# Run Missing Timesheet Report, Exceptions Report (Supervisors)

Supervisors can run a report to find which timesheets still need to be approved and sent to be processed. The best time to run this report is first thing Tuesday or Wednesday morning of timesheet week. Additionally, supervisors can review an exceptions report, which identifies the exceptions that exist and need to be fixed.

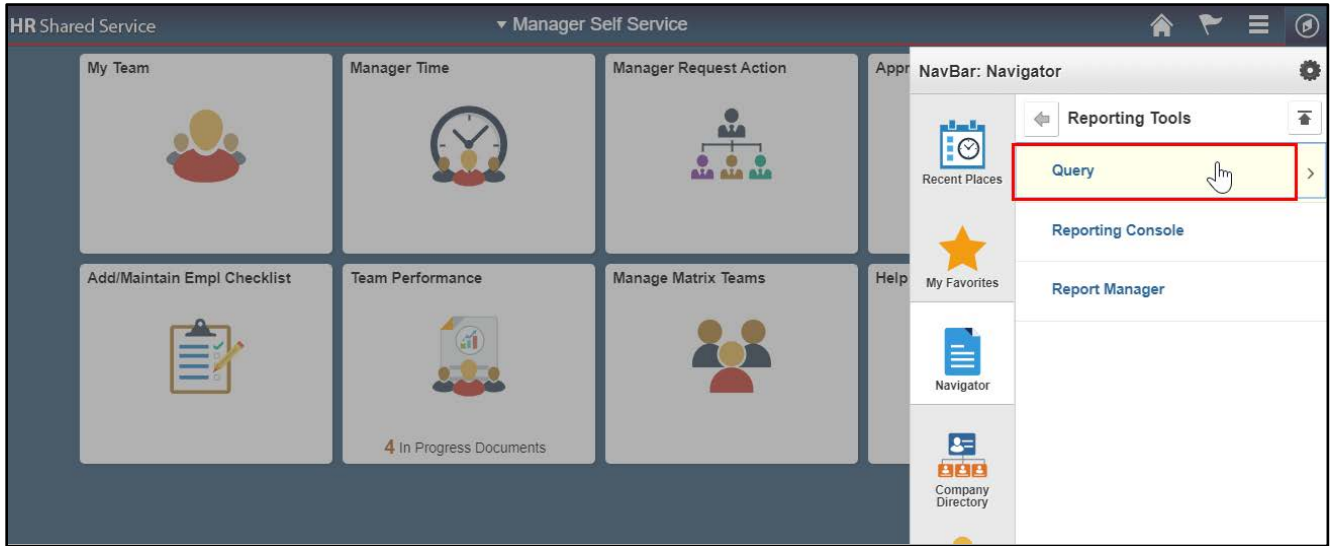1. From the Manager Self Service home page, select **Navigator** from the **NavBar.**

