

RUNNING CLOCK EXCEPTIONS REPORT IN VERITIME

- You can run the Clock Exceptions report to make sure your employees aren't missing an in punch or an out punch. You will need to run this before you submit or approve any time cards.
1. Reports / People, Time, & Payroll / Clock Exceptions
 - a. Date Range: Sunday Date – Saturday Date for the payroll week you're working on
 - b. User Type = Any
 - c. User Status = Any
 - d. Narrow By Exception
 - i. Unclick "All Options"
 - ii. Scroll down and click on "Missed In – Adjusted" AND "Missed Out – Adjusted"
 - e. Click on "Run Report"
 - f. If any employees come up, that means they are missing a punch and you will need to correct this. If not, it will say "No clock exceptions found."

Clock Exceptions

Date Range: 09/03/2017 to 09/09/2017

User Type: Any User Status: Any

Search for User:

[Run Report](#)

Narrow by Exception:

- All Options
- Missed In - Adjusted
- Missed Out - Adjusted
- Not Scheduled
- Too Short - Duration
- Too Long - Duration
- Hand Entered/Changed

2 of 16 selected [Clear](#)

[Export](#) Custom Date Range 09/03/2017 - 09/09/2017 15 results found.

Day	User	Location	Job Type	Schedule Details	Exception Details	Event Details	Comments
Fri_09/08	EMPLOYEE			11:30 AM - 02:00 PM 02:00 PM - 04:30 PM	Missed Out - Adjusted	Sign In: 04:45 PM (Actual: 04:40 PM)	None
						Sign Out:	None