

Time/Absence MSS Dashboard – Time & Labor Exceptions

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

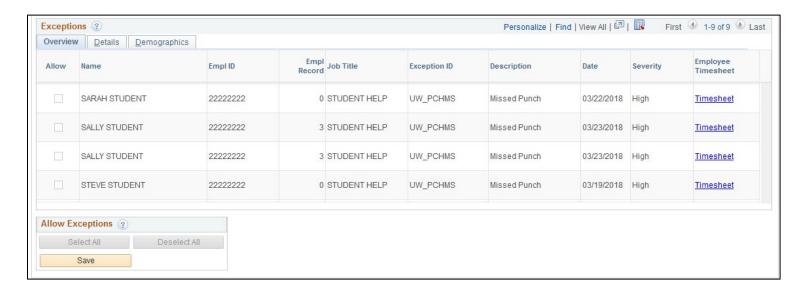
The Time & Labor Exceptions section displays employees with time and labor exceptions, based upon the criteria, excluding date range, in Selection Criteria.

Unallowable Exceptions (high severity)

- Click on the employee timesheet hyperlink to access that individual's timesheet
- 2. The employee's Timesheet will open, to the pay period containing the exception in a new browser tab. **NOTE:** Close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.

Allowable Exceptions (low severity)

- 1. Put a check mark next to the employee name(s) to take action on.
- 2. Click Save.
- 3. The exception will be removed from the list.



Last Revised: 05/04/2018