

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:

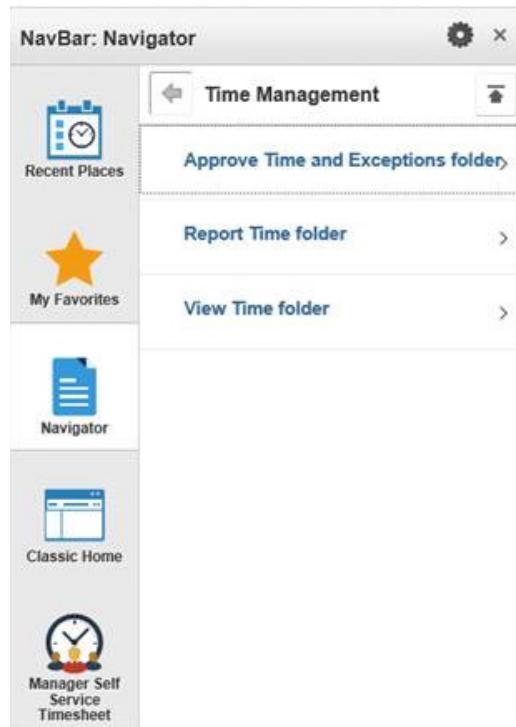
You are going to view the Manage Exceptions page to see what exceptions (errors and warnings) have been reported for a group of employees.

Key Information:

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



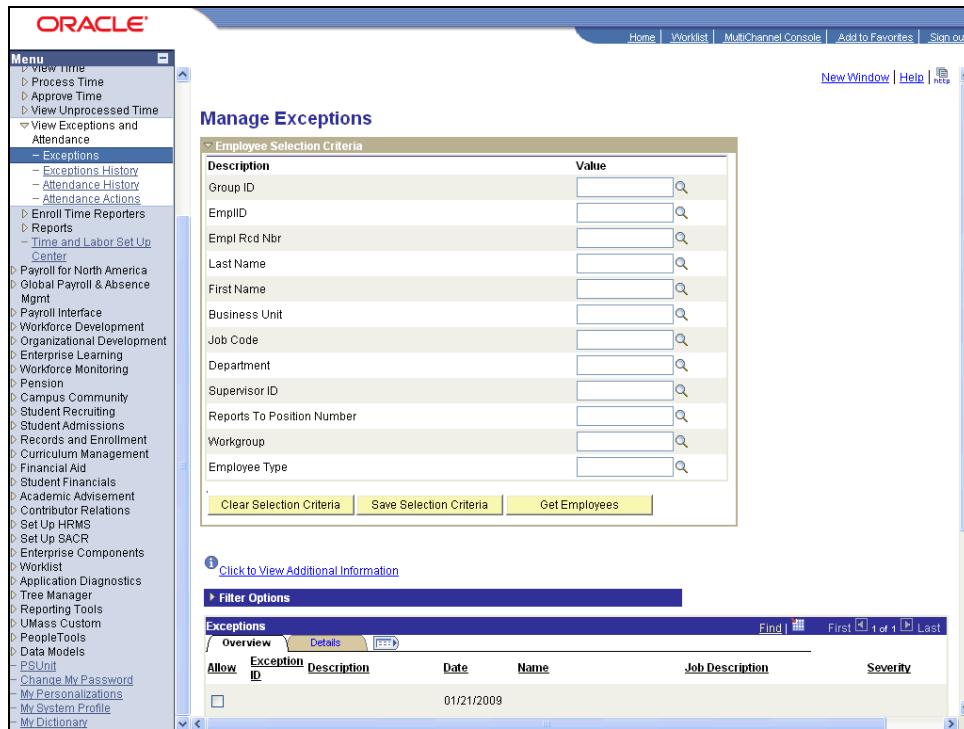
Step	Action
1.	<p>Begin by navigating to the Manage Exceptions page.</p> <p>Click the NavBar link in the top right hand corner of the page.</p> 



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.

