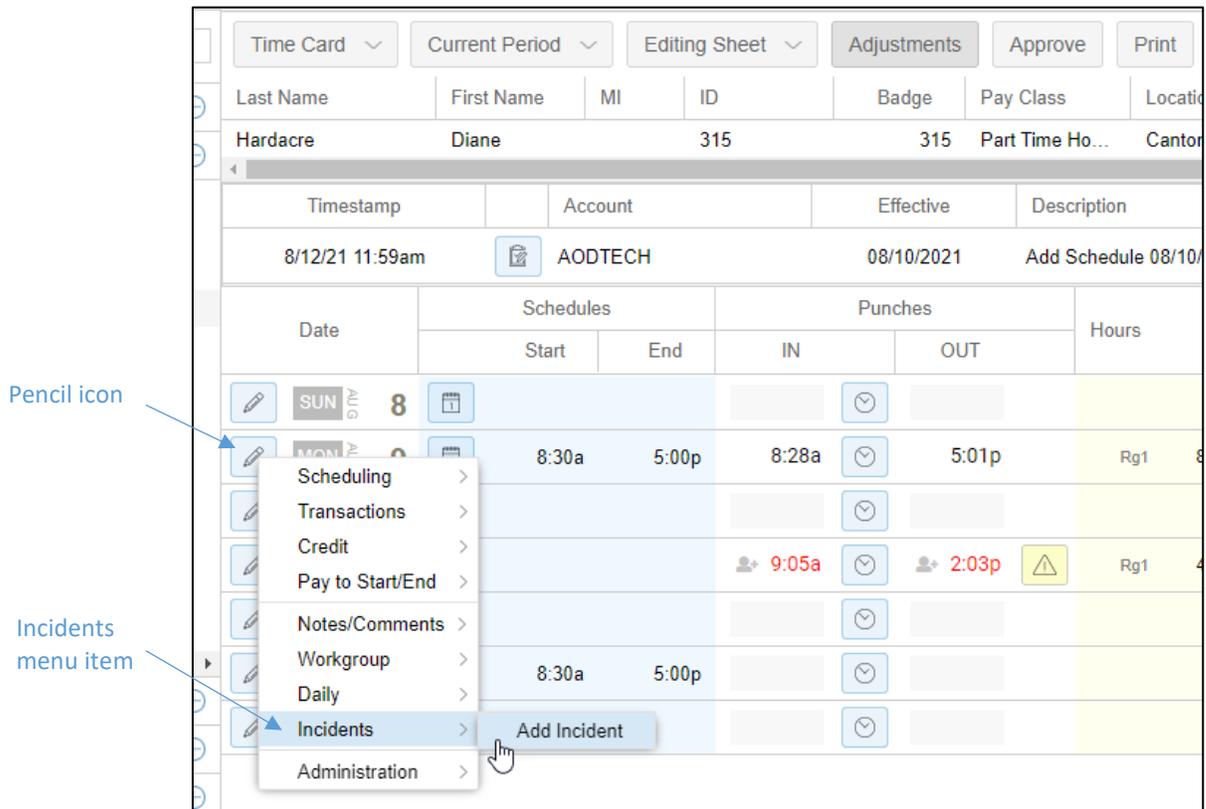


MSS: Adding an Incident in an Employee Time Card

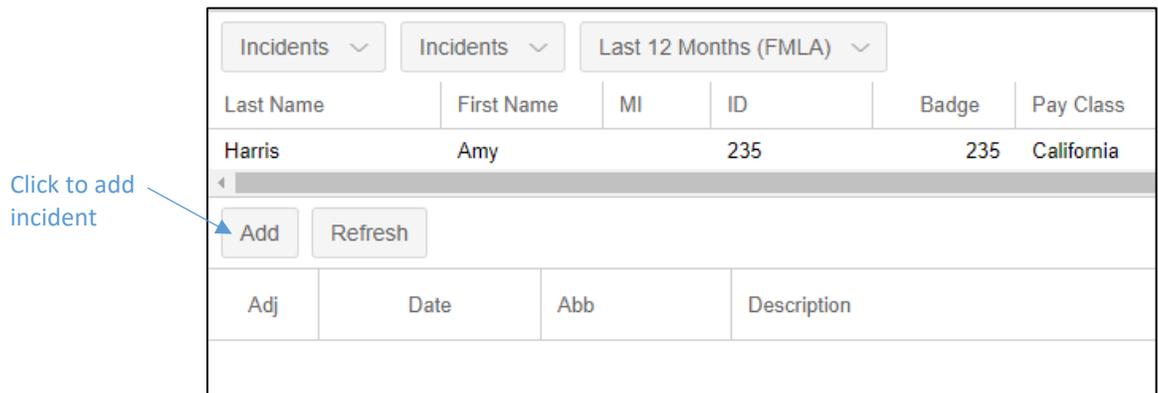
Job Aid

Systems that have the Incident and Points module configured will automatically apply a preconfigured point value to the employee time card when an incident based on a time card exception occurs. Incidents are typically based on time card exceptions, such as a tardy, missing punch or absence, in alignment with a company's attendance policy. Incidents can also be added by a user with