

### Exceptions

Exceptions highlight unexpected or unusual transactions; such as when an employee works outside their scheduled timeframe or scheduled day.

### Menu

### Options

Indicator	Color Code	Description
	Solid Red cell	Indicates that there is either a missed <i>In</i> or <i>Out</i> punches. Moving the mouse over the cell will provide more information.
	Red border around a date	Indicates that it is an unexcused absence for the day. Moving the mouse over the cell will provide more information.
	Red border around a time	Indicates that there is an exception to the time stamps. Moving the mouse over the cell will provide more information.
	Blue border around a date	Indicates that it is an excused absence for the day.
	Red outlined cell Yellow box inside cell	Indicates that there is an exception associated with the time stamp and a comment associated with the contents of the cell.
	Yellow box inside a cell	Indicates that there is a comment associated with the contents of the cell.
	Purple transaction (Phantom Punch)	Indicates the transaction was added to the timecard by the totalizer (i.e., system generated). If the cell is gray, the transaction can not be edited.
	Gray cells	Indicate the transaction can not be edited.
	(X) before a labor account	Indicates that the account is not the primary account that is being indicated in the transfer.

### Exception Notes

- Exceptions must be configured in the Enterprise eTIME system.
- Exceptions can be associated with dates, punches or durations.
- If you move the mouse over an exception a message provides more specific information such as “Missed Out-Punch”, “Late” or “Excused”.
- Missed punch exceptions should always be edited.