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Employee Selection Criteria

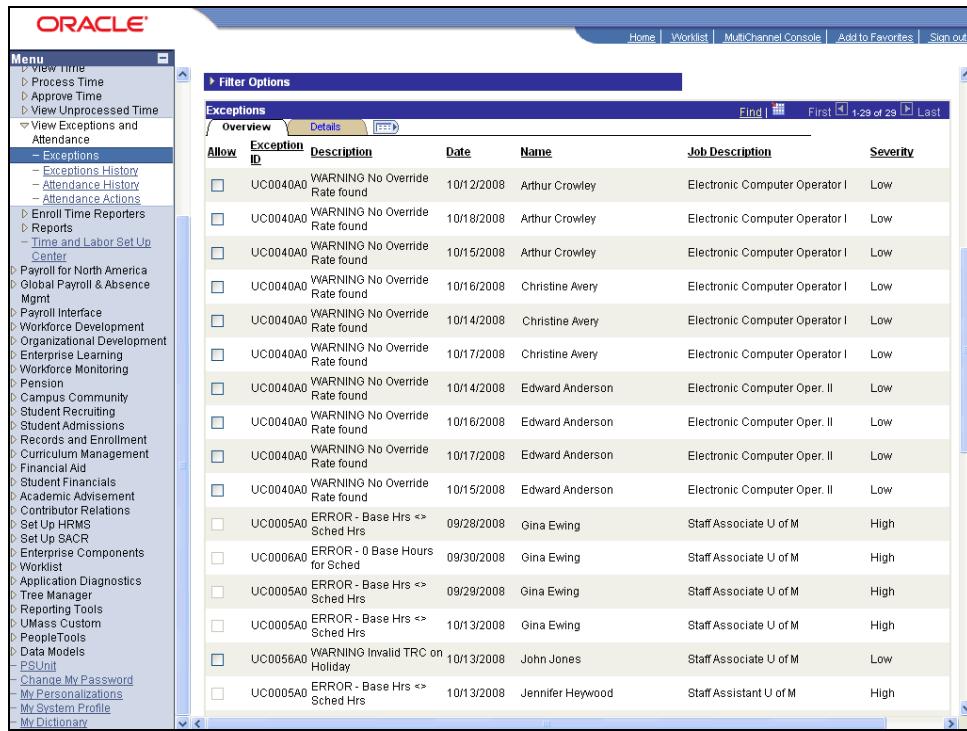
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

