

Step	Action
1.	Log into INFORMS.
	 Navigate to: Human Resources (HCM) > Approvals.
2.	Click Reported Time and select the employee's reported timesheet.
	د Ponding Approvals R 🕺 🗮
	View By Type V Y
	All Careford Time Quantify for Approval 65.00 Hours Request Quantify for Approval 65.00 Hours Reduced Reduced Careford Time OutS2022 - 042/2022 042/2022
	Approximation Approximation Approximation Restance Advanced 6603/022 6472/022 6472/022 Resolved Time Quarking for factorial To Neuron 6472/022
	Maximilian Bissel 04/18/292 - 659/12022 05/12/202 05/12/202 0
3.	Select the Reported Date with the exceptions.
	Pending Al
	Select Report Date Time Reporting Code Quantity for Approval Reported for Date / Scheduled for Date
	□ ▲ 02/21/2022 REG-Regular Time 8:00 Hours 8:00 Hours / 8:00 Hours / 8:00 Hours / 8:00 Hours / 8:00 Hours
	Click View Exceptions . To resolve exception, select the exception associated with the Time
4.	Reported date selected.
	Maximillian Bissell High
	TLX00830 - Invalid Reported Taskgroup 02/21/2022
5.	Select applicable Submitted Time .
	< Manage Exceptions Update Time
	Maximilian Bissell 📀 Social Media Specialist
	Nonday, Feb 21, 2022
	Submitted Time
	+ Elapsed Punch
	REG - Regular Time 8.00 Hours
	To receive the high coverity exception. Involid reported Tackgroup, coarch for and enter the
6.	correct Tackgroup associated with the employee's time report. Click Submit
	Time Reporting Code REG - Regular Time V QuickFill V
	Quantity 8.00 Hours
	Time Details
	*Taskgroup 00115001 Q SUPPORT STAFF Task Profile ID Q
	Assignment Q
	Source Online