

# Payroll Plus of Kansas, Inc.

## Exceptions Report

Direct Support Worker \_\_\_\_\_

Medicaid Participant \_\_\_\_\_

Pay-Period: \_\_\_\_\_ to \_\_\_\_\_

Problem Code	Problem General Description
1	Didn't Clock In (Correct Time is on accompanying timesheet)
2	Didn't Clock Out (Correct Time is on accompanying timesheet)
3	Wrong Service Code was entered on Clock-In (correct Service is circled on accompanying timesheet)
4	Wrong or incomplete Activity tasks were entered on Clock-out (Correct Codes are on accompanying timesheet)
5	Clocked in using AuthentiCare, but the time is incorrect. (Correct time is on accompanying Timesheet.)
6	Clocked out using AuthentiCare, but the time is incorrect (Correct time is on accompanying timesheet)
7	Other

Date of Problem	Problem Code	What Shift	Reason and Further Description.	Signature of Managing Employer and Direct Support Worker