

Exception History Report

- ✓ You can use this report in performance evaluations to review employee attendance habits.
- ✓ You can determine the number of exceptions for different time periods using one of the standard time periods or by specifying a date range.

Exception History Report

Includes selected workgroups for all employees.

From 07/01/1996 to 08/15/1996

Location: Main Street Facility Department: Administration

Baker, Andrea	Arrived Early	3	Arrived Late	11	Left Early	2	Left Late	12
	Unscheduled Hrs	1						
Nelson, Howard	Arrived Late	1	Unscheduled Hrs	2				
Purshing, Walter	Arrived Early	1	Arrived Late	4	Left Late	5	Unscheduled Hrs	1
Williams, Henry	Arrived Late	4	Left Early	1	Left Late	3	Unscheduled Hrs	1
Group Totals	Arrived Early	4	Arrived Late	20	Left Early	3	Left Late	20
	Unscheduled Hrs	5						

Location: Main Street Facility Department: Security

Grant, Omar	Arrived Early	2	Arrived Late	2	Left Early	4	Long Break	2
					Unscheduled Hrs	1		
Watkins, Rodney	Arrived Early	3	Arrived Late	6	Left Early	6	Left Late	8
					Unscheduled Hrs	2		
Yardley, Frank	Arrived Early	1	Arrived Late	1	Left Late	4	Long Break	2
					Unscheduled Hrs	6		
Group Totals	Arrived Early	6	Arrived Late	9	Left Early	10	Left Late	12
	Long Break	4	Unscheduled Hrs	9				
Report Totals	Arrived Early	10	Arrived Late	29	Left Early	13	Left Late	32
	Long Break	4	Unscheduled Hrs	14				

Displays the exceptions in either hours or counts

Lists all exceptions incurred by an employee during the report period

The Summary Sheet window also displays exception histories. You can “zoom in” to punch details for an employee.

