



1. Navigate to the Employee Timecard.
2. Select the attendance violation and right click.
3. Then select Comments.

[illegible]

4. You **MUST** enter a comment.
5. Click Excused Attendance.
6. Enter the **specific** reason for lateness. Examples include: Bus route canceled, ER, Dr's Appointment, Covid, and etc. **Note:** "Excused Late In" is not appropriate as it is not a reason.
7. Click Apply.

Log In | When I Work >> | All Bookmarks

Comments (1) ×

Late In

Comment On

Late In ▼

[Add Comment](#)

⊖ Excused Attenda... ▼ ←

⊖ Metro closed | ←

[Add Another Note](#) [Add](#)

8. Violation will appear as Excused

TEST.CHIM1

CHIM1 < 2 of 4 >

Current Pay PeriodAll HomeLoaded: 1:17 PM

List ViewZoomApproveRemove ApprovalRemove All ApprovalSign-OffRemove Sign-OffAnalyseView MonthAccrual ActionsGo ToShareEnter PendingCalculate TotalsSave

		Date	Schedule	Absence	Pay Code	Amount	Shift	Daily	Period	In	Transfer	Out	In	Transfer	Out
+	⊖	Mon 12/02	10:00 AM - 6:00 PM				7.50	7.50	7.50	10:30 AM		6:00 PM			
+	⊖	Tue 12/03	10:00 AM - 6:00 PM				8.00	8.00	15.50	10:00 AM		6:00 PM			
+	⊖	Wed 12/04	10:00 AM - 6:00 PM						15.50	10:00 AM					
+	⊖	Thu 12/05	10:00 AM - 6:00 PM						15.50	10:00 AM		6:00 PM			
+	⊖	Fri 12/06	10:00 AM - 6:00 PM						15.50	10:00 AM		6:00 PM			

View in attendance details:

Mon 12/02/2024	
Discipline Level Day Start	Level Name Normal
Period Start Balance: Occurrences	Balance Amount 22
▼ Excused Late In	Event Amount 0.50 Event Type Basic Event Time 10:30 AM

9. Punch Actions will reflect the Excused Attendance under Comments and Notes

Punch Actions

Date:
12/02/2024

Time:
10:30 AM

Rounded Time:
10:30 AM

Override:
In Punch

Time Zone:
(GMT -05:00) Eastern Time (USA; Canada)

Exceptions:
 Late In

Comments and Notes:
Excused Attendance

Specific Reason Ex. ER

Last Edit Date:
12/03/2024

Edit Made By:
TEST, CHIM10

Mark as Reviewed Edit Comments Justify Exception

15.50 10:00 AM