Clearing Salary Variance Exceeded Exception

The **Salary Variance Exceeded** exception occurs if the wages reported for a member are significantly higher than what had been previously reported for them. This typically occurs as the result of a stipend, balloon check, severance pay, etc.

1. To clear this exception, go to the **Reporting Exceptions** page and click on **Review** for the member you are working on.

2. After clicking **review**, you will be taken to a screen that shows the specific exception(s) associated with the selected record. These appear in the **Exceptions Found** section at the top of the screen. Click on the **exception card** to clear it.

3. To clear this exception, click on the pay period to open the **Pay Period Details** screen, choose a reason for the salary variance from the drop-down menu, then click **Update**.
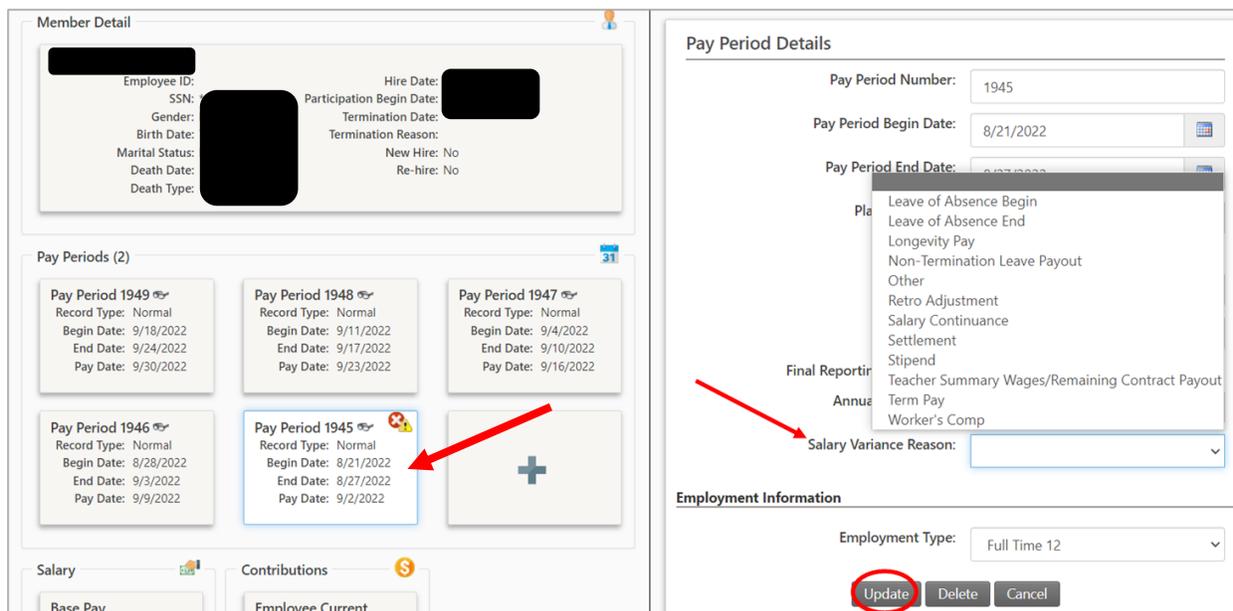
4. After correcting the exception, it is not yet "cleared." There are two ways to mark it as cleared. The first is to click on the elongated oval shape underneath the exception card. Clicking on the oval marks the exception cleared and it turns green.
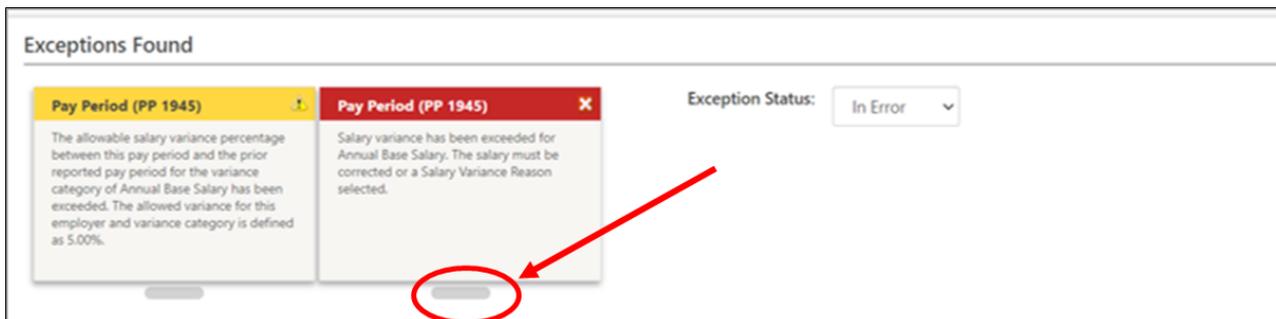
Or, return to the exception screen where all the exceptions are listed, check the box next to the exception, and click **Mark as Corrected** at the bottom of the page.