# Kronos: Exceptions

¥   Step One:  Select the exclamation icon at the top of the page to view            the alerts for employee exceptions.

      o   Exceptions  must  be addressed per e   mp loyee, prior to approv   ing timecards.

¥   Step Two: Employees can select the Exceptions option from the Related Panes Me nu or drag and d   rop  it onto the   workspace.

¥ Step Three: Double click on each employee to address the exception.