- 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.

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

Time	
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Paid time off	>

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

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Time Settings	
Employee Settings	٥
Notifications	۵
Employee monitoring	۵
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Paid Time Off	۵
Schedule Settings	۵
Managers	۵
Policies based on Virginia state laws	۵
Policies based on California state laws	٥

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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 MaseP Purchas, location violations, urplaned hours, overtime and attendance court loward total employee monitoring. Overtime is adomatically excused when overtime taken is less than or equal to the scheduled overtime.	ø
Tolerance Level Nextly me when $0 vc$ unexcused socurrences occur within a rolling 100-day period vc Next A socurrence as version in the Roots are the endose infactor init.	
Unplanned Hours and Attendance C Auto encuse occurrence when deviation from schedule or meal policy is 5 mits or less v	

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	۲
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 $6 \cdot v$ unexcused occurrences occur within a rolling 180day period v Nore. All sconnerses are visuable in Thre Reports and the employee relations to:	
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