

**Overview:** This document provides an overview on how to review and resolve exceptions to reported work hours. An exception is generated when the time entry does not comply with the time reporting rules. All exceptions should be reviewed and resolved in order to ensure accurate payment.

## Log In

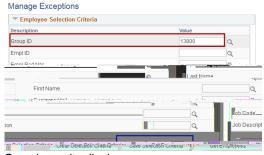
- 1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)
- 2. Click the **SIGN IN** button



3. Select the Manager/Timekeeper tab

## **Review Exceptions**

- 4. Click the View and Resolve Exceptions link located under the Time and Informatiorheader TheManage Exceptionsage displays
- 5. Enter the **Group ID** (PS dept. ID) and Click **Get Employees**



Search results display

Exceptions vary in severity: High, Medium and Low. High severity exceptions require a correction to the employee's reported work hours and will results in inaccurate pay warrants if left unresolved. Please refer to the exception Reference Guider details regarding the appropriate action in resolved time reporting exceptions.

6. Populate the **Allow** checkbox or Click **Select All** to resolve all exceptions in list

Additional filter options are available to assist timekeepers with troubleshootipagticular exception.

Select the Details tab to obtain additional details regarding the exception and view employee ID and record #

- 7. Click Save
  TheSave Confirmation page displays
- 8. Click **OK** to proceed with resolving the exception