

# How to Enter an Approved Labor Exception

For managers — takes about a minute, once you have leadership's go-ahead on the extra/reduced hours.

If you had approved hours that don't match your normal schedule this week — extra coverage for a catering order, a local marketing event, anything already OK'd by your DM — log it as a labor exception so the numbers have context.

1. Open the portal and go to the Week to Date tab.
2. Scroll down and click Weekly Notes to expand it.
3. Click "Submit a note for current or prior week(s)."
4. Fill in the form:
  - **Your BDBrands email** — so leadership knows who to follow up with.
  - **Week** — defaults to the current week; pick a prior week from the dropdown if you're logging something after the fact.
  - **Exception hours** — the number of hours tied to the approved exception.
  - **Note** — a quick sentence on what happened and why it was approved.
5. Click Submit for approval.

**Example:** *smiller@bdbrands.com — This week — Exception hours: 4 — "Approved 4 extra hours Saturday to cover the Corner Bakery catering order (OK'd by DM Thursday)."*

**Why this matters:** *Entering an exception is informational only — it does not change your Earned vs. Actual hours or Labor %. It just gives above-store leadership context on why a week's numbers look the way they do. Your submission will remain in Pending status until it's reviewed and approved by an above-store leader; once approved, a small note icon and a gold "exc hrs" pill appear next to that week on the District and Week-over-Week views.*