



# MSS: Adjusting Incident Point Values in an Employee Time Card

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 applied by the system or added by a user with access rights to an employee’s time card can be adjusted in the Incidents page of the employee’s record.

## Changing an Incident

To make a change to an incident, select the Incident page from the drop-down list in the employee’s record.

The Absent Dashboard gauge will display all of the absences for the day selected in the dashboard calendar.

The screenshot shows an employee record interface. At the top, there are tabs for 'Time Card', 'Current Period', 'Editing Sheet', 'Adjustments', 'Approve', and 'Print'. A dropdown menu is open on the left, listing options: Personal Information, Time Card, Schedules, History, Archives, Accruals, Incidents (highlighted), and Map. The main content area shows a table with columns for First Name, MI, ID, Badge, Pay Class, Location, and Department. Below this is a table for 'Schedules' and 'Punches' with columns for Start, End, IN, OUT, Hours, and Description. A specific incident is highlighted in yellow, showing a 'Tardy (Ack.)' event on 08/11/21 from 7:52a to 8:30a. Below the incident table, there is an 'INCIDENT' entry for '0.50 Tardy' and an 'ADJUSTMENT' entry for 'Reviewed TDY on 08/11/21 AODTECH 08/12/21 11:48a'.

Select Incidents from the Events drop-down list in the Incidents page.

The screenshot shows the 'Incidents' page interface. At the top, there are tabs for 'Incidents', 'Events', and 'Last 12 Months (FMLA)'. A dropdown menu is open under the 'Events' tab, listing options: Events, Incidents (highlighted), Trigger Actions, Adjustments, Corrective Actions, and Notification Letters. The main content area shows a table with columns for Last Name, MI, and ID. Below this is a table for 'Date' and 'Description' with columns for Date and Description. A specific incident is highlighted, showing a 'Tardy' event on 2/1/14.

Click the pencil icon next to the incident in the Incidents page:

Last Name	First Name	MI	ID	Badge	Pay Class	Location	Department	Adj	Date	Abb	Description	Points	Running Points	Expires
Snow	John		253	253	Part Time Ho...	Belleville	Line		8/11/21	Tardy	Tardy	0.50	0.50	8/11/22

If you do not see Incidents in the employee time card, check the Preferences for the Editing Sheet page to determine if the Show Incidents check box has been enabled.

ow, John > Preferences Service

Position Hire

Picker 02/0

Preferences

Hide Employee Assignments Header:

Show Time Card Triggers:

Show Inactive Triggers:

Show Incidents:

Show Latest Date First:

If you need to change the incident rule, such as changing the missing punch rule to the absence rule, select the new incident rule from the drop-down list of incident rules in your system.

Adjust Incident on 11-Aug 2021

Incident Properties

Incident Rule: Tardy

Change Points:

Points:

Notes:

Expiration Rule

Tardy

Left Early

Absent

No Call No Show

Ok Cancel

To change the point value of an incident, enable the Change Points check box and type the new point value in the Points field. Changing the point value also changes the expiration point value. Notes can be added by typing in the Notes field if needed. Added notes will appear in the employee time card.

Enable check box to change incident point value

Type new point value for incident

Notes can be added if needed

The Incidents page will be updated with the new point value.

Adj	Date	Abb	Description	Points	Running Points	Expires
	8/11/21	Tardy	Tardy	0.25	0.25	8/11/22

The employee’s time card will also be updated with the new point value and the Running Balance will also reflect the changed point value. Notes added to the incident will be displayed below the Incident row.

	WED 8/11/21 11	8:00a	4:30p	8:30a		4:30p	Rg1	7:30	Tardy (Ack.)
INCIDENT		0.25 Tardy	Tardy	Running Balance: 0.25					
NOTES		“Reduced point value for Tardy based on employee's perfect record for year to date.”							

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