

Timekeeping Exceptions Alerts

Title	Timekeeping Exceptions Alerts
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Overview

1. Timecard data dictates how an employee’s earnings are calculated for payroll, therefore, an employee’s timecard should always be an accurate reflection of their actual time worked
2. When a Timekeeping Exception occurs, it means there’s an irregularity on an employee’s timecard that requires review, as it could adversely impact the employee’s earnings
3. If you receive a Timekeeping Exception Alert, be sure to review the noted employee’s timecard to address any issues on their timecard and correct their punch data as applicable
4. The Timekeeping Exceptions listed below will trigger a Timekeeping Exceptions Alert to be delivered to the employee’s Manager and should be reviewed/resolved as described below prior to payroll processing
5. If you’re unsure how to address a Timekeeping Exception for one of your employees, reach out to HR (humanresources@aspensnowmass.com) and Payroll (ascpayroll@aspensnowmass.com) for support

Timekeeping Exceptions

1. **Unexcused Absence**
 - a. The employee is scheduled to work, however, there are no punches on the employee’s timecard for that particular scheduled shift
 - i. If the employee did not work on that date, no action is required, as that employee has no data on their timecard and, therefore, will not be paid for that scheduled shift
 - ii. If the employee did work on that date and should be paid for that scheduled time, update the employee’s timecard to reflect their actual time work to ensure their paid correctly for that shift
 - b. **Note:** Unexcused Absence exceptions sometimes occur for employees that moved from Hourly to Salaried status – if this occurs, be sure to manually update the employee’s timecard as described above and escalate the issue to HR as it may require additional action on their end
2. **Missed Punch**
 - a. The employee missed a punch on the timecard for one of their worked shifts
 - i. Review the employee’s timecard and update their punches to reflect their actual time worked, as applicable
 - b. **Note:** Missed punches will cause an error during payroll processing – be sure to correct any missed punches on an employee’s timecard before 12pm MST on payroll Mondays (Monday before pay day)
3. **Late In**
 - a. The employee punched in 22 minutes or more after their scheduled shift start time
 - i. Determine if the Late In punch was completed in error and, if necessary, update the employee’s timecard to reflect their actual time worked
 - ii. If the Late In punch is correct, no action is needed on the employee’s timecard
4. **Early Out**
 - a. The employee punched out 1 hour or more before their scheduled shift end time
 - i. Determine if the Early Out punch was completed in error and, if necessary, update the employee’s timecard to reflect their actual time worked
 - ii. If the Early Out punch is correct, no action is needed on the employee’s timecard