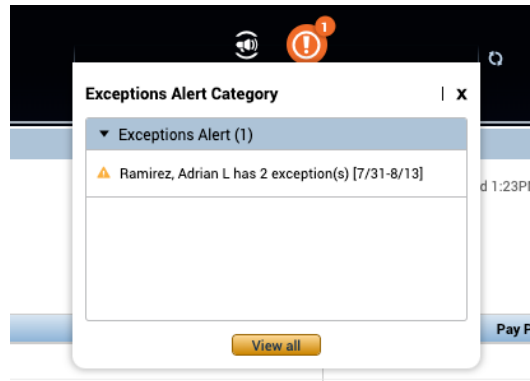


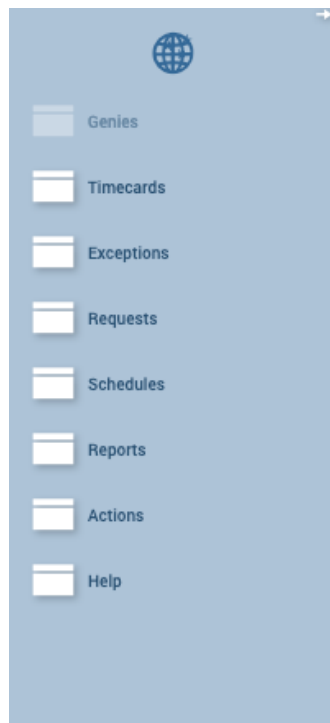
## Kronos: Exceptions

- **Step One:** Select the exclamation icon at the top of the page to view the alerts for employee exceptions.










- *Exceptions **must** be addressed per employee, prior to approving timecards.*

- **Step Two:** Employees can select the Exceptions option from the Related Panes Menu or **drag and drop** it onto the workspace.



- **Step Three:** Double click on each employee to address the exception.

Exceptions			
Exceptions Summary			
 Select All Rows	 Column Selection	 View Exceptions	 Filter
 Timekeeping	 Approval	 Schedule	
Name	Signoff	Punches	Breaks
Ramirez, Adrian L	1		
Bounds, Taylor B			
Fox, Kathryn D			
Willis, Kylan J			