Using the Clock Exceptions Report

time-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.

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

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.

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

When you are ready, click **Run Report**.

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.

| | Custom Date Range 08/31/2015 - 09/04/2015 | | | | | | 3 results found. |
Export							
Day	**User**	**Location**	**Job Type**	**Schedule Details**	**Exception Details**	**Event Details**	**Comments**
Wed, 09/02	EMPLOYEE Jillian, Dennis ○	Virginia Ave Elementary School	Food Service	11:30 AM - 12:00 PM 12:30 PM - 02:00 PM	Early Out - Adjusted	IN: 11:30 AM	None
						OUT: 12:00 PM	None
Wed, 09/02	EMPLOYEE Jillian, Dennis ○	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	None
						OUT: 02:00 PM	None
Tue, 09/01	EMPLOYEE Carey, Ben ○	Virginia Ave Elementary School	Food Service	10:00 AM - 02:00 PM	Late In - Adjusted Late Out - Adjusted Hand Entered/Changed	IN: 10:15 AM	None
						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.

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

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

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

© Copyright 2020 Frontline Education