

Exception Report

- ✓ You can choose the exceptions you want to view.
- ✓ You can easily see employees with attendance problems and take corrective action.

Detailed Exception Report

Includes all workgroups for all employees who are Full Time and Hourly.

Tardy, Left Late, Long Brk.

From 07/22/1996 to 07/31/1996

Cost Center: Corporate Engineering

Guitierrez, Jose

ID: 1012

Badge: 12

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Mon 7/22	8:56a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:31p	7:30	8:00a/ 5:00p	Tardy, Left Late
Thu 7/25	8:51a 1:00p	10:00a 3:00p	10:15a 3:15p	12:00p 5:00p	7:15	8:00a/ 5:00p	Tardy
Fri 7/26	10:00a 3:00p	10:15a 3:15p	12:00p 5:00p	1:00p	0:00	8:00a/ 5:00p	Tardy, Miss. Pun.

Baker, Andrea

ID: 1001

Badge: 1

Date	In	Out	In	Out	Hours	Schedule	Exceptions
Wed 7/24	8:00a 1:00p	10:00a 3:00p	10:15a	12:00p	6:00	7:00a/ 3:30p	Tardy, Left Early
Sat 7/27 Lun.	8:00a	10:00a	10:15a	11:09a	5:15	7:00a/ 3:30p	Tardy, Left Early, Long

Number of Employees in Group : 2

Total Number of Employees : 2

Lists punch activity

Displays scheduled hours

Lists all exceptions incurred in a shift

You select the exceptions that are included in this report in the report definition.