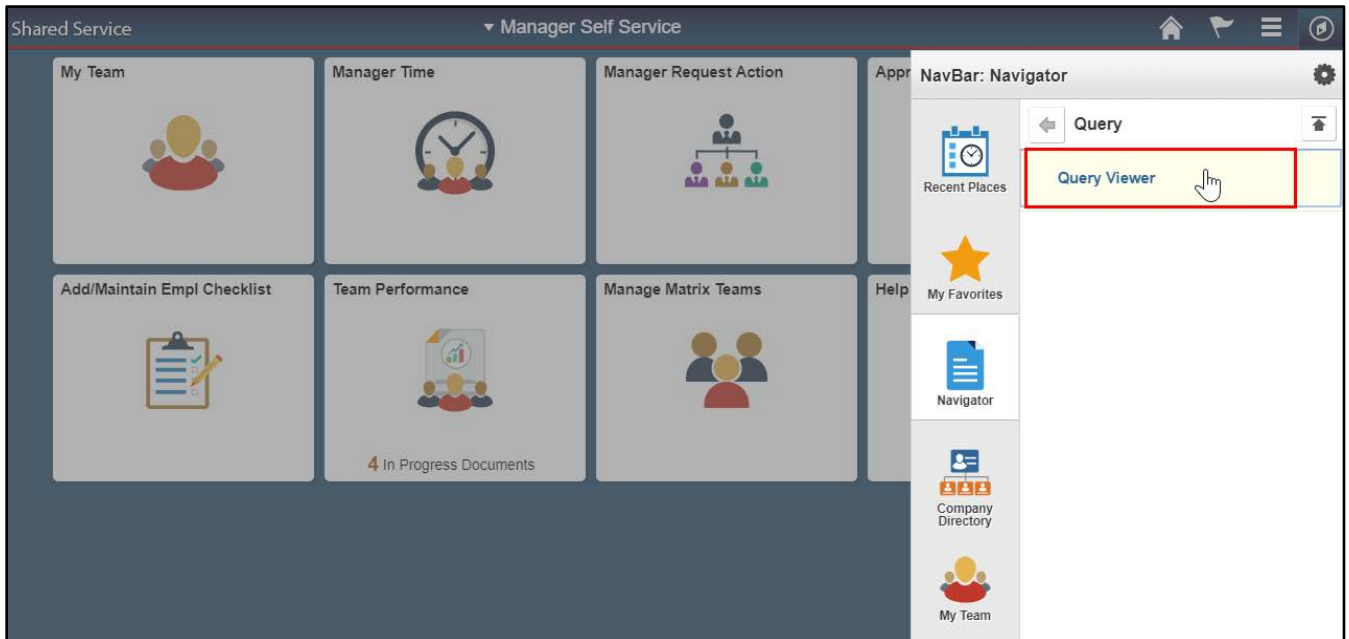

2. Choose **Reporting Tools** from the Navigator.
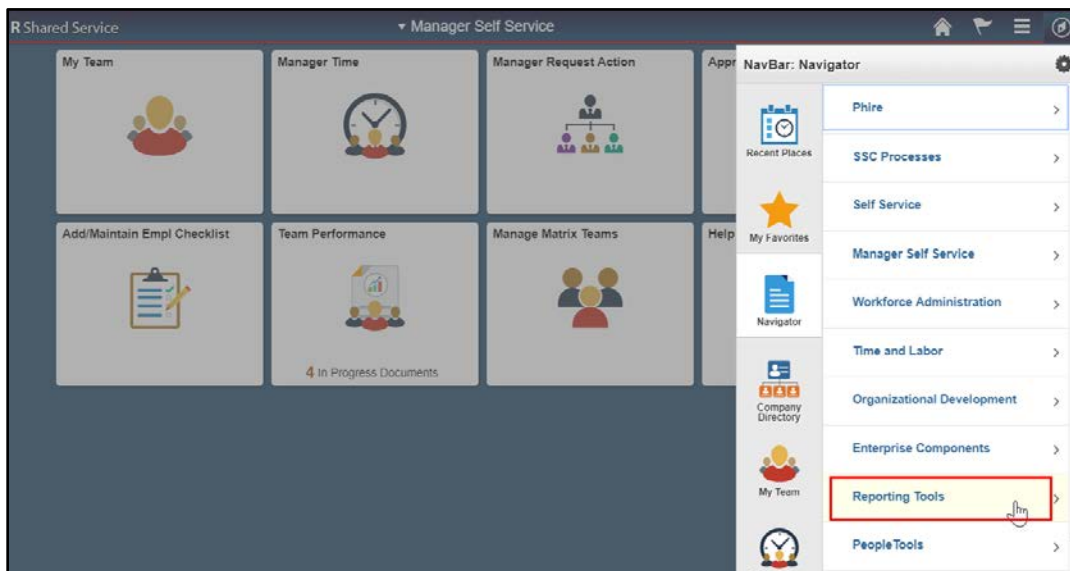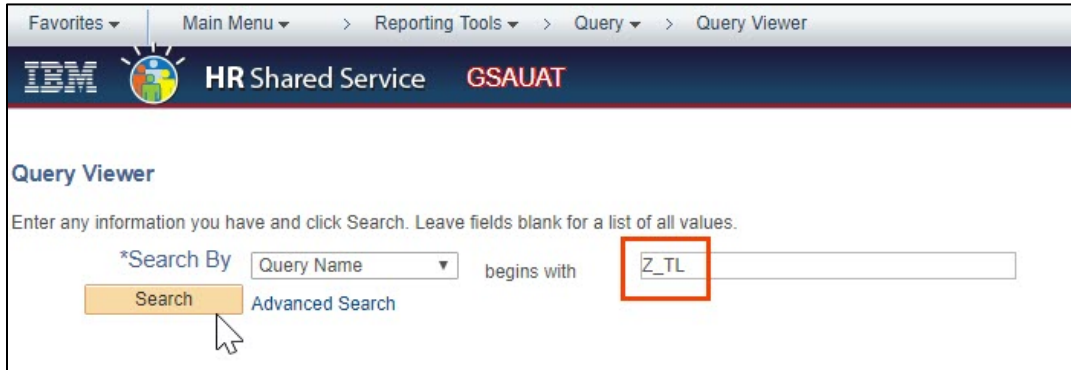
3. Next, choose **Query**.

4. Finally, choose the **Query Viewer** option.

5. From the Query Viewer page, make sure **Query Name** is listed in the *Search By* field. Enter **Z_TL** in the *begins with* field, and select the **Search** button.

6. Two helpful queries available **are Z_TL_MISSING_TIME**, which identifies which timesheets still need to be approved and sent to be processed, and **Z_TL_REVIEW_EXCEPTIONS**, which identifies what exceptions need to be reviewed.