SYNEL
MLLI PayWay

HARMONY
Innovative Workforce Management That Works

DEMO SERVER
10th lesson

The HARMONY Demo Server allows you to
experiment with world leading Workforce & Security
Management Solutions for Organizations.
SYNEL offers you to try this innovative service
to experience what HARMONY has got to offer

For better training
we recommend following the instructions & workflow below.

Using HARMONY Demo server
10th lesson
Enter the HARMONY Client
use the user name and password provided by the tech team

Generate an Exceptions Report

Exceptions are used in Time and attendance to indicate an error on the information
that the system requires for calculation (like a missing swipe or a missing Day),
or to alert that the data that was collected did not match the expected value
(e.g. early or late exit).

Exception can be raised automatically, or be manipulated by the work rules.

In this lesson we will learn how to initiate the exception report ,
this report is usually created as a part of the 'End Period' proceeded .

The Exceptions Report includes all exceptional transactions for employees
per a predefined period. Exceptions are unique and are determined in the
employee work rule.

The Time Card Report presents daily data and a monthly total per employee
and can be submitted to employees for review and approval.

1. Select **Reports > Time & Attendance > Exceptions**
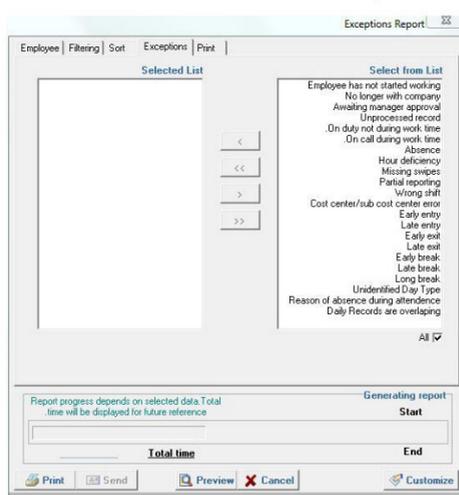
2. Select the type of exceptions that you want to show.

Exception Type	Description
A task swipe is missing	Includes the missing task swipes.
Missing Swipe for Task	When an employee forgets to report a certain task during entry or exit, or when an employee reports a new task without ending the previous task.
Exit time must be earlier than task end time	The task end time before reporting Exit.
No longer with company	The employee is no longer working at the company.
Awaiting manager's approval	The record has not yet received manager's approval.
Unprocessed record	Declares that a record has not been processes.
On duty not during work time	The employee is reported as on duty not at the specified work time.
On call during work time	The employee is reported as on call and also specified as on work time.
Non-working Day	The employee is paid for actual work hours on a day which is not defined as a standard work day: holiday, weekend, etc. - Deleted?
Absence	When an employee fails to clock the card on a certain work day.
Hours Deficiency	Hours quota for a certain day was not fulfilled according to the definitions of the Work Rule.
Missing Swipe	The employee was at work but did not clock the card.
Partial Reporting	The employee was at work, but reported partially for a task (entry only without exit).
Wrong Shift	Indicates a swipe during a wrong shift
Core time infringement	Indicates an inconsistency in the core time.
Early Entry	The employee started the work day earlier than indicated in the Work Rule.
Late Entry	The employee started the work day later than indicated in the Work Rule
Early Exit	The employee ended the work day earlier than indicated in the Work Rule
Late Exit	The employee ended the work day later than indicated in the Work Rule
Early Break	The employee started the break earlier than indicated in the Work Rule
Late Break	The employee started the break later than indicated in the Work Rule
Long Break	Total break time exceeds the time indicated in the Work Rule.

3. Click **OK**.

See you in the next lesson..