Exceptions

Allow	Exception ID	Description	Date	Name	Job Description	Severity
□	01/21/2009					

Get Employees

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

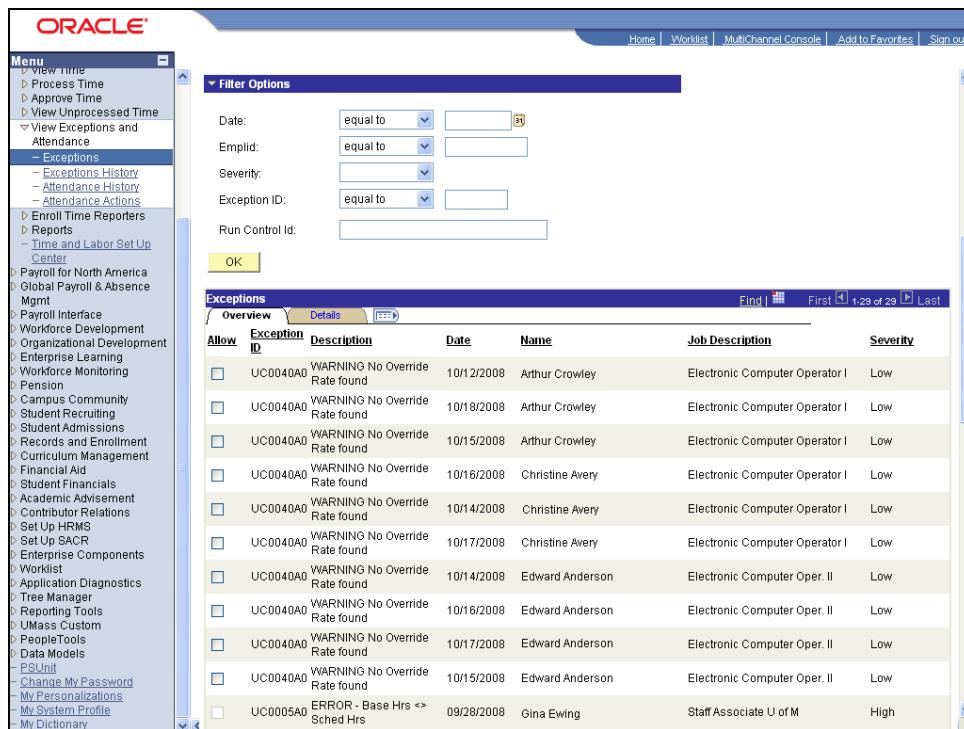


Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/12/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/18/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <> Sched Hrs	09/28/2008	Gina Ewing	Staff Associate U of M	High
<input type="checkbox"/>	UC0006A0	ERROR - 0 Base Hours for Sched	09/30/2008	Gina Ewing	Staff Associate U of M	High
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <> Sched Hrs	09/29/2008	Gina Ewing	Staff Associate U of M	High
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <> Sched Hrs	10/13/2008	Gina Ewing	Staff Associate U of M	High
<input type="checkbox"/>	UC0056A0	WARNING Invalid TRC on Holiday	10/13/2008	John Jones	Staff Associate U of M	Low
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <> Sched Hrs	10/13/2008	Jennifer Heywood	Staff Assistant U of M	High

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

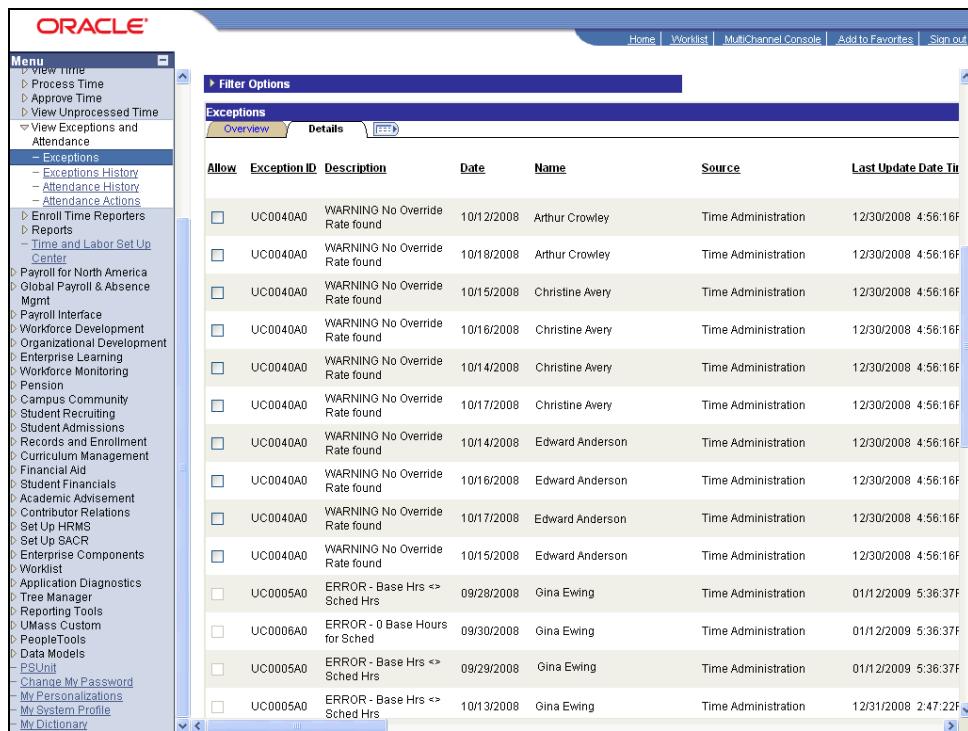
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Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/12/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/18/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Arthur Crowley	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Christine Avery	Electronic Computer Operator I	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Edward Anderson	Electronic Computer Oper. II	Low
<input type="checkbox"/>	UC0055A0	ERROR - Base Hrs