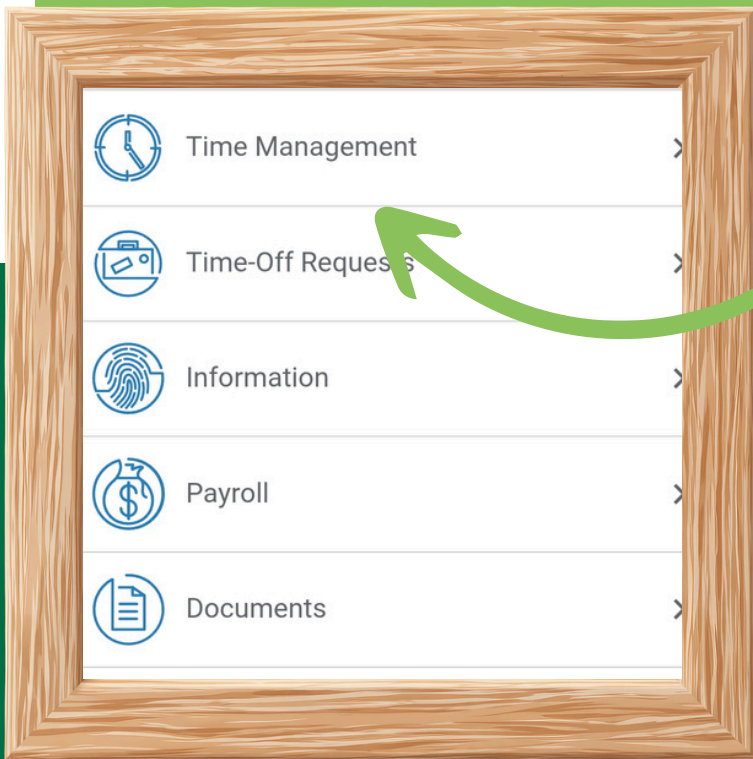


EXCEPTION POINTS



VIEWING

1. Open the Paycom app on device.
2. Navigate to the Time Management tab.
3. Click on Web Time Sheet (Read Only)
4. Locate the Exception tab on the bar next to Schedule. Click it.
5. Once it opens, you can input start dates and end dates to get the total number of exception points you have for that period.
6. Choose generate.

Web Time Sheet (Ready Only)

A screenshot of the 'Web Time Sheet (Ready Only)' interface. At the top, there are two tabs: 'Exceptions' (selected) and 'Time-Off Summary'. Below the tabs, there are fields for 'Start Date' (04/19/2026) and 'End Date' (05/02/2026), each with a calendar icon. A blue 'Generate Report' button is positioned below the date fields. At the bottom, there is a table header for 'Exceptions' with columns for 'Date', 'Exception', and 'Time'. The table currently shows 'No Records Found'.

Web Time Sheet (Ready Only)

A screenshot of the 'Web Time Sheet (Ready Only)' interface, focusing on the navigation bar. The bar contains three tabs: 'Time Sheet', 'Schedule', and 'Exceptions' (selected). A printer icon is visible in the bottom right corner.

Employees can reduce their points by maintaining perfect attendance for a consecutive period and picking up shifts:

- 1 month of perfect attendance: -2 points
- Picked up shift: -1 point