Exception Processing

Exceptions are categorized as “High” or “Low” Exceptions – All Exceptions should be taken care of before payroll is processed. The specific exceptions related to approved time removal are considered a “Low” exception.

These Exceptions appear on the individual’s timesheet as below under the “Exceptions” tab.

To “Allow” the exception please follow the steps below.

1. Open the employee’s timesheet and select the exception’s tab as pictured above.

2. Note that it is a “Low” exception and the explanation indicates “Approved time was deleted”.

![Timesheet Screenshot](image-url)
3. Select the exceptions to “Allow” and hit update exception.

4. The exception status will change to “Allowed” which is your acknowledgement that your employee has removed time you had already approved.