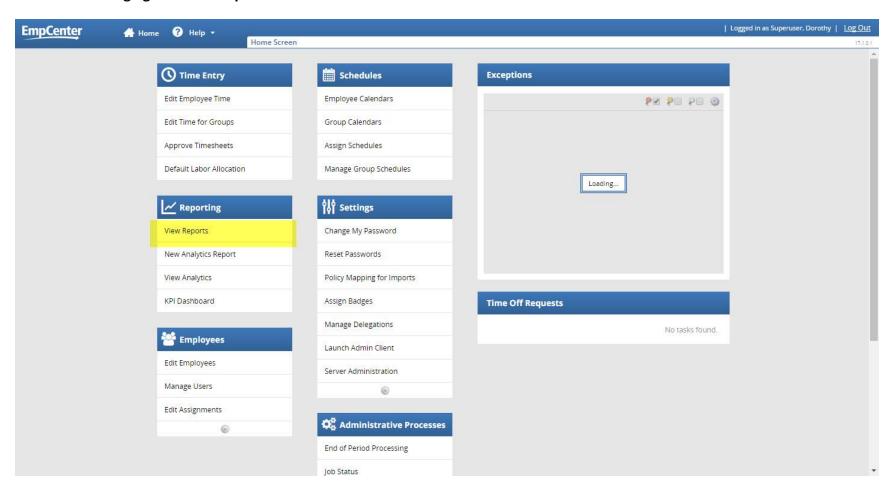
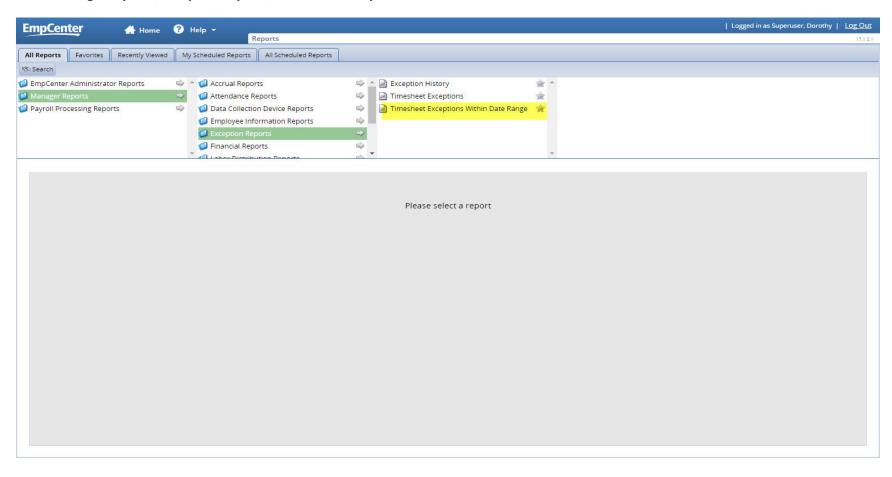
## **MyTime Time and Attendance Exception Reports**

Log into MyTime: <a href="www.jefferson.edu/mytime">www.jefferson.edu/mytime</a>

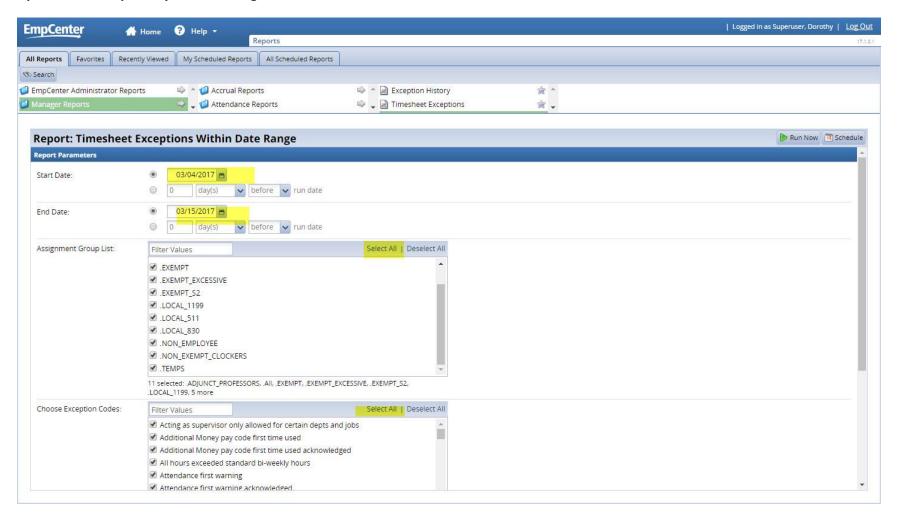
On the Home Page go to View Reports



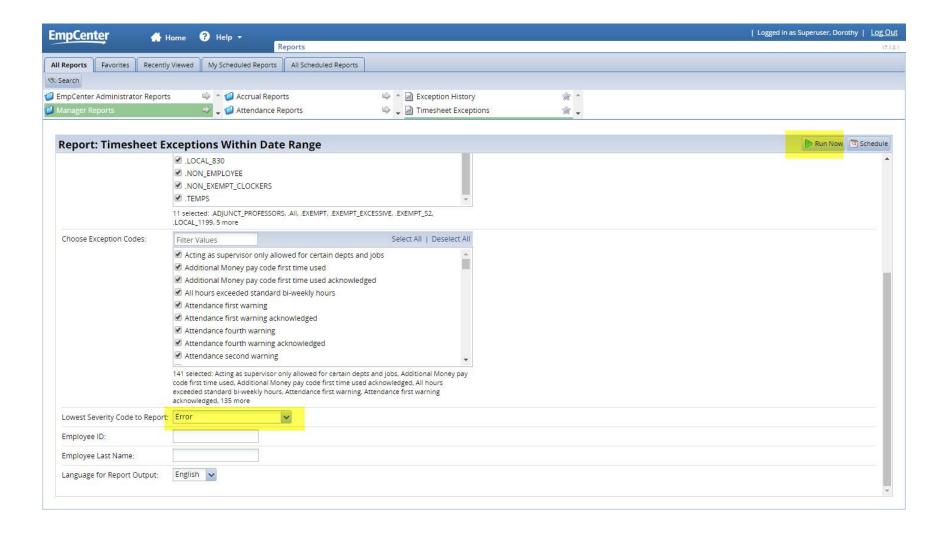
## Go to manager reports/Exception reports/Timesheet exceptions



## Update the time period you are looking for:



Select all exceptions and the type of Code: Warning/Error. To run the report hit the green arrow, Run Now



Pick the way you want to view the report- CSV puts it in excel by columns

