

Manage Exceptions on a Timesheet

Exceptions

Exceptions indicate when an employee's punch or absence occur outside of their scheduled work or break time.

Clear An Exception

You can clear an exception from the Manage Exceptions window or directly from the timesheet row.

Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, at the **Current View** field, select the applicable view from the **View By** menu.
2. Select the **Edit Timesheet** icon (pencil icon) for the applicable timesheet. The **Timesheet Edit** page for the selected timesheet appears.
3. From the **Timesheet Edit** page, locate the applicable row and select the **More Actions** ellipses (...).
4. Select **Manage Exceptions**. The **Manage Exceptions** window appears.
5. In the **Calculated Exceptions** section, locate the applicable selections, and select **Delete**. The exception appears as "**cleared**."
6. Select **OK**.

Note Exceptions may also be cleared by selecting **Delete** in the timesheet row associated with the applicable exception.

Manually Trigger An Exception

You can manually trigger an exception that was not calculated or an exception that has been cleared.

Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, select the **Edit Timesheet** icon (pencil icon) for applicable timesheet. The **Edit Timesheet** page displays.

2. Locate the timesheet row with the exception to be cleared and select the **More Actions** icon (...).
3. Select **Manage Exceptions**. The **Manage Exceptions** window displays.
4. In the **Manual Exceptions** section, select **Add**.
5. At the **Exception Type** field, select the applicable exception from the drop down list.
6. Select **OK**.