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.