Running Exception Reports Before Pay Period Close

1. Click on the “Reports” widget in the related items pane.

2. The Reports Tab will open. Click “Other Reports” in the list of available reports. Then click the “Exception Report – Labor Levels Summary.”

3. Select appropriate options for the report you want to run.
   a. If it is a Bi-weekly pay period – choose the “All Emps BW” query. If it is a Monthly Pay Period choose “All Emps MO.”
   b. Choose the “Range of Dates” time period.
   c. Select the dates of the specific Pay Period you wish to review.
4. Click “Run Report.”

5. Click “Refresh Status”

6. Click “View Report”

7. You will see the Labor Level Exception Report. If you see any errors, you can review those and if you can’t resolve the issue, submit an Electronic Timekeeping ticket at [http://etsc.ucsb.edu](http://etsc.ucsb.edu) for assistance.