

# PAYROLL EXCEPTION REPORT - (current pay period)

Employee Name: \_\_\_\_\_  
(Required)

Home Department Number: \_\_\_\_\_  
(Required)

Employee Number: \_\_\_\_\_  
(Required)

Pay Period End Date: \_\_\_\_\_  
(Required)

| Missed Swipes - Please provide actual time of the swipe <u>entered</u> or <u>deleted</u> |      |    |     |          |        |                |        |             |                    | CALENDARS:<br>Please provide the total # of hours and code (below) |      |              |      |
|--|------|----|-----|----------|--------|----------------|--------|-------------|--------------------|--|------|--------------|------|
| Day  | Date | In | Out | No Lunch | Inserv | On Call Worked | Orient | Float Dept# | Total Swiped Hours | No. of Hours   | Code | No. of Hours | Code |
| Sun  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Mon  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Tues   |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Wed  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Thurs  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Fri  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Sat  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Sun  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Mon  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Tues   |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Wed  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Thurs  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Fri  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| Sat  |      |    |     |          |        |                |        |             |                    |  |      |              |      |
| <b>TOTALS</b>  |      |    |     |          |        |                |        |             | 0                  |  | 0    |              | 0    |

Employee Signature/Date: \_\_\_\_\_  
(Required)

Manager Signature/Date: \_\_\_\_\_  
(Required)

Manager Phone Ext.: \_\_\_\_\_  
(Required)

|         |                     |                         |  |
|---------|---------------------|-------------------------|--|
| FNR     | Funeral             |                         |  |
| CHG     | Charge              |                         |  |
| LOA     | Leave of Absence    | ALL leave hours-NO PAY  |  |
| J       | Jury                |                         |  |
| LAD     | LAD                 | NO PAY - with accruals  |  |
| MD      | Modified Duty       | tracking-NO PAY         |  |
| OC      | On-call             | Diff pay - no accruals  |  |
| PS      | Patient Sitting     | tracking-NO PAY         |  |
| STO     | PTO                 | Scheduled time off      |  |
| SICK    | Sickbank            | Must use 1st 4 days PTO |  |
| U       | Unscheduled Absence | tracking-NO PAY         |  |
| SB/STO  | Standby/STO         | Diff pay with PTO pay   |  |
| LAD/STO | Low Activity Day    | with STO pay            |  |

NOTE: Any time which has not been entered at the badge reader or in API by you must be documented on an exception report in order for you to be paid for the time. A completed exception sheet must be turned into your manager no later than 6:00AM Monday morning to ensure that it will be processed on the current payperiod.