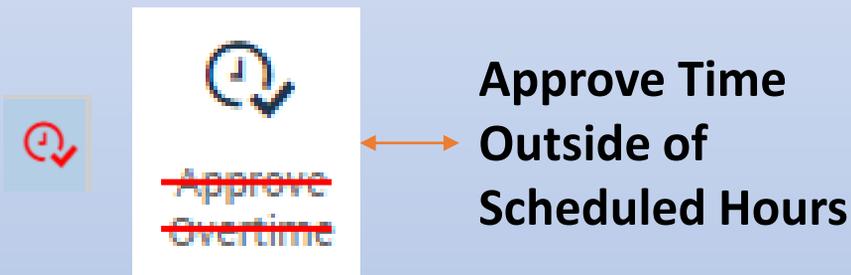


Resolving the Red Clock Exception

This guide will show you how to resolve common errors noted by the red clock exception on the timecard. Navigate to correct section of the job aid to find the solution to the specific error. Note this covers all scenarios where time falls outside of standard hours, this could result in OT, Reg, or CCE.

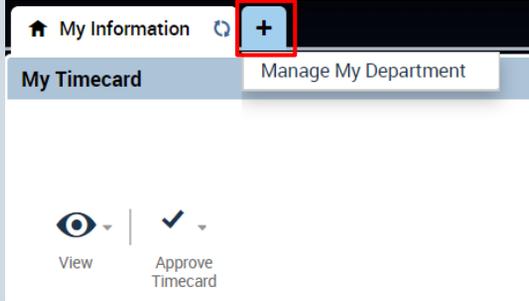
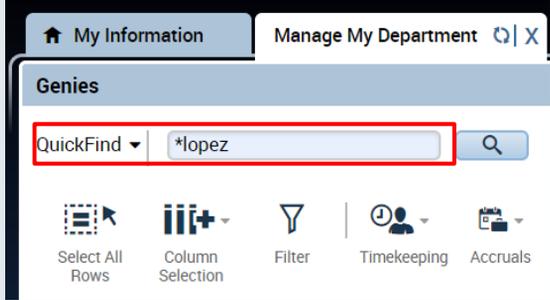
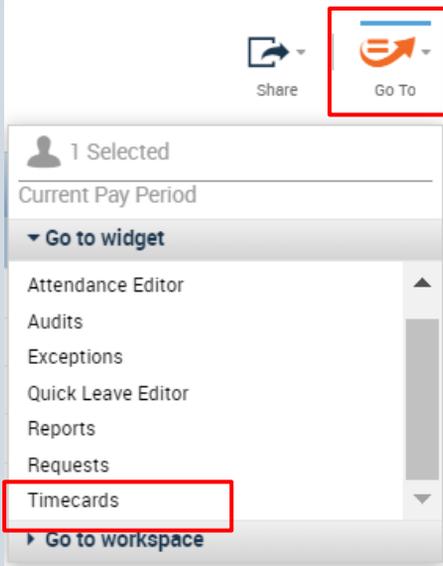


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1. Approving pre-approved OT (Including partial approval)
 2. Late/Early punch that should not pay OT
 3. Temporary worker punching in with no schedule
 4. Paid by schedule employees using accruals (Pay Codes/Leave)

Approving Overtime

Purpose:

This job aid will help you approve overtime for staff that was preapproved for OT.

Steps	Screenshots
<p>From the home page, click on the '+' and select Manage my Department</p>	
<p>Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.</p>	
<p>Click on their name twice to open their Timecard.</p> <p>Or you can click their name once to select them.</p> <p>Then on the right side of the window, select the Go To drop down menu and choose "Timecards"</p>	

Date	Start	End	Amount	Unapproved Overtime
Mon 8/03	2:45PM	11:15PM	2:45PM	11:20PM

On the timecard, find the overtime that needs to be approved. The **overtime icon** will appear, right click on the icon to open the Data Actions window

On the Data Actions window, click the **Approve Overtime icon** to open the window.

