



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Agent Help

[Adding exceptions to your schedule](#)

12/14/2025

Contents

- 1 Adding exceptions to your schedule
 - 1.1 Specifying a place for an exception
 - 1.2 Finding a place for an exception
 - 1.3 Inserting exceptions with payback
 - 1.4 Inserting payback only
 - 1.5 Validation and error messages

Adding exceptions to your schedule

Exceptions define periods of time when you are engaged in non work activities or are absent, such as in training or meetings. Supervisors or managers configure a set of Exceptions that can be used in your site, based on business requirements. You can add exceptions to your schedule, by using either the **My Schedule** view or **My Schedule Details** view.

To add an exception to your schedule:

1. In the first column of the schedule grid, select the day(s) on which this exception will apply, and click **Add Exception**.
2. Choose one of two options:
 - [Specify Place for Exception](#)
 - [Find Place for Exception](#)
3. Follow the procedure below that matches your choice.
Your supervisor specifies the start and end dates for the Allowed Range and sets the limitation.

Tip

To rollback or delete exceptions or other schedule changes, see [Rolling back schedules](#) and [Deleting pending schedule changes](#).

Specifying a place for an exception

[Link to video](#)

If you choose **Specify Place for Exception**:

1. (Optional) If you want to specify different settings for each added request, click **Populate**.
If each preference has the same settings, you don't need to use this option.
2. Select an Exception type from the drop-down list.
The Full Day check box is selected if this exception is a full-day exception, and cleared if it is not. You cannot change this setting as the check box is read-only.
3. Enter the **Start time** and **End time** for this exception in hours and minutes.
The start time must occur before the end time.
4. If the exception start or end time is on the next day, select the appropriate **Next Day** check box.
 - **The hours 12AM ... 12PM represent times in the current day.**
 - **The hours +12AM ... +12PM represent times in the next day.**

5. If this is a full-day exception, enter the total **Paid hours** in hours and minutes. This setting is disabled for part-day exceptions.
6. In the **Memo** field, enter information about this exception that you think your supervisor should know.
7. Click **OK**.

Finding a place for an exception

[Link to video](#)

If you choose **Find Place for Exception**:

1. Select an Exception type from the drop-down list.
WFM populates the Earliest Start Date, Earliest Start Time, Latest Start Date, Latest Start Time, and the Next Day check box (if applicable).
2. Enter the **Duration** of this exception in hours and minutes.
3. Clear any of the **Possible weekdays** check boxes that you want to exclude for this exception.
All check boxes are selected by default.
4. In the **Memo** field, enter any additional information about this exception that you think your supervisor should know.
5. Click **OK**.

Tip

If you click **Close** or the "x" in the upper-right corner of either the **Specify a Place for Exception** or **Find a Place for Exception** dialog boxes, any values you have entered or selections made will not be saved

Inserting exceptions with payback

Use exceptions with payback to make up for any personal, missed time in your shifts (for example, if you were late or had an appointment). You'll insert exceptions with payback as unpaid, part-day exceptions.

You can add payback:

- Optionally, when entering exceptions. Add an exception only by leaving the **Enter payback** check box unchecked and clicking **OK** to submit the request. See [step 6](#) in the procedure below.
- As a separate request. See [Inserting payback only](#).
- For the current date, to the end of a shift and/or over meals by decreasing meal duration.

- For future dates, to the beginning of a shift, end of a shift, and/or over meals by decreasing meal duration.

To decrease the meal duration, edit the start/end time by setting the start time later and/or the end time earlier. You can decrease the meal duration, but you cannot move the meal from its slotted time.

Tip

You might not have permission to add payback exceptions to your shift. If you are unable to use this feature, ask your supervisor if payback is permitted in your contact center.

Adding exceptions to your schedule

Click "Actions" menu. Select "Add exception with payback".

Select exception from drop-down list.

Select "Enter payback".

Dialog expands to show "Payback Options".

