Managing Exceptions (Warnings and Errors)
Managing Exceptions

Exceptions (Warnings and Errors) are produced by the Time Administration process (which applies rules and edits). Exceptions are reviewed by time keepers using the Manage Exceptions page.

Messages may have one of three severity levels:

High-severity Messages
These messages are regarded as errors and will prevent time from being paid unless action is taken.

Low and Medium-severity Messages
These messages are both treated as warnings. They will not prevent time from being paid.

The Manage Exceptions page displays selected messages listed in a grid format. The grid contents may be transferred directly into an Excel spreadsheet.

Procedure

Consider this Scenario:
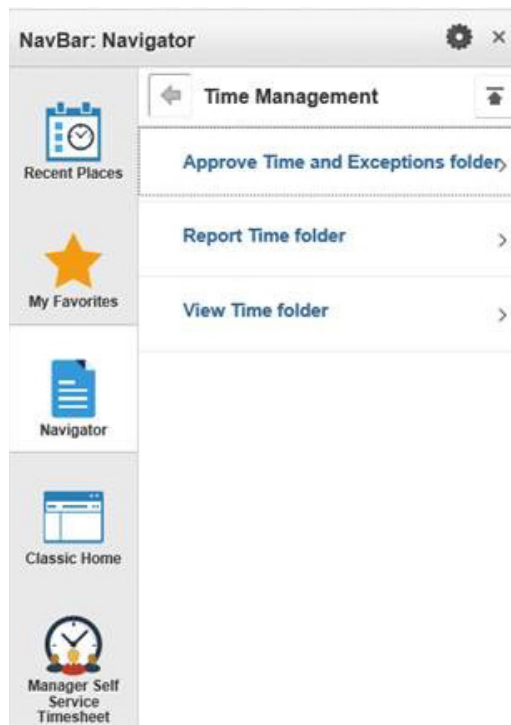
You are going to view the Manage Exceptions page to see what exceptions (errors and warnings) have been reported for a group of employees.

Key Information:

Group ID: You will use the Group ID(s) you have access to, for example, WTEST

Step	Action
1.	Begin by navigating to the **Manage Exceptions** page. Click the **NavBar** link in the top right hand corner of the page.

Step	Action
2.	Click the **Manager Self Service** link.
3.	Click the **Time Management** link and then **Approve and Exception folder**. Then click the **Payable Time** link.

Step	Action
4.	Use the **Manage Exceptions** page to review, allow, or clean up exceptions. You can enter a Group ID, Employee ID, or search all EmplIDs. Up to 100 exceptions display per page.
5.	In this example, you will view exceptions for a campus group. Enter the desired information into the **Value** field for the Group ID. Enter your Group ID, for example, **WTEST**
6.	Click the **Get Employees** button. Get Employees

Step	Action
7.	The exceptions for the group are displayed in the **Exceptions** section.
8.	Click the **Expand Section** button for Filter Options.

Step	Action
9.	Use the **Filter Options** section to further control which exceptions the system displays.
10.	Click the **Collapse Section** button.
11.	The **Overview** tab displays the Exception IDs.
12.	The **Severity** column displays the severity of the exception: **High**, **Medium**, and **Low**. The system does not create payable time for a day when a time reporter has an exception with severity of **High**. These are considered Errors. The system does create payable time for when exception severity is **Low** or **Medium**. These are considered Warnings.
13.	Click the **Details** tab.

Step	Action
14.	Use the **Details** tab to view the details of the exception.

Step	Action
15.	Scroll to the right and click the **Download** icon (top right of page, next to the word FIND) to download the exceptions list to an Excel spreadsheet.
16.	Review selected exceptions to determine their cause and how to resolve them. Correct reported time or other data as necessary by going back to the timesheet and correcting any day with a "high" exception (error).
17.	Congratulations! You have successfully viewed exceptions that have been reported on the **Manage Exceptions** page. **End of Procedure.**