**Exceptions/Points**

We are able to track exceptions in the system pertaining to attendance infractions. *For example, if an employee is late, a Late Arrival exception will be triggered. Grace periods can be set for each exception type; if for example, you want to allow a 5 minute grace before considering an employee late.*

To take it a step further, we can even track a point value along with each exception type. *For example: if an employee received a Late Arrival exception, one point will be allotted to the point balance. You may have different point values for different exceptions.*

Please keep in mind, to properly trigger these exceptions, the employees will need to have a schedule assigned to them.

Do you plan to track exceptions and assign employees to a schedule?

Do you plan to track and assign points for exceptions?

Please select the Exception Types, Grace Period before the exception will trigger (in minutes) and how many points will be allotted for each exception type:

Early In

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Early out

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Very Early Out

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Late In

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Very Late In

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Late Out

Grace Period (in minutes) before exception will trigger: **Please Specify**

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

No Meal Taken

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Absent

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

Worked But Unscheduled

Point Value: **Please Specify**

Do the points associated with this exception expire?

If yes, after how many days? **Please Specify**

**Point Notifications:**

Would you like a notification to go out to supervisors at different point levels?

*For example, if you would like a Verbal Warning notification to go out to supervisors if an employee is between 5-10 points, a Written Warning at 11-15 points, A Final Warning at 20-24 and Termination at 25+*

If yes, please select which notification levels would you like to enable and at which point value to send this notification:

Verbal Warning

Point Range Minimum Value: **Please Specify**

Point Range Maximum Value: **Please Specify**

Written Warning

Point Range Minimum Value: **Please Specify**

Point Range Maximum Value: **Please Specify**

Final Warning

Point Range Minimum Value: **Please Specify**

Point Range Maximum Value: **Please Specify**

Termination

Point Range Minimum Value: **Please Specify**

Point Range Maximum Value: **Please Specify**

Other: **Please Specify**

Point Range Minimum Value: **Please Specify**

Point Range Maximum Value: **Please Specify**