Date Actions

Date: Mon 8/03

Unapproved Overtime: 0.08

Approve Overtime Edit Justify Exception

Under this tab, it shows you the date, and amount of unapproved overtime of the employee. It also offers multiple options on how to approve the overtime.

Select **All**, then click OK.

Approve Overtime

Overtime Date * 8/03/2020 Clear

Unapproved Overtime 0.08

Amount (HH.hh) *

Amount * All

All Before Shift

All After Shift

None

Some (HH.hh)

Time Window

Show Schedule

	From	Amount
Before Shift	2:45PM	0.0
After Shift	11:15PM	0.0

Comments (0) Add Comment

Reset Cancel **OK**

If the employee worked both preapproved and incidental OT then you need to partially approve the time. Right click on the red clock icon to open the Data Actions window.

	8:00AM-5:00PM			7:51AM			7:59AM
				8:00AM			5:00PM
				5:01PM			8:00PM

On the Data Actions window, click the **Approve Overtime icon** to open the window.

Date Actions

Date: Thu 3/04

Unapproved Overtime: 3.25



Under this tab, it shows you the date, and amount of unapproved overtime of the employee. It also offers multiple options on how to approve the overtime.

Select **Time Window**, from the drop down, then enter the start time, and the amount of hours that are being approved.

Click **OK**, and then the correct amount of time will be approved.

Approve Overtime

Overtime Date * 3/04/2021  Clear

Unapproved Overtime 3.25

Amount (HH.hh) *

Amount *

Time Window 

Show Schedule for Time Window

		From	Amount	Cor
		5:00PM	3.0	

Comments (0)

Reset

Cancel

OK

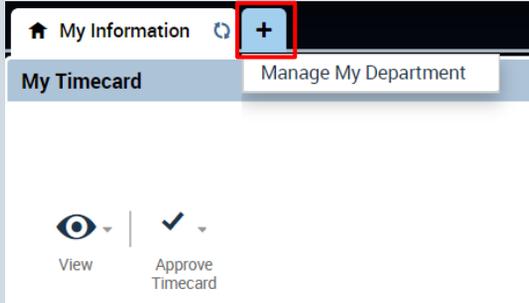
Resolving Exception for OT that should not be approved

Purpose:

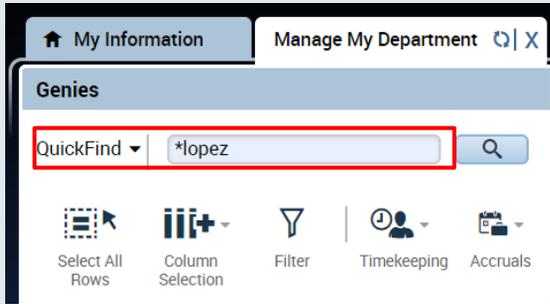
This job aid will help you resolve the overtime exception for staff that was not preapproved for OT.

Steps Screenshots

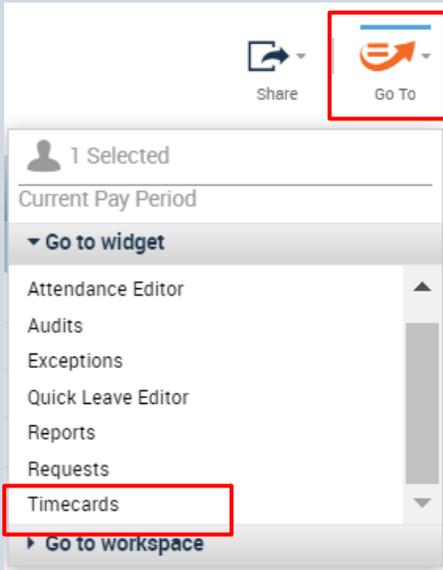
From the home page, click on the '+' and select Manage my Department



Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.



Click on their name twice to open their Timecard.



Or you can click their name once to select them.

Then on the right side of the window, select the Go To drop down menu and choose "Timecards"

Steps

Screenshots

When the employee works outside of their regular schedule for time that wasn't preapproved they will need to approve the time as shown here by right clicking on the red stopwatch shown here.

