

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)

1. 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.

Exceptions ?									
Personalize Find View All First 1-9 of 9 Last									
Overview Details Demographics									
Allow	Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity	Employee Timesheet
<input type="checkbox"/>	SARAH STUDENT	22222222	0	STUDENT HELP	UW_PCHMS	Missed Punch	03/22/2018	High	Timesheet
<input type="checkbox"/>	SALLY STUDENT	22222222	3	STUDENT HELP	UW_PCHMS	Missed Punch	03/23/2018	High	Timesheet
<input type="checkbox"/>	SALLY STUDENT	22222222	3	STUDENT HELP	UW_PCHMS	Missed Punch	03/23/2018	High	Timesheet
<input type="checkbox"/>	STEVE STUDENT	22222222	0	STUDENT HELP	UW_PCHMS	Missed Punch	03/19/2018	High	Timesheet

Allow Exceptions ?

Select All Deselect All

Save