	Apr 24, 2018	12:00 AM – + 12:00 AM	00:00	Day off	Day Off
	Apr 25, 2018	04:00 AM – 09:30 AM	05:15	Shift	Shift1_1 (Activity1)
		09:30 AM – 06:00 AM	02:00	Work	Activity1
		06:00 AM – 06:30 AM	00:30	Meal	Meal1

Add Exception With Payback

Wednesday, April 25, 2018

Shift for exception
Shift1_1 (4/25/18 04:00 AM - 4/25/18 09:30 AM)

04 AM 05 AM 06 AM 07 AM 08 AM 09 AM

Shift1_1 (Activity1) m11 br1 TM

Exception type
- Select exception types -

Allowed range: No limits

Start time
04:00 AM

End time
09:30 AM

☐ Next day

Memo

☐ Enter payback

Close Help

Add Exception With Payback

Wednesday, April 25, 2018

Shift for exception
Shift1_1 (4/25/18 04:00 AM - 4/25/18 09:30 AM)

04 AM 05 AM 06 AM 07 AM 08 AM 09 AM

Shift1_1 (Activity1) m11 br1 TM

Exception type
- Select exception types -

Allowed range: No limits

Start time
04:00 AM

End time
09:30 AM

☐ Next day

Memo

☒ Enter payback

Payback Options

Marked time
- Select Marked Time -


☐ Use different shift for payback

+ Add work at the start Edit meals + Add work at the end

Remainder
05:30

Close Help OK

To insert exceptions with payback to your schedule:

1. In the row that contains the shift to which you want to add the exception, click **Actions** .
2. Select **Add exception with payback**.
The Add Exception with Payback dialog opens.
3. Select the shift that will be used for this exception.
4. Select an Exception type from the drop-down list.
The allowed date range appears below the Exception field.
5. (Optional) In the **Memo** field, enter any information relating to the payback that might be useful to your supervisor.
6. If you are adding an exception only, this is the final step. Click **OK**.
7. (Optional) Select the **Enter payback** check box.
The dialog expands to show Payback Options.
8. From the drop-down list, select the Marked time type that will be used for payback.
9. }If you want to choose another shift for the payback, check **Use different shift for payback**.
10. Click the **Payback Date** field and select the date for the payback interval you are inserting.
The dialog expands to show the schedule for this date.
11. Select the shift that will be used for payback.
12. Click one or more of the buttons that appear below the Schedule bar.
For example, if you select one or more buttons, the dialog expands as shown in the [figure on the left](#).
13. Make the necessary changes to the **Start Time** and/or **End Time** fields.
14. If the end time runs into the next day, select the **Next day** check box.
15. Click **OK**.

Tip

If you click **Edit meals** when adding payback to a shift that does not allow meals to be changed, WFM displays the message: *No meals can be changed*.

Adding exceptions to your schedule

The figure consists of two screenshots of a software interface for adding exceptions to a schedule.

The left screenshot shows a window with three tabs: "Add work at the start", "Edit meals", and "Add work at the end". The "Add work at the start" tab is selected. It contains two forms, both highlighted with red boxes. The first form is titled "Add work at the start of shift 'Shift1_1' (04:00 AM – 09:30 AM)" and has a "Start time" field set to "04:00 AM". The second form is titled "Add work at the end of shift 'Shift1_1' (04:00 AM – 09:30 AM)" and has an "End time" field set to "09:30 AM" and a "Next day" checkbox. Below these forms is a "Remainder" field set to "05:30". At the bottom, there are "Close", "Help", and "OK" buttons. A message at the bottom reads: *"Add work at the start" and "Add work at the end" selected.*

The right screenshot shows a similar window with the "Add work at the end" tab selected. It contains a form titled "Add work at the end of shift 'Shift1_1' (12:15 AM – 05:45 AM)" with an "End time" field set to "05:45 AM" and a "Next day" checkbox. Below this is a "Remainder" field set to "05:30". At the bottom, there are "Close", "Help", and "OK" buttons. A message at the bottom reads: *"Add work at the start" selected.*

