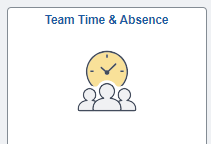
**Team Time & Absence – Fixing an Exception**

Database: <https://hr.ku.edu>



Select the Team Time & Absence tile

A screenshot of a computer

Description automatically generated

**A screenshot of a comment

Description automatically generatedTimesheet – Enter Time**

1. Select the employee’s name from the list. ***Select Employee*** allows moving between employees.

A screenshot of a computer

Description automatically generated

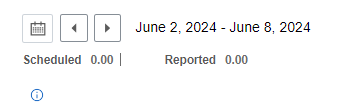
You can also select the filter to find a specific name.

A screen shot of a computer

Description automatically generated

**\***The red clock icon indicates an exception exists.

1. At the top left, use the date box to select the date that needs edited or you can use the arrows to move between weeks.



A close up of a number

Description automatically generated

1. Enter the missed punch in the appropriate “in” or “out” box .

A white box with a blue dot

Description automatically generated

1. The **+** and **–** at the end of the row are for adding or deleting rows.
2. Please add a comment in the bubble or cut and paste the email from the employee, to provide audit documentation.

A screenshot of a comment

Description automatically generated

1. Select the blue Submit button, top right.

A blue rectangle with white text

Description automatically generated