



# Exception Report

UNMID(not SSN): \_\_\_\_\_ Employee Name: \_\_\_\_\_ FTE: \_\_\_\_\_ Pay Period: \_\_\_\_\_ to \_\_\_\_\_

Week 1	1	2	3	4	5	6	7	Totals
Sick								
Annual								
Other Codes								
Totals								
Week 2	8	9	10	11	12	13	14	Totals
Sick								
Annual								
Other Codes								
Totals								
Week 3	15	16	17	18	19	20	21	Totals
Sick								
Annual								
Other Codes								
Totals								
Week 4	22	23	24	25	26	27	28	Totals
Sick								
Annual								
Other Codes								
Totals								
Week 5	29	30	31					Totals
Sick								
Annual								
Other Codes								
Totals								
Exception Hours Reported This Month								

	Sick Leave	Annual Leave					
Totals By Ern Code							

I agree with the exception time taken as shown on this Report.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date