Using the Clock Exceptions Report

Stime-help.frontlineeducation.com/hc/en-us/articles/115003454847-Using-the-Clock-Exceptions-Report

The "Clock Exceptions" report is a quick way for you to search for answers related to Clock Exceptions, such as:

- Are there timesheets with missed punches?
- Is my staff clocking in on schedule?
- Is a staff member trying to get paid for extra time by clocking in early or staying late?
- Are any staff members consistently late?
- Are there specific staff members who consistently require supervisors to make corrections?

The Clock Exceptions report can help you answer these questions and any more you might have!

This report is primarily used for monitoring those who use the web clock/kiosk.

Reports > People, Time, & Payroll > Clock Exceptions

At the top of this report you can select a date range, location, job type, and mark the exceptions you want to see. To select a date range, click the text box beside the calendar icon to type in the date range, or click the calendar icon to select the date from a pop-up calendar.

te Range:	Narrow by Location:	Narrow by Job Type:	Narrow by Exception:	
9/03/2015 🗰 🛛 09/10/2015 🗰 丿	All Options	All Options	All Options	
er Type: User Status:	Bridge Street Elementary	Sus Driver	Early In - Actual	
Any 🗘 Any 💠	School	Custodian Custodian (Call-Back) Food Service Itinerant Teacher	Early Out - Actual	
arch for User:	 Elementary Schools 		Late In - Actual	
٩	George Washington Elementary School		Late Out - Actual	
	Virginia Ave Elementary		Missed In - Actual	
	School	Library Aide	Missed Out - Actual	
	Whitehorse Road			

You can also search for a specific user's name. Simply click in the text box and type the name.

Date Range:		Narrow by Location:		Narrow by Job Type:		Narrow by Exception:
09/03/2015 🗰 09	/10/2015 🛗	All Options	τ	All Options	т	All Options
Jser Type: Us	ser Status:	Bridge Street Elementary		Bus Driver		Seriy In - Actual
Any Any		School	_	Custodian Custodian (Call-Back) Food Service		Z Early Out - Actual
		Elementary Schools George Washington Elementary School				Late in - Actual
						Late Out - Actual
		Virginia Ave Elementary		Itinerant Teacher		Missed In - Actual
		School		Library Aide		Missed Out - Actual
		Whitehorse Road	loor	17 colocted	loor	16 selected Clear

You can narrow your search by location, job type, or exception. To select an option, check the box beside it by clicking it. To select all options within a category, like "location" for example, check the box beside "All Options".

If you are looking exclusively for missed punches, filter your search by only checking the box by 'Missed Out-Adjusted' under the 'Narrow by Exception' column.

Date Range:		Narrow	by Location:	1	arrow by Job Type:	N	arrow by Exception:
09/03/2015 🗰	09/10/2015 🛗		Options	τ	All Options	τ	All Options T
User Type:	User Status:	🗹 Brid	dge Street Elementary		🗹 Bus Driver		Z Early In - Actual
Any 💠	Any 🗘	Sch	1001		Custodian		Z Early Out - Actual
Search for User:		Ele	Elementary Schools		Custodian (Call-Back)		Late In - Actual
Q)	Geo Ele	orge Washington mentary School		V Food Service		Late Out - Actual
		Virg	ginia Ave Elementary		Itinerant Teacher		Missed In - Actual
		Scr	1001	-	Library Aide		Missed Out - Actual
		Wh	itehorse Road		17 and a shared of		

To clear your selections, click the Clear button underneath the section you want to deselect.

Date Range:		Narrow by Location:	Narrow by Job Type:	Narrow by Exception:
09/03/2015 🛅 🛛 0	09/10/2015 🛅	All Options	T All Options T	All Options
User Type:	User Status:	Bridge Street Elementary	Bus Driver	Z Early In - Actual
Any 🗘	Any 🗘	School	Custodian	Z Early Out - Actual
Search for User:		Elementary Schools	Custodian (Call-Back)	Late In - Actual
Q		George Washington Elementary School	Food Service	Late Out - Actual
		Virginia Ave Elementary	V Itinerant Teacher	Missed In - Actual
		School	Library Aide	Missed Out - Actual
		5 selected Cle	ar 17 selected Clear	16 selected Clear

When you are ready, click Run Report.

