Purpose: To eliminate false Exceptions, do not use Zero (0) hours for non-worked time on absence days.

Scenario 1: Elapsed Employee - A full day absence was recorded for Tuesday. The reported time worked field should be blank.

**Incorrect Entry**

![Incorrect Entry Table]

**Correct Entry**

![Correct Entry Table]

Scenario 2: Elapsed Employee - A full day absences were recorded but the reported time worked was not removed. Notice the Reported Hours shows 72 versus 40 for the elapsed time sheet.

**Incorrect Entry**

![Incorrect Entry Table 2]

**Correct Entry**

![Correct Entry Table 2]
Scenario 3: Punch timesheet with hours worked and a full day absence event on the same day. Notice the Exception that was generated because hours were not removed on the absence day.

Incorrect Entry

Correct Entry

Scenario 4: Partial Day Absence (Tues) and Full Day absence (Friday)—You see the zero hours entered for reported work hours on Friday. On Tuesday you see only one hour of sick leave and missing reported work hours.

Incorrect Entry

Correct Entry