Justify Missing Time in the Timecard

This job aid explains how you can justify missed time by an employee when they arrive to work late, leave work early, and/or are absent for their shift.

About Missing Time

- Missing time is scheduled time that was not worked, for example, a late-in, early-out, long break, unexcused absence, or core hours violation. When there is missing time that requires attention by the logged on user, an Action Required icon appears on the date of the exception.

- Missing time can only be justified in hourly timecards (table or list view).

- When justifying time, as a manager you can accept the employee's justification or change the paycode selected by the employee. After manager approval, the exception is considered justified and marked as reviewed. Once justified missing time has been approved, employees can no longer edit the justified time.

Monitor Missing Time Exceptions:

1. Open the **Main Menu > Dataviews & Reports > Dataview Library**.
2. Click on an Employee Dataview that has been defined for you to monitor missing time.
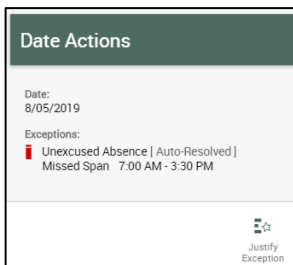3. If missing time is present, you can monitor the status of the missed timespans.

✓	Employee ID	Employee Full Name	Employee Justified Exception Count	Manager Justified Exception Count	Auto-Resolved Exception Count
☐	JMTEMPDD1	JMTEmpDD1, JMTEmpDD1			5
☐	JMTEMPDD3	JMTEmpDD3, JMTEmpDD3	5		
☐	JMTEMPDD2	JMTEmpDD2, JMTEmpDD2		5	

To justify missing time on an employee's timecard:

4. In an employee timecard, select the necessary **time frame**.
5. If missing time is present, you will see a warning sign next to the date.
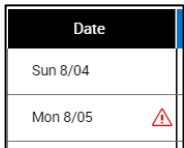
Date	
Sun 8/04	
Mon 8/05	⚠

6. Right-click on the warning icon. The Date Actions glance opens.

Date Actions

Date:
8/05/2019

Exceptions:
Unexcused Absence [Auto-Resolved]
Missed Span 7:00 AM - 3:30 PM

Justify
Exception

7. Select **Justify Exception**. The Justify Exception panel opens.

8. To justify the entire timespan with the same paycode, select the paycode and then click **Approve**.

9. To justify multiple timespans with different paycodes, select **Add Timespan** and then add the necessary start times and end times with the appropriate justification paycodes. You can add up to three timespans.

Note: If your employee already selected the appropriate paycodes to justify the missing time, you will be able to view and modify if necessary.

10. Click **Approve** and then **Save** the timecard. You will see a different icon indicating the approved exception replacing the unjustified exception.

Date	Schedule	Absence
Sun 8/04		
Mon 8/05	7:00 AM - 3:30 PM	✓