

Manage Exceptions – Manager

Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW rules. Exceptions are created for time which meets specific criteria, such as a punch reporter with a missing OUT punch or a punch reporter with reported hours for a shift greater than 12 hours.

Leave Reports

1. Access the [Time/Absence Dashboard](#).
2. Click **Manage Exceptions** in the left side bar.
3. Use the Exception type boxes at the top of the page to select the type of exceptions to review (Fix, Allow, All)
NOTE: To change search results, click the filter button in the upper left.
4. Click the **arrow** to the right of exception to see more information.
5. If the exception does not need further investigation, click the **checkbox** and click the **Allow** button.
6. A green success banner will appear at the top of the page.
7. Click the **arrow** in the upper right corner of the page to go to the next exception.

WALLY WORKER
IS TECH SRV SENIOR
[Return to Manage Exceptions](#)

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Sunday, May 19, 2019

Submitted Time

+ Elapsed Punch

Total

Exceptions

<input checked="" type="checkbox"/> UW_PCH12 - Punch Hours Greater Than 12	High
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