			4:52AM	4:59AM
5:00AM-1:30PM			5:00AM	1:28PM

Select Approve Overtime, this will take you to a screen where you make the decision on how to handle the time.

Date Actions

Date: Mon 8/03

Unapproved Overtime: 0.08

From the Amount dropdown, select **None** then click OK.

Approve Overtime

Overtime Date * 11/23/2020

Unapproved Overtime 0.25

Amount (HH.hh) *

Amount * **None**

After the you click OK, you can look at the daily totals, the exception will be resolved and it will show **No Pay**.

Pay Code	Amount
No Pay	0.25
Regular	8.0

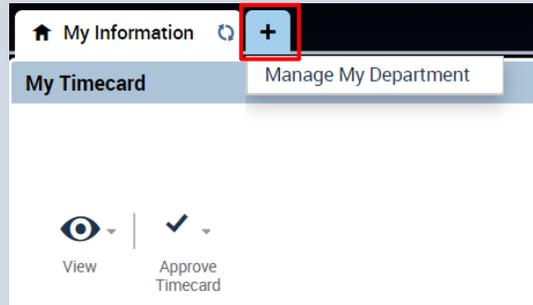
Temporary Workers with no schedule

Purpose:

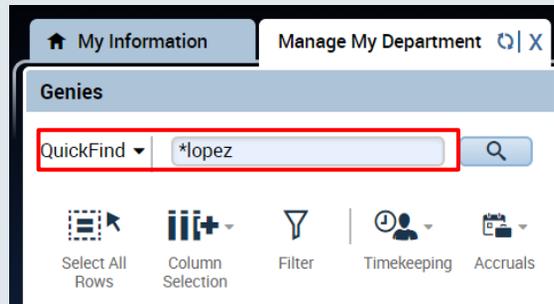
This job aid will help you resolve the red clock exception for staff that was not preapproved for OT.

Steps Screenshots

From the home page, click on the '+' and select Manage my Department



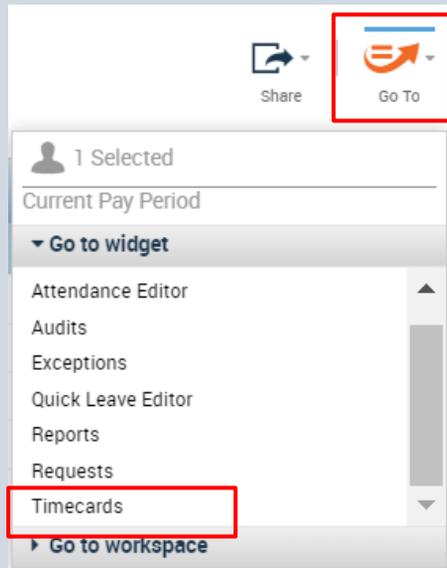
Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.



Click on their name twice to open their Timecard.

Or you can click their name once to select them.

Then on the right side of the window, select the Go To drop down menu and choose "Timecards"



Steps

Screenshots

Find the time on the timesheet where the employee has no schedule. This will automatically have the red clock as

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Tue 2/23				7:59AM		4:02PM
+ X	Wed 2/24				8:43AM		3:45PM

Click on the Go To button to navigate to the schedule planner.

Refresh Calculate Totals Save Go To

1 Selected

Current Pay Period

Go to widget

People Editor

Schedule Planner

Find the day missing the scheduled shift on their schedule planner, right click and select **Add Shift**.

Sat 2/27

+ Add shift

+ Add Pay Code

Insert the hours that the employee works with the start and end times.

Start Date	Type	Start Time	End Time
11/30/2020	Regular	10:00am	8:30pm

Apply

Once the schedule have been Saved, the exception will be cleared on the timecard and you will see the Regular hours under the Totals section.

