

Review/Resolve Exceptions

If time has been entered incorrectly an exception (clock icon) will be created on the timesheet. High exceptions will prevent hours from processing for payment until they are resolved.

1. Navigate to your [timesheet](#).
2. If an exception icon (clock) appears in the Status column, click on the **icon**.
3. The **Exception tab** will open at the bottom of the page.
4. Review **Explanation** to determine what must be fixed.
5. Make changes to the timesheet as necessary to correct the exception.
NOTE: if the hours entered are accurate (ex. Punch Hours Greater Than 12) the exception must be dealt with by the approver.
6. Click **Submit**.
7. **Log out** of HRS and the Portal.
8. After the Time Administration process has run (daily at 4a, 9a, 11a, 1p, 3p and around 8p), return to the timesheet to see if the exception has been cleared.

07/22/2018 tor Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	+	-	Sun	7/22	8:00:00AM	4:00:00PM			8.00			0.00	<input type="checkbox"/>
<input type="checkbox"/>	+	-	Mon	7/23						Vacation (CLS)	8.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	+	-	Fri	7/27	7:00:00AM	12:00:00PM	12:30:00PM	8:00:00PM	12.50			0.00	<input checked="" type="checkbox"/>

[Summary](#) | [Payable Time](#) | [Absence Balances](#) | [Exceptions](#)

Exceptions ?							Personalize Find
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment	
05/31/2018	UW_PCHMS	Time Administration	Unresolved	High	Missed Punch		
07/27/2018	UW_PCH12	Time Administration	Unresolved	High	Punch Hours Greater Than 12		