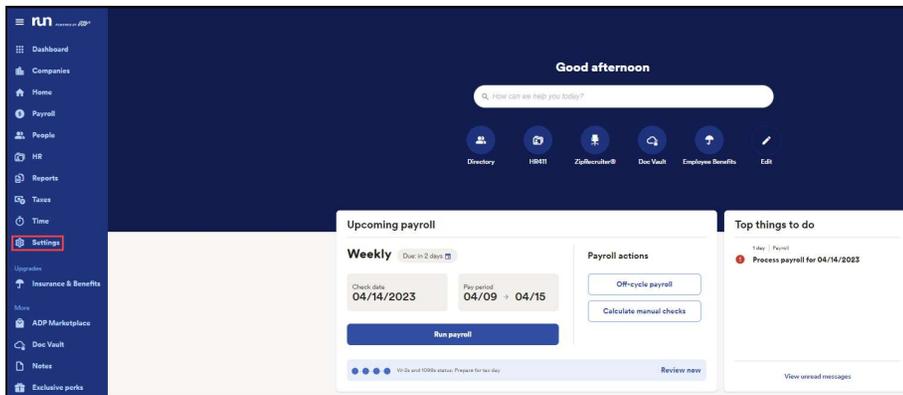1 With ADP Time Keeping Plus, a notification is sent if an employee has a set number of unexcused occurrences in a set number of days. ADP counts all the following as unexcused Occurrences:

- 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
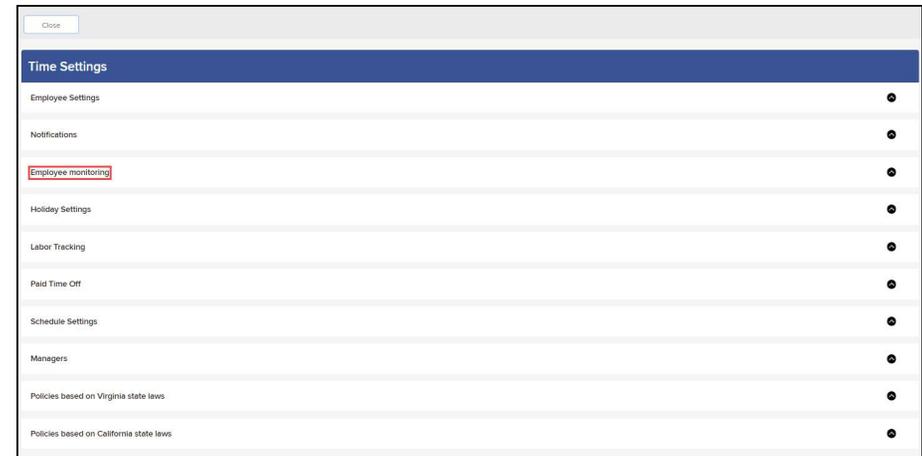- If an employee works overtime without approval

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.

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.