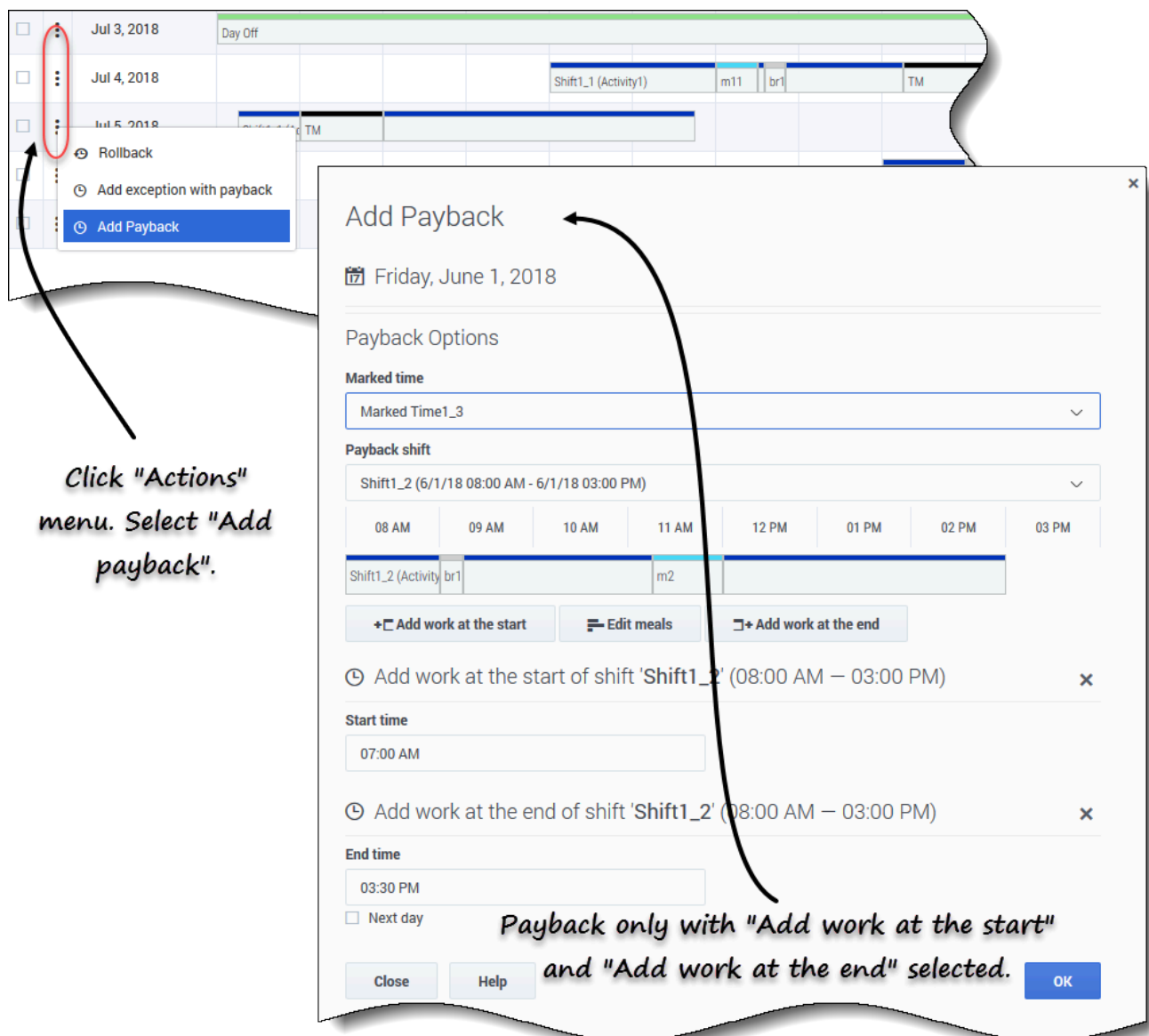
Figure: Inserting payback intervals

Inserting payback only


You can insert payback as separate requests. For example, you can enter an exception on the date that the lateness or appointment occurred and enter a separate request at a later date for the payback.

Tip

You might not have permission to add payback to your shift. If you are unable to use this feature, ask your supervisor if payback is permitted in your contact center.



To insert payback to your schedule:

1. In the row that contains the shift to which you want to add the payback, click **Actions** .
2. Select **Add payback**.
The Add Payback dialog opens.
3. From the drop-down list, select the **Marked time** type that will be used for payback.
4. From the drop-down list, select the **Payback shift**.
The dialog expands to show the schedule for this date.
5. Click one or more of the buttons that appear below the Schedule bar.
For example, if you select one or more buttons, the dialog expands as shown in the [figure](#)

above.

6. Make the necessary changes to the **Start Time** and/or **End Time** fields.
7. If the end time runs into the next day, select the **Next day** check box.
8. Click **OK**.

Tip

If you click **Edit meals** when adding payback to a shift that does not allow meals to be changed, WFM displays the message: *No meals can be changed*.

Validation and error messages

WFM displays error messages if you have entered an incorrect value or made an invalid selection from a menu. In this case, WFM allows you to make the correction before entering the Exception.

WFM displays Review Validation messages if something you have entered or selected cannot be validated. In some cases, the validation message will allow you to click **Proceed**, but the Exception is inserted with a status of **Pending**.