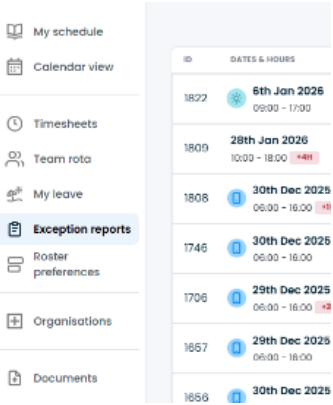




Task	Steps	Notes
<p>Submit a test exception report</p>	<ol style="list-style-type: none"> 1. Log into Patchwork Roster App (or website) 2. Select 'Exception reports'  <ol style="list-style-type: none"> 3. Click 'Complete Test Report' in the blue bar at the top of the screen  <ol style="list-style-type: none"> 4. All of the test information will be pre-populated, so just click 'Submit Test Report' 5. Once done, it will be automatically approved and you will be able to see this report amongst your other submitted Exception Reports 	<p>It is required that all workers be able to demonstrate having access to raise Exception Reports, so you are encouraged to raise this 'test' request first</p>
<p>Raising an exception report</p>	<ol style="list-style-type: none"> 1. Log into the Patchwork App (or website) 2. Select 'Exception reports' 3. Click '+ New report' 4. Click 'Manually enter shift details instead' (as you do not have a live roster on Patchwork for the Lead Employer you will not be able to select the shift to raise the report against) 5. Complete the 'Tell us what happened on the shift' template <ul style="list-style-type: none"> - what category the Exception Report falls under (add detail) - if it impacted patient safety - what your preferred compensation is (only one option will be available if that is the preference set up by your organisation) 	<p>When submitting your Exception Report you can see who has access to see that Exception Report once you click 'Confirm' (ie before you submit it)</p> <p>When submitting evidence, you will need to upload a photograph or screenshot of your live roster and electronic evidence of date, time and location</p>

- the actual hours you worked
 - upload supporting evidence
6. Once the information is completed select 'Confirm' at the bottom of the screen.
 7. On the next screen, check the box to confirm the accuracy of the exception, then click 'Submit report'
 8. Once you have submitted your report you can see its status on your Exception Reporting page

The screenshot shows a table titled 'Exception Reports' with columns for ID, Date Range, Status, Reason, and Date Reported. A red circle highlights the 'Status' column, which contains 'PENDING', 'APPROVED', 'ACTION REQUIRED', and 'WITHDRAWN'.

ID	Date Range	Status	Reason	Date Reported
1022	08 Jun 2025 08:00 - 17:00	Pending	1 Difference in ending hours from course schedule	1 day ago
1029	08 Jun 2025 08:00 - 16:00 (180)	Approved	Minority subject with lecture	1 hour ago
1035	08 Jun 2025 08:00 - 16:00 (180)	Action Required	1 Difference in ending hours from course schedule	1 hour ago
1036	08 Jun 2025 08:00 - 17:00	Pending	1 Difference in ending hours from course schedule	1 hour ago
1038	08 Jun 2025 08:00 - 17:00 (180)	Withdrawn	1 Difference in ending hours from course schedule	2 days ago

9. At any stage where a status says 'Pending', it can be viewed (where you can also add more evidence) or withdrawn. If the status says 'Action Required' you will see that you have been requested to either approve an additional colleague be given access to review your Exception Report, or to add more evidence. If it is asking for you to approve another reviewer being given access to your Exception Report you can i) grant the request, giving the requested approver read-only access to that report only, or ii) reject the request. If the request is for further evidence, you can i) add that evidence, ii) withdraw your report, or iii) continue with the report without additional evidence (it will then be sent to your Guardian for Safe Working Hours)