Step	Action
1.	• Log into **INFORMS**. • Navigate to: **Human Resources (HCM) > Approvals**.
2.	Click **Reported Time** and select the employee's reported timesheet.
3.	Select the **Reported Date** with the exceptions.
4.	Click **View Exceptions**. To resolve exception, select the exception associated with the Time Reported date selected.
5.	Select applicable **Submitted Time**.
6.	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**.