

Manage Exceptions - Manager

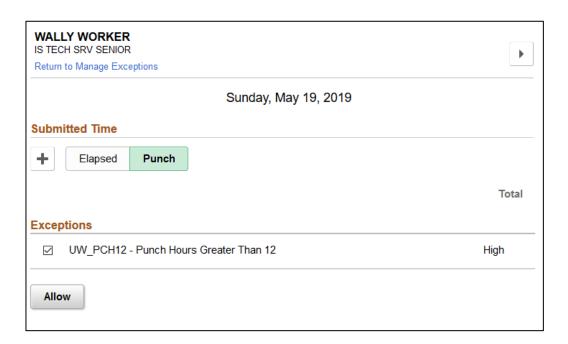
Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW rules. Exceptions are created for time which meets specific criteria, such as a punch reporter with a missing OUT punch or a punch reporter with reported hours for a shift greater than 12 hours.

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.



Last Revised: 10/16/2019