access rights to an employee's time card with all of the aspects of the configured incident rule applied.

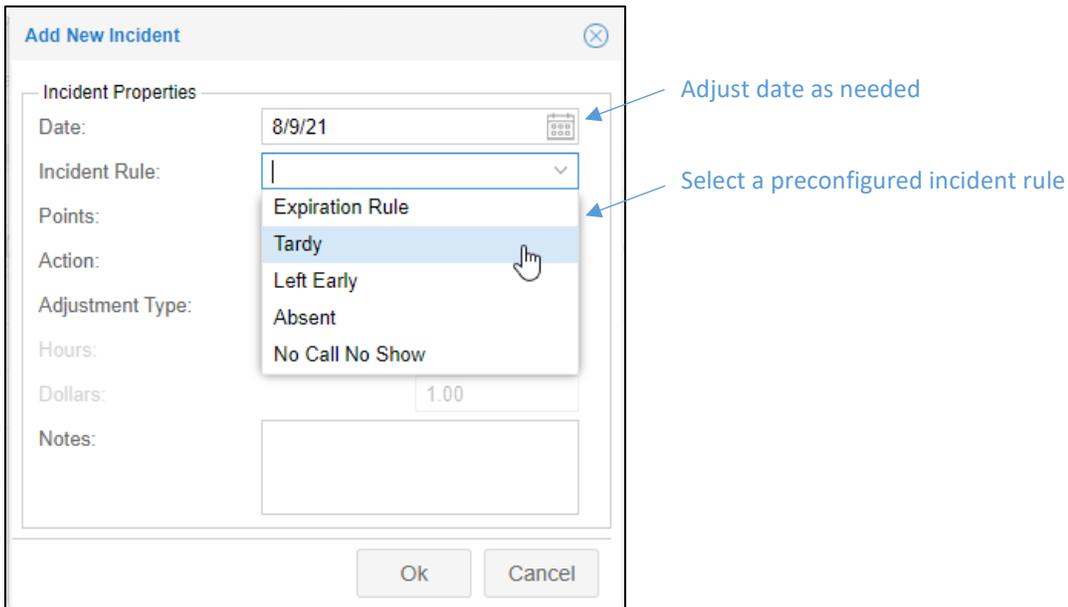
To add an incident, click the Pencil icon for the date you want to add the incident in the employee time card and select the Incidents menu item and Add Incident:



Incidents can also be added in the Incidents page of the employee record by clicking the Add button.



Select the date you want this incident to be applied to in the Date field of the *Add New Incident* window.