Date Range:	Narrow by Location:	Narrow by Job Type:	Narrow by Exception:		
09/03/2015 🗰 09/10/2015 🗰	✓ All Options T	All Options T	All Options		
Jser Type: User Status:	Bridge Street Elementary	Bus Driver Custodian Custodian (Call-Back)	Early In - Actual		
Any \$ Any \$	School		Early Out - Actual		
Search for User:	Elementary Schools		Late In - Actual		
٩	George Washington Elementary School	V Food Service	Late Out - Actual		
	Virginia Ave Elementary	 ✓ Itinerant Teacher ✓ Library Aide 	Missed In - Actual		
	School		Missed Out - Actual		
	Whitehorse Road				

A list of clock exceptions sorted by day, user, location, job type, schedule details, exception details, event details, and comments will appear on the same page. Each user's clock exceptions will be organized by date-range from most recent to oldest.

Under the "Schedule Details" column, you can see the scheduled time the user was supposed to work. The IN and OUT times under "Event Details" are the actual times the user signed in and out.

Export Custom Date Range 08/31/2015 - 09/04/2015									
Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments		
Wed, 09/02	EMPLOYEE	Virginia Ave Food Ser	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None		
	Dennis O School				OUT: 12:00 PM	None			
Wed, 09/02	EMPLOYEE Virginia Ave Jillian. Elementary	Food Service 11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Late In - Adjusted	IN: 12:30 PM					
	Dennis O	School				OUT: 02:00 PM			
Tue, 09/01	EMPLOYEE Virginia Ave Food Service 10:00 AM - 02:	10:00 AM - 02:00 PM	Late In - Adjusted	IN: 10:15 AM	None				
	0	School	Carey, Ben Elementary School		Hand Entered/Changed	OUT: 02:30 PM	"I entered these times for Ben - JP"		

If you would like to export the list, click the **Export** button at the left upper corner of the report.

Export 08/31/2015 - 09/04/2015 3 re									
Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments		
Wed, 09/02	EMPLOYEE	EMPLOYEE Virginia Ave Food Service Jillian, Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None		
	Dennis O					OUT: 12:00 PM	None		
Wed, 09/02	EMPLOYEE	Virginia Ave	Food Service	Service 11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	12:00 PM Late In - Adjusted 02:00 PM	IN: 12:30 PM			
	Dennis O	School				OUT: 02:00 PM			
Tue, 09/01	EMPLOYEE Virgin	Virginia Ave Food Servic	Food Service	10:00 AM - 02:00 PM	0:00 AM - 02:00 PM Late In - Adjusted Late Out - Adjusted Hand Entered/Changed	IN: 10:15 AM	None		
	0	School				OUT: 02:30 PM	"I entered these times for Ben - JP"		

To see a user's details page, click the user's name.

Export Os/31/2015 - 09/04/2015 3 results found									
Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments		
Wed, 09/02	EMPLOYEE	EMPLOYEE Virginia Ave <u>Jillian,</u> Elementary <u>Dennis</u> School	Food Service	e 11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None		
	Dennis O					OUT: 12:00 PM	None		
Wed, 09/02	EMPLOYEE Virg Jillian, Eler Dennis O Scho	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Late In - Adjusted	IN: 12:30 PM			
					OUT: 02:00 PM				
Tue, 09/01	EMPLOYEE Virginia Ave Carey, Ben Elementary School	EMPLOYEE Virginia Ave Food Ser	Food Service	10:00 AM - 02:00 PM	Late In - Adjusted	IN: 10:15 AM	None		
				Hand Entered/Changed	OUT: 02:30 PM	"I entered these times for Ben - JP"			

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