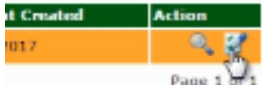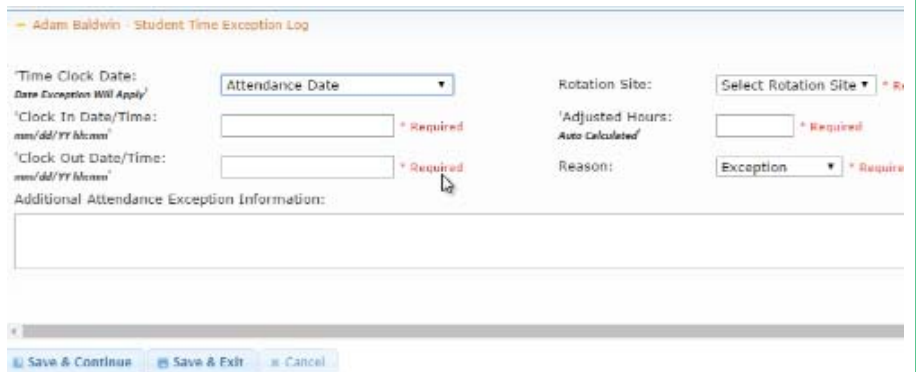# Creating a Time Exception

To prepare you will need the correct date and time for clocking in and out along with the reason why you are using the exception tool.

1. From the left-side menu choose Students —> Time Clock.

2. From the Action column choose "Edit".

3. In the Action column you'll now see a Red Alarm Clock icon. Select it in order to enter the Time Exception.

4. If you have prior time exceptions, you'd now select "Add" from the Action column to add a new one. If it's your first one, simply choose the 2nd blue bar titled "Student Time Exception Log" to enter one.

5. Fill in the required fields, noting carefully the following:

   a. You do not need to use the "Time Clock Date: *Date Exception Will Apply*" dropdown unless you are correcting a faulty entry. If you are correcting a prior entry, start by selecting it from that dropdown.

   b. For your "Clock In Date/Time" and "Clock Out Date/Time," click in the box and use the pop-up calendar for the date and sliders for the time, clicking on the "Done" button when complete. If you try to type in the information, the system will not be able to correctly process the time to calculate the "Adjusted Hours" displayed to the right. Also, you have to select the Clock In date first for the calculation to work correctly. If you realize after that you chose the wrong Clock In date, re-select it to begin again.

   c. Speaking of the Adjusted Hours, check what gets calculated there for accuracy.

   d. Make certain you have selected the correct term and rotation from the "Rotation Site" dropdown, that you have selected a reason from that dropdown, and have typed additional information if needed.

   e. If you are entering an absence, the number of hours generally does not matter. Please follow the rules specified by your instructor for how many hours to select. But you must select SOME time in and out on the sliders for the Time Exception to be properly created.

6. When done, select a "Save" option. Check your entry in the main time clock for accuracy.