Reviewing Exceptions (Early/Late)

With the implementation of Kronos Workforce Timekeeper 6.1 there is a new feature that allows managers to mark the early/late exceptions as reviewed. This changes the exception on the timecard from a red box to a green box and it changes the check mark in the reconcile timecard genie from a black check to a green check. This assists managers in knowing what they've already reviewed and what still needs attention. If, for example, a manager reviewed a late-in punch and they see the check mark in reconcile timecard is again black, it indicates that the employee has another late in.

The best practice for reviewing exceptions is to perform this task on a daily basis for quick audits at the end of the pay period. This is also in anticipation of workflow notifications that will let managers know of exceptions via email on a daily basis. If the exception is marked as reviewed it will not reappear on a notification and cause double audits.

Below are instructions on marking exceptions as reviewed:

1. Navigate to Reconcile Timecard
2. In the Show field, use the drop down arrow and choose All Home
3. In the Time Period field, use the Current Pay Period or Previous Pay Period depending on the timing of the audit
4. Click Refresh if necessary to pull up the information
5. Highlight the employees that have a check box in the Early In, Late In, Early Out or Late Out fields

6. Click on Timecard to open the timecards

7. In the Timecard locate the entry that has the exception. It will outlined with a red box

8. Right click on the exception entry and choose Mark As Reviewed

9. Notice that the box outline turns green

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Sun 1/17	▼		7:47AM	▼	11:23AM	12:20PM	▼	4:54PM	8:1	8:15	8:15
X		Mon 1/18	▼			▼			▼				8:15
X		Tue 1/19	▼			▼			▼				8:15
X		Wed 1/20	▼			▼			▼				8:15

10. Navigate back to Reconcile Timecard
11. Click Refresh
12. Notice that the check box for the exception now turns green as well

RECONCILE TIMECARD
Last Refreshed: 4:09PM

Show [_____] ▼ Edit

Time Period [Current Pay Period] ▼ Refresh

Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Schedule ▼ Approvals ▼ Person ▼ Leave ▼

Name	2▲	Person ID	Worke...	Unexcused Absence	Missed Punch	Early In	Late In	Early Ou	L... Out	Comp Time Earned	Total Overtime	Total Leave	Total Hours	Without Pay	Totals Up To Date
			NSFU	✔					✔				8:15		✔

To learn how to add a comment to the punch that you marked as reviewed, please read Manager Quick Reference: Adding Comments Notes.