Exceptions are indicators in timecards, reports, and Genies that identify when information on the timecard deviates from the employee’s schedule.

Exceptions are used to identify when an employee arrived early or late, forgot to punch out or in, or was absent.

Exceptions are usually designated by red colored boxes, or a red symbol, around dates or punches of interest.

Exceptions will need to be resolved at, or before, the end of the pay period before the employee approves the timecard.

**Types of exceptions:**

*(Note: Hovering over the exception’s symbol will show what kind of exception it is.)*

**In/Out Punches**

*Designated by a red symbol on the left side of the box containing the punch.*

- **Early In** – Employee punched in an hour or more before their scheduled start time.
- **Early Out** – Employee punched out an hour or more before their scheduled end time.
- **Late In** – Employee punched in an hour or more after their scheduled start time.
- **Late Out** – Employee punched out an hour or more after their scheduled end time.
- **Short Break** – Employee punched in from a break/lunch less than 30 minutes after the out punch. Employee lunch periods should be at least 30 consecutive minutes of duty free time.

**Missed Punch**

*Designated by a solid red box in place of the missing punch when an employee forgot to punch in or out. A missed punch will prevent sign off from being applied.*

**Unexcused Absence**

*Designated by a red symbol on the left side of the box containing the date of the absence*

Employee is scheduled to work, but the employee’s timecard does not contain any punches or pay code edits that excuse the absence.

**Excused Absence**

*Designated by a blue symbol on the left side of the box containing the date of the absence.*

Employee is scheduled to work, but does not work productive time to match the number of hours scheduled; instead, there is a pay code edit on the timecard for that day (full or part) that excuses the absence (sick, vacation, etc.).

**Unscheduled**

*Designated by a red symbol on the left side of the box containing the punch.*

Employee is not scheduled to work, but there is a punch, or pay code edit, on the timecard for the day.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

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