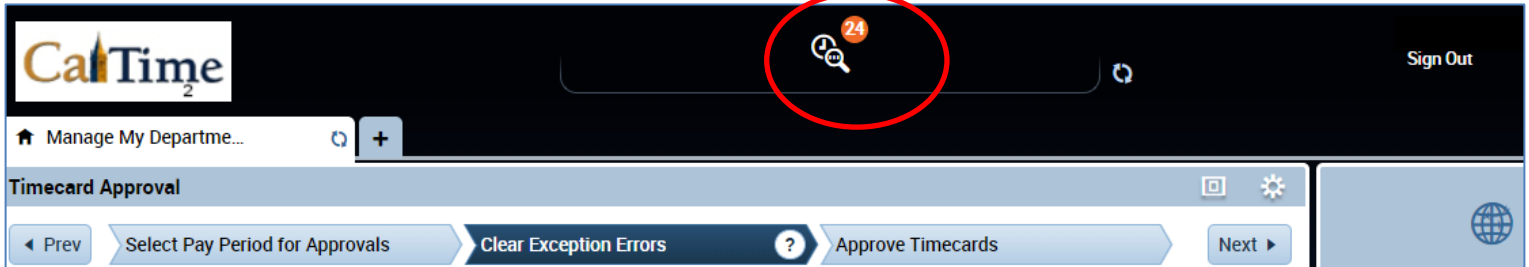
Name	Missed Punch	Schedule Exceptions	Cancelled Meal Breaks	Total
Copeland, Bob	1			1
Park, Marvin	1			1

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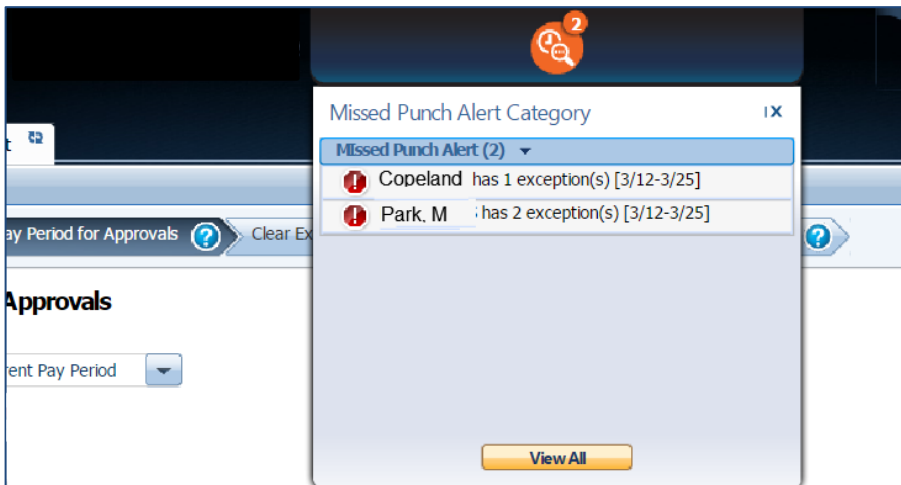
Option 3: Via Exception Alert Quick Access Icon (For current pay period errors only)

An alert will appear at the top of CalTime with the number of employees that currently have exception errors in CalTime **in the current pay period**. Click on the Alert Icon.

1. Click on the Alert at the top of the CalTime page. A list of employees with exceptions will appear.



2. Click View All Tab



3. An Alerts and Notifications Widget page will open, click on the name of the employee to view the error.



4. Follow [steps #4-#5](#) under Option 1 clearing exceptions previously described above to clear exception error.