

Exception Definitions

- In order for the exceptions to appear correctly the KRONOS Manager will need to create a schedule for the employee.
- Exceptions are beneficial for the KRONOS Manager to quickly identify a differences between an employee’s schedule and their actual time worked.
- The exceptions may be found within the employee’s timecard, Reconcile Timecard, Pay Period Close, and some of the other KRONOS functions.
- Below is the list of exception and their abbreviations.

EARLY IN	EV
EARLY OUT	EV
VERY EARLY IN	VE
LATE OUT	LV
LATE IN	LV
VERY LATE OUT	VL
MISSED IN PUNCH	MP
MISSED OUT PUNCH	MO
UNSCHEDULED	US
LONG BREAK	LE
SHORT BREAK	SE
CANCELED DEDUCTION	CD
CORE HOURS VIOLATION	CH

- Below is the Time Detail Report which will list the exception abbreviations within the “In Exc” and “Out Exc” columns.
- Notice “MO” in the “Out Exc” which identifies a missed out punch.

TIME DETAIL										
Time Period: Current Pay Period									Printed: 8/20/2008	
Dates: 8/17/2008 - 8/30/2008										
Name: Fiore, Kurt			ID: 00056423			Pay Rule: JHH-Exempt-FT				
Primary Account(s):			1/22/2007 - forever 0/HS01/0/S3Q/4500030180/0/1045000000							
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	AdjEnt Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 8/17										0.00
Mon 8/18		7:35AM			MO			8.00	8.00	
Tue 8/19		7:39AM			MO			8.00	16.00	
Wed 8/20		7:44AM						8.00	24.00	