Quick Guide: Exceptions

VANDERBILT UNIVERSITY

When employees deviate from the schedule expectations, the system generates an exception. For an exception to populate on an employee's timesheet, a schedule must be entered for the employee. Below are the exceptions that could populate on an employee's timesheet based on their punches.

Standard Punch Exceptions – which are ==highlighted yellow== in UKG Ready (Kronos):

- Early In (EI) – Employee punches in before the scheduled start time.
- Early Out (EO) – Employee punches out before the scheduled end time.
- Late In (LI) – Employee punches in after the scheduled start time.
- Late Out (LO) – Employee punches out after the scheduled end time.

Punch Exceptions Relevant to Union Employees' Attendance Point System – which are ==highlighted orange== in UKG Ready (Kronos)**:**

- AB1 – Absent: Out all day – 1 point
- CO1 – Absent: Call Out – 1 point
- SS.5 – Absent: Short Shift out between 15 mins and 2 hours – 0.5 point
- SS1 – Absent: Short Shift out 2 hours or more – 1 point
- LI1 – Tardy: Late In between 5 mins and 14 mins – 1 point

Exceptions Report

Use the Exceptions (Summary By Week) to display, per employee, any exceptions flagged in a specific date range.

Navigate: Hamburger > My Info > My Reports > Time Reports > Time Allocation > Exceptions Summary By Week

Editing Punch Exceptions

While reviewing an employee's timesheet, there may be instances when a manager will need to remove or edit an employee's exception notification. When an employee's schedule has a last-minute adjustment, it is recommended to adjust the schedule to eliminate the exception notification instead of deleting the exception.

If an exception needs to be deleted or added, there are two options to perform the action, and it is always recommended to add a comment as to why the exception was cleared out or added.

1. Use the trash can or delete button next to the exception directly on the timesheet; or
2. Use the Exceptions tab to clear out or confirm the exception.