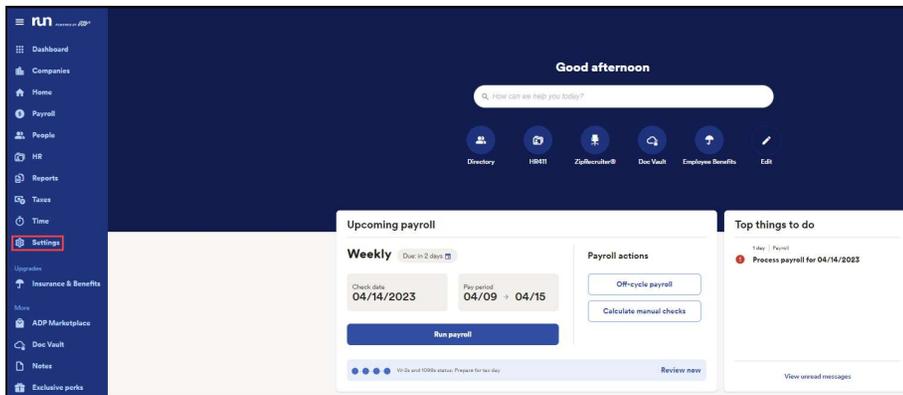


Employee Monitoring

- 1 With ADP Time Keeping Plus, a notification is sent if an employee has a set number of unexcused occurrences in a set number of days. ADP counts all the following as unexcused Occurrences:
 - If an employee misses a punch when they were scheduled to work
 - If an employee using the mobile app clocks in or out too far away from their work location
 - If an employee works unplanned hours outside their schedule
 - If an employee works overtime without approval

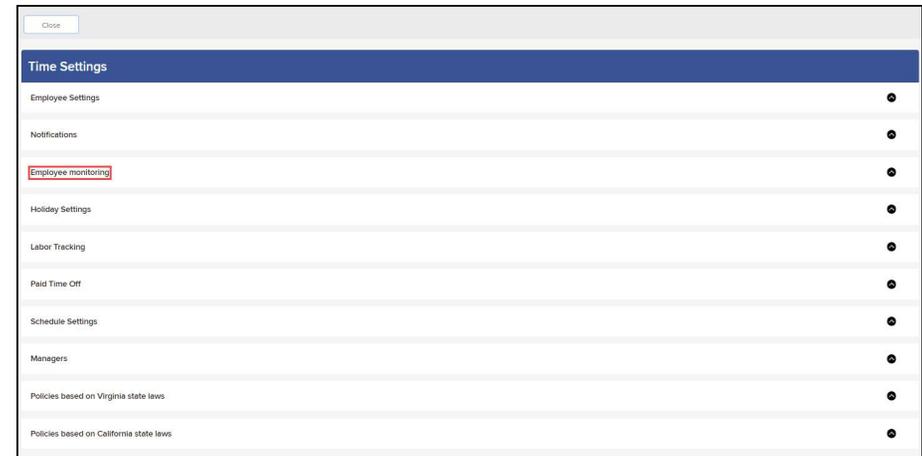
- 2 To adjust settings for this feature, login to RUN and navigate to the **Settings** Menu on the left.



- 3 Scroll Down and Select Time **Settings**.



- 4 Next, Select the **Employee Monitoring** section.



- 5 In this section, changes can be made to the number of days in the rolling period and the number of occurrences needed in that rolling period before the notification gets sent.



Employee monitoring

Missed Punches, location violations, unplanned hours, overtime and attendance count toward total employee monitoring. Overtime is automatically excused when overtime taken is less than or equal to the scheduled overtime.

Tolerance Level

Notify me when unexcused occurrences occur within a rolling

Note: All occurrences are viewable in Time Reports and the employee infraction file.

Unplanned Hours and Attendance

Auto excuse occurrence when deviation from schedule or meal policy is

- 6 Also in this section, the option for Auto Excused Occurrences can be enabled. This option will excuse occurrences automatically if the punches are within a certain number of minutes of the employee's scheduled time. The number of minutes can also be changed here.



Employee monitoring

Missed Punches, location violations, unplanned hours, overtime and attendance count toward total employee monitoring. Overtime is automatically excused when overtime taken is less than or equal to the scheduled overtime.

Tolerance Level

Notify me when unexcused occurrences occur within a rolling

Note: All occurrences are viewable in Time Reports and the employee infraction file.

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