

For the hours to be calculated correctly, all errors need to be rectified. If there are any errors that need your attention, this will be displayed by a red stop sign found at the top left hand side of the main window of the CS Time User Module.



What causes errors

Daily errors are caused by mainly two things:

- The employee did not clock out.
- There are multiple clockings within the same IN / OUT direction.


Types of errors and how to correct them

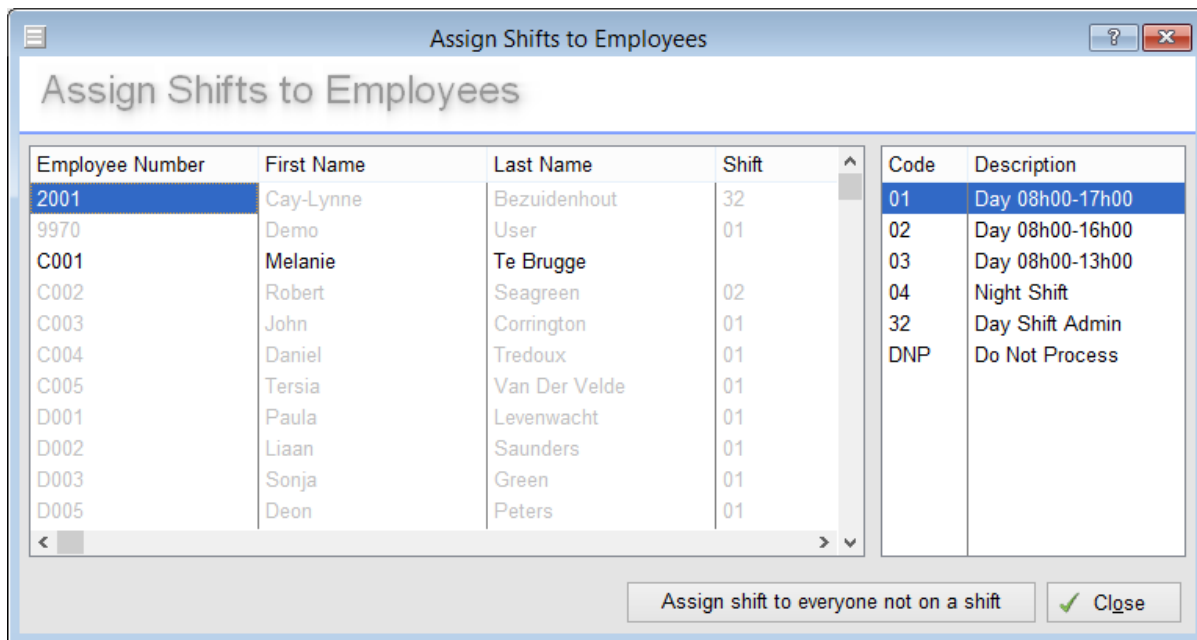
- 1. Employee has [invalid shift code](#)
Usually only appears when a new employee is added and not assigned to a payroll shift.
- 2. Employee [did not clock out](#)
The employee has a valid IN clocking for the day, but no OUT clocking.
- 3. Missing daily hours
This error goes hand in hand with the 'Employee did not clock out' error. This error requires you to fix the above error first, and simply reprocess it.
- 4. Wrong clocking direction found
There are two succeeding clockings with the same direction. Either two IN clockings or two OUT clockings.

Employee has invalid code:

This error is generated when the employee is not assigned to a payroll shift. For CS Time to calculate hours employees must be assigned to a payroll shift which contains a standard set of rules for a payroll period.

Assigning shifts from the Jump-Start window will assign the shift to the employee.

1. Open the Jump-Start menu by clicking on the  icon.
2. Click on the **Employees** button and click on **Put each employee on a shift**.



3. Drag the shift code from the right next to the employee name under the *Shift* column.
4. You can assign all the employees to the same shift by clicking on the **Put Everyone on the Highlighted Shift** button.
5. Click on **Close** once you are done.

Employee did not clock out:

