

# Kronos: Exceptions

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

o 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.