Save

10:00AM-8:30PM		10:00AM	8:30PM
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Pay Code	Amount
Regular	10.0

Paid by schedule employees with Accruals (Leave/Time off)

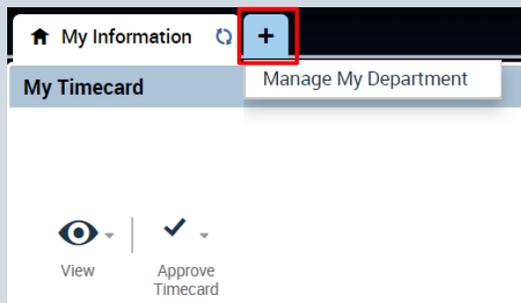
Purpose:

This job aid will help you resolve the red clock exception for staff that is paid by schedule but using time off on the day.

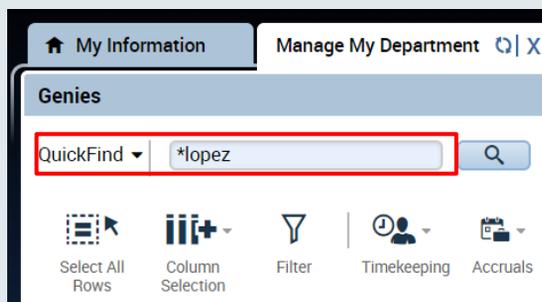
Steps

From the home page, click on the '+' and select Manage my Department

Screenshots



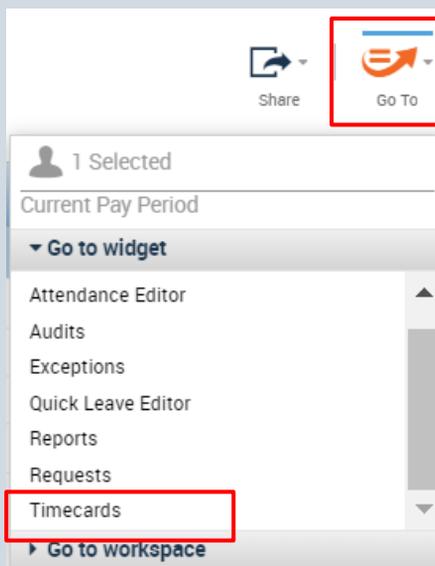
Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.



Click on their name twice to open their Timecard.

Or you can click their name once to select them.

Then on the right side of the window, select the Go To drop down menu and choose "Timecards"



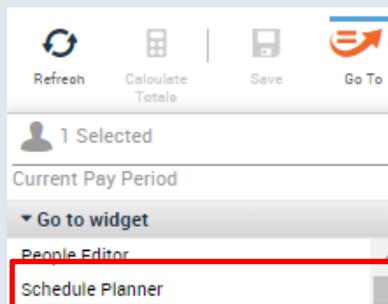
Steps

Screenshots

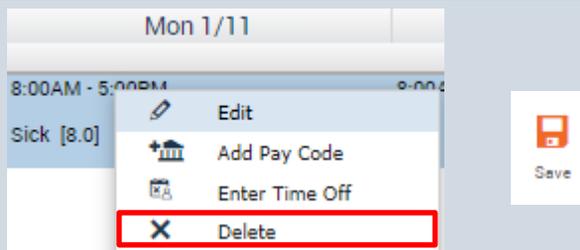
Find the time on the timesheet where the employee has no schedule. This will automatically have the red clock as the system is counting both punched time and the sick pay code.

	8:00AM-5:00PM			8:00AM		5:00PM
		Sick	8.0	8:00AM		

Click on the Go To button to navigate to the schedule planner.



Find the day where they are using the pay code, right click and select **Delete**. Click Save.



After you delete the shift and Save, you can go back to the timecard and see that both the scheduled time and the exception are gone.

Mon 1/11		Sick	8.0	8:00AM		
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If you delete the schedule and the punched in time is still there, that means the pay code was entered on the timecard. To resolve, click the 'X' next to the punched in time and the issue will be resolved.

		Wed 1/13					8:00AM		5:00PM
				Sick	8.0		8:00AM		