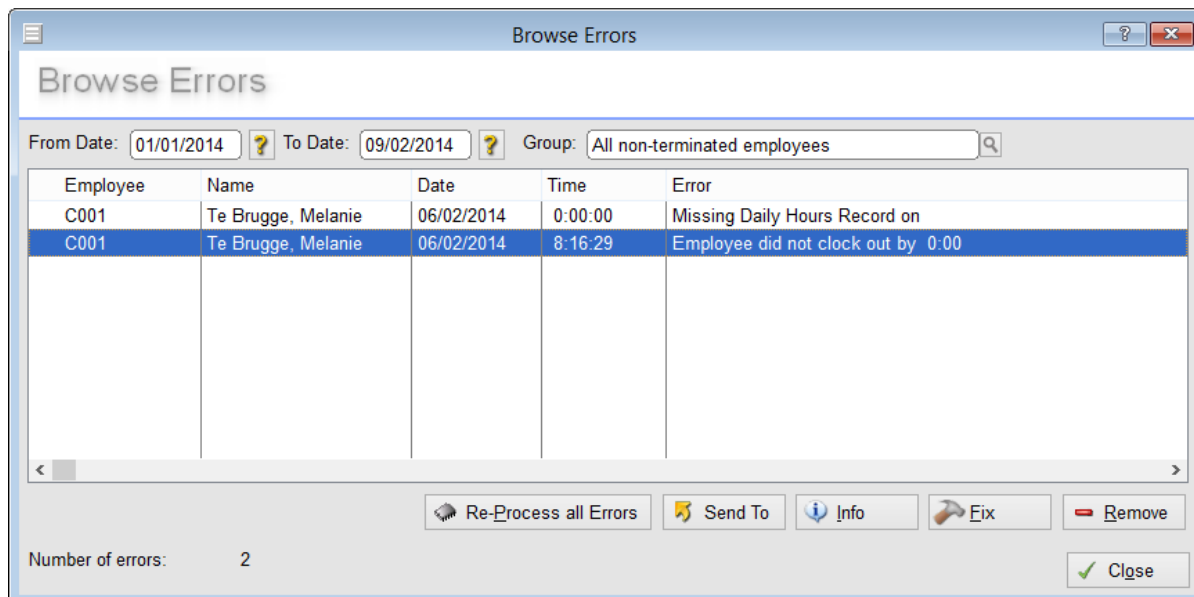
This error is generated when the employee does not clock out and goes hand in hand with the error,

“Missing Daily Hours”. To correct this, simply highlight the error and click on the  button.


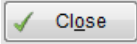
This will display the clockings window which allows you to [add a manual clocking](#). Once you have entered

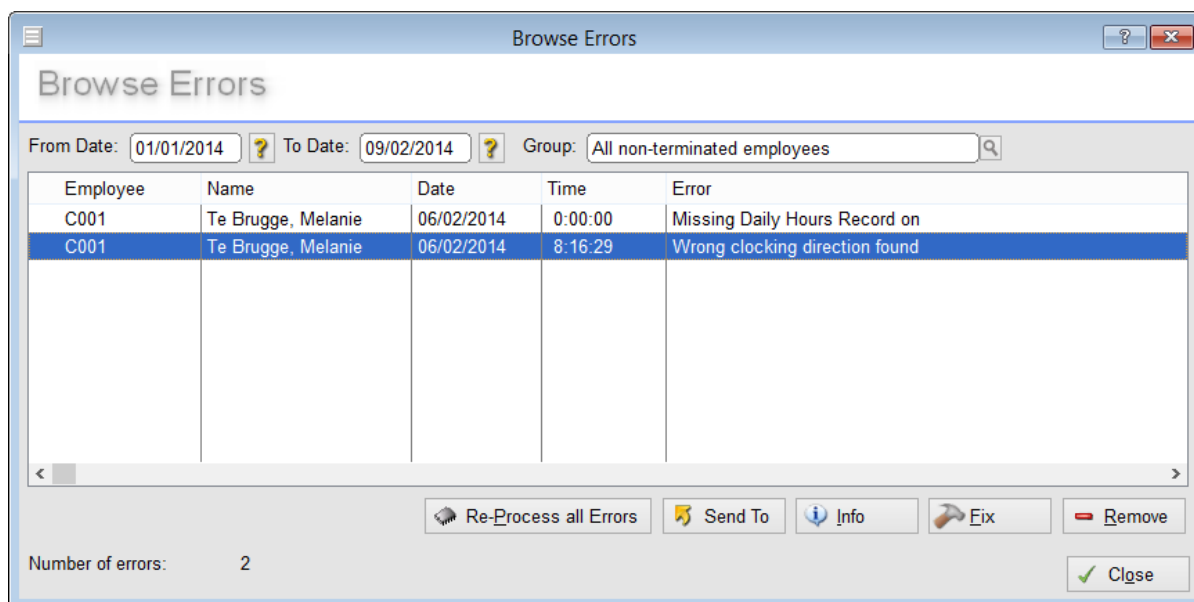
the desired out clocking, click on the  button. The error should automatically re-process and be

removed. If the “Missing Daily Hours” error is still shown, click on to  remove.



Wrong clocking direction found:

This error is generated when there are multiple clockings for the same direction. To correct this, simply highlight the error and click on the  button. This will display the clockings window which allows you to either change or delete the incorrect clocking. Once you have made the desired changes, click on the  button. The error should automatically re-process and be removed.



Please do not simply click on the remove button as this does not correct the error. The hours for that day will not be processed and the error will regenerate with the next process.

Permalink: <http://tinyurl.com/a4mefaw>