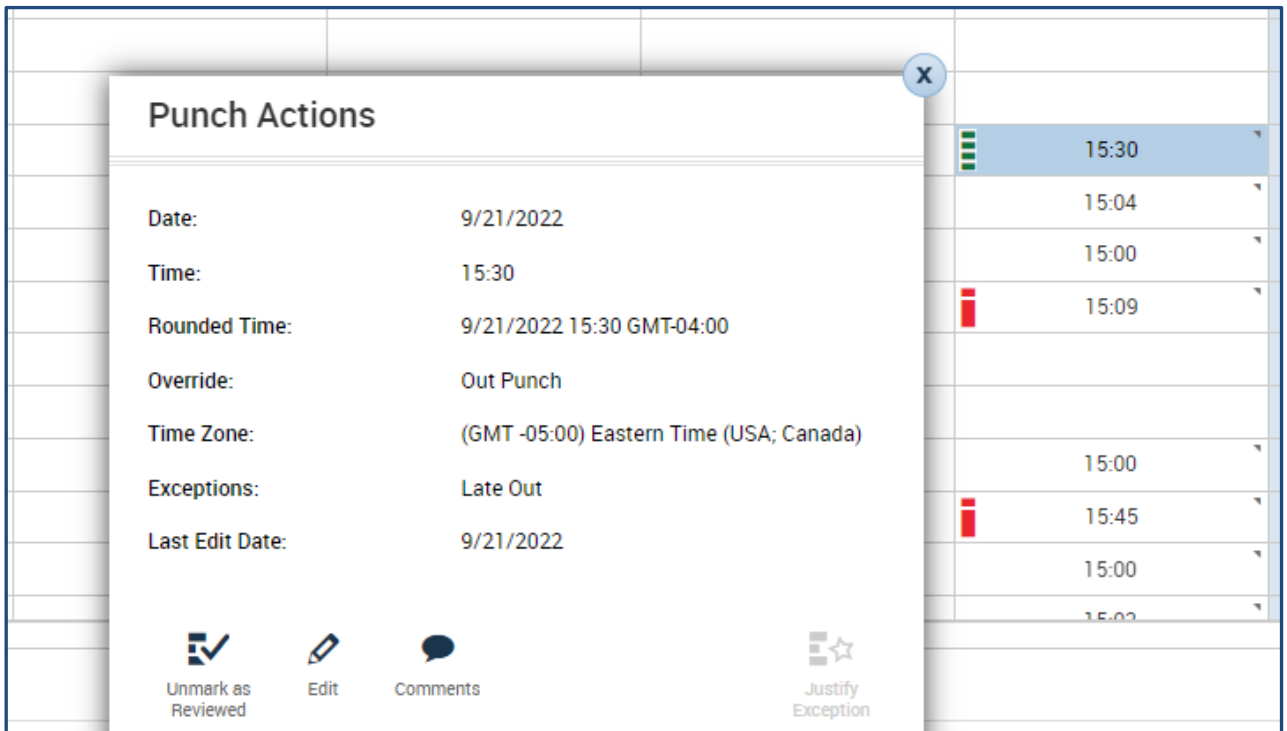


Marking Exceptions as Reviewed

Exceptions are flags that are generated to alert timekeepers when an element about the time is incorrect, or the time does not comply with a rule that has been defined in the TRS system. For example, a long interval of 18 hours will flag an exception.

Once you see an exception you can fix it or mark it as reviewed. Once marked the exception will turn from red to green.

- Log into go.gwu.edu/trs
- Navigate to the employee's timecard
 - Right click on cell with exception
 - Select **Mark as Reviewed** to change exception from red to green



Date	Time	Rounded Time	Override	Time Zone	Exceptions	Last Edit Date
9/21/2022	15:30	9/21/2022 15:30 GMT-04:00	Out Punch	(GMT -05:00) Eastern Time (USA; Canada)	Late Out	9/21/2022