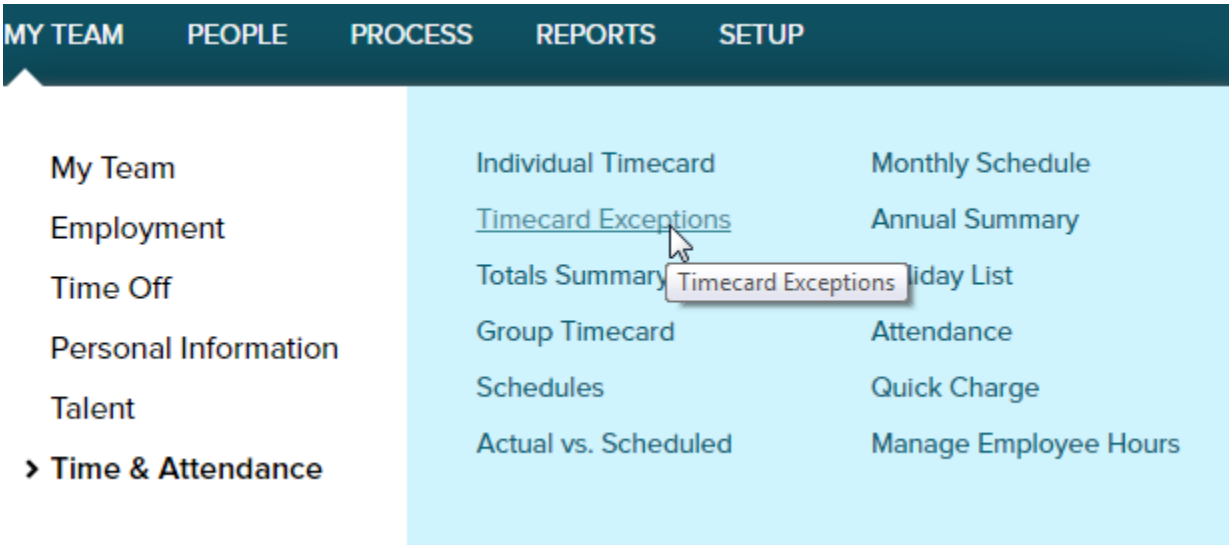
How to view your Employee's Timecard Exceptions

My Team – Time & Attendance – Timecard Exceptions

This notice is in your Message Center even if an employee logs in the morning and hasn't logged out yet for the day. You do not need to review your exceptions daily but it's a good idea to review weekly or at least before the period edits are due.



Make sure your list is active. You can click on the red # by each employee's name to see their exception. This will take you to their timecard and show you the issue.