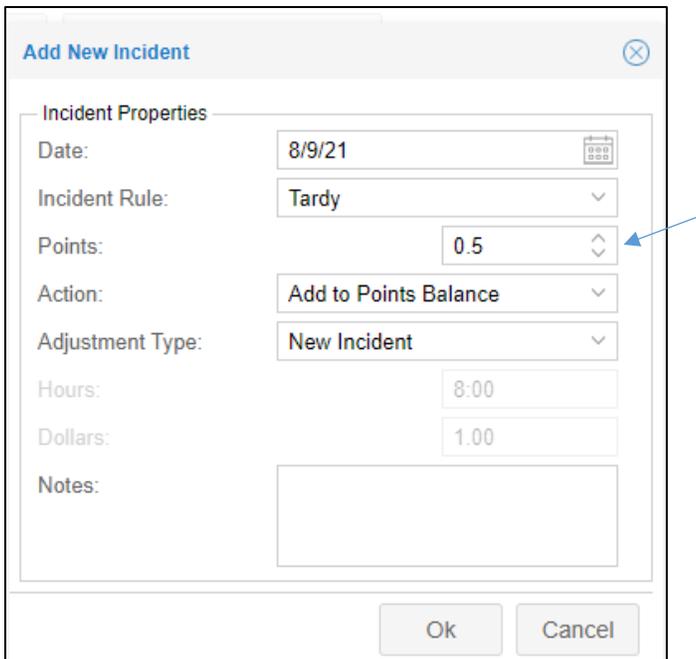


The screenshot shows the 'Add New Incident' window with the following fields and annotations:

- Date:** 8/9/21. An arrow points to the date field with the annotation "Adjust date as needed".
- Incident Rule:** A dropdown menu is open, showing options: Expiration Rule, Tardy (highlighted), Left Early, Absent, and No Call No Show. An arrow points to the dropdown with the annotation "Select a preconfigured incident rule".
- Points:** 1.00
- Action:** (empty)
- Adjustment Type:** (empty)
- Hours:** (empty)
- Dollars:** 1.00
- Notes:** (empty text area)
- Buttons:** Ok and Cancel

Select an incident rule from the Incident Rule drop-down list. The list contains the rules configured in your system.

Enter a point value for the incident in the Points field. The Points field displays 1 point value by default, regardless of which incident rule is selected.

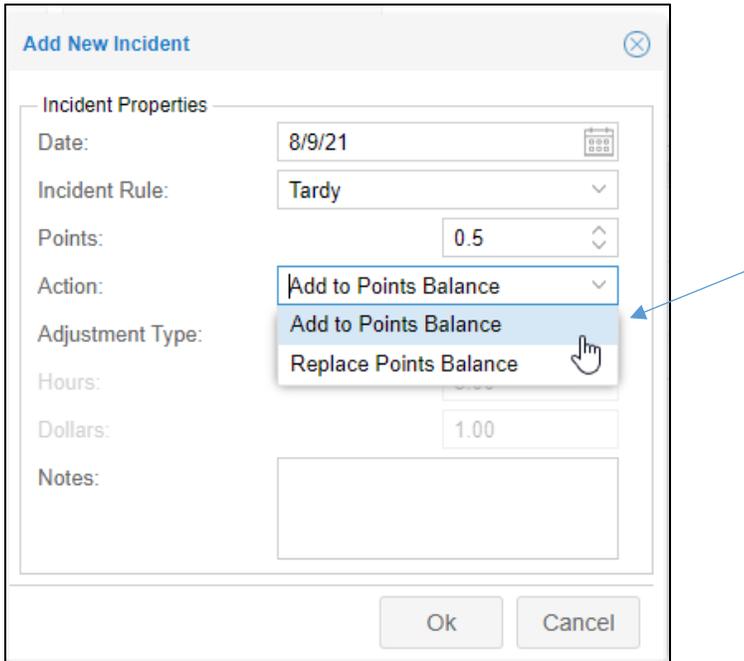


The screenshot shows the 'Add New Incident' window with the following fields and annotations:

- Date:** 8/9/21
- Incident Rule:** Tardy
- Points:** 0.5. An arrow points to the points field with the annotation "Adjust date as needed".
- Action:** Add to Points Balance
- Adjustment Type:** New Incident
- Hours:** 8:00
- Dollars:** 1.00
- Notes:** (empty text area)
- Buttons:** Ok and Cancel

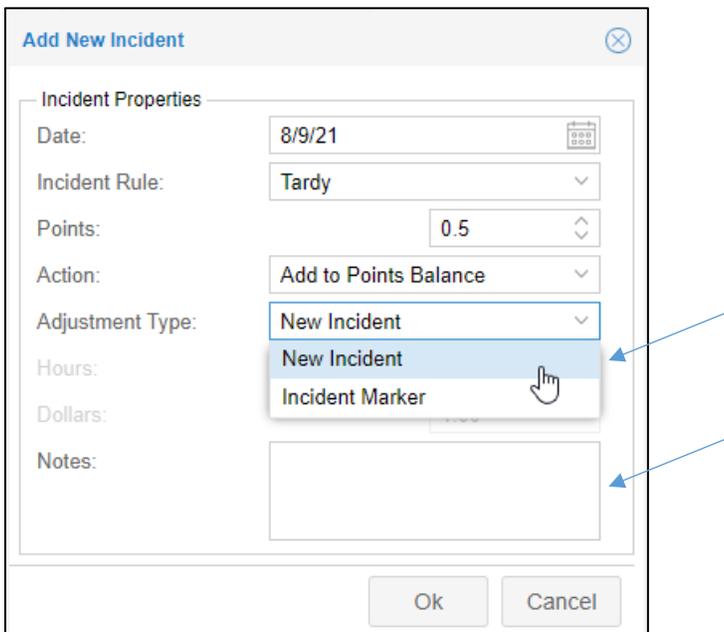
In the Action field, specify how to apply the amount of points in the Points field to the employee's current total. The options include:

- **Add to Points Balance** - The amount of points in the Points field is added to the employee's current total.
- **Replace Points Balance** - The amount of points in the Points field replaces the employee's current total.



The screenshot shows the 'Add New Incident' dialog box. The 'Incident Properties' section includes fields for Date (8/9/21), Incident Rule (Tardy), Points (0.5), Action (Add to Points Balance), Adjustment Type (Add to Points Balance), Hours, Dollars (1.00), and Notes. The 'Action' dropdown menu is open, showing 'Add to Points Balance' and 'Replace Points Balance' options. A blue arrow points to the 'Add to Points Balance' option in the dropdown menu.

Select New Incident in the Adjustment Type drop-down list. The incident marker option is typically not used.



The screenshot shows the 'Add New Incident' dialog box. The 'Incident Properties' section includes fields for Date (8/9/21), Incident Rule (Tardy), Points (0.5), Action (Add to Points Balance), Adjustment Type (New Incident), Hours, Dollars, and Notes. The 'Adjustment Type' dropdown menu is open, showing 'New Incident' and 'Incident Marker' options. A blue arrow points to the 'New Incident' option in the dropdown menu, and another blue arrow points to the 'Notes' field.

The Notes field can be used to add information about adding the incident. The note is displayed in the employee’s time card below the Incident.

The new Incident will appear in the list in the Incidents page.

Add Refresh						
Adj	Date	Abb	Description	Points	Running Points	Expires
	8/10/21	Tardy	Tardy (Adj)	0.50	0.50	8/10/22

The added Incident will also be displayed in the employee’s time card. Notes added to the Incident are displayed below the Incident.

	TUE 10		8:30a	5:00p	8:25a		4:55p	Rg1	8:00
INCIDENT		0.50 Tardy	Tardy (Adj)	Running Balance: 0.50					
NOTES		“Note added to incident”							