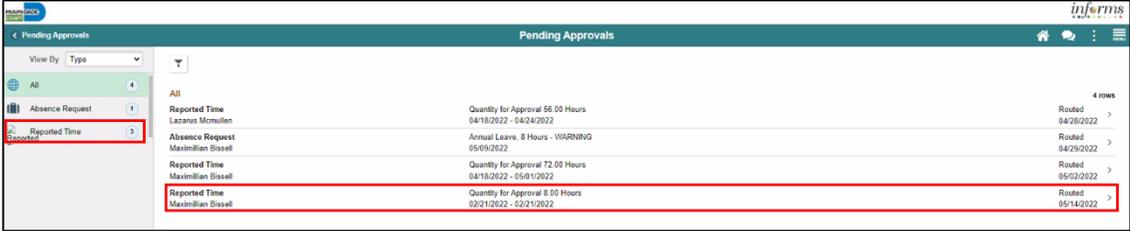
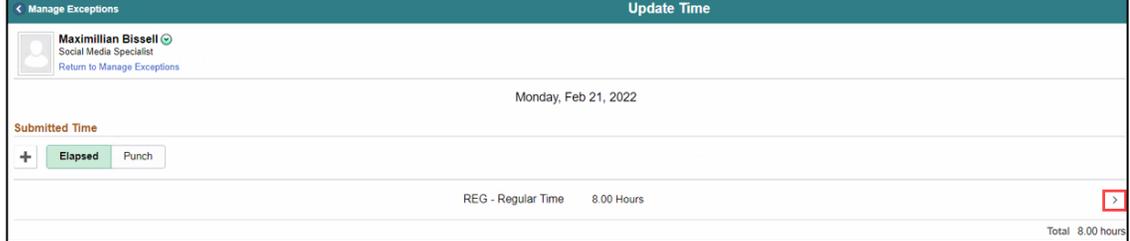


Step	Action
1.	<ul style="list-style-type: none"> Log into INFORMS. Navigate to: Human Resources (HCM) > Approvals.
2.	<p>Click Reported Time and select the employee's reported timesheet.</p> 
3.	<p>Select the Reported Date with the exceptions.</p> 
4.	<p>Click View Exceptions. To resolve exception, select the exception associated with the Time Reported date selected.</p> 
5.	<p>Select applicable Submitted Time.</p> 
6.	<p>To resolve the high severity exception, Invalid reported Taskgroup, search for and enter the correct Taskgroup associated with the employee's time report. Click Submit.</p> 