

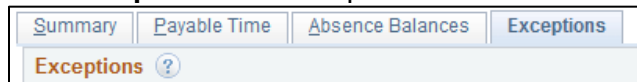
Review/Resolve Exceptions

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**.

From 01/26/2020 to 02/01/2020									
Timesheet		Additional Elements		Show all columns by default					
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sun	1/26			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Mon	1/27	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>			8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Tue	1/28	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Wed	1/29	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Thu	1/30	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Fri	1/31	14.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sat	2/1			0.00	<input type="checkbox"/>

3. The **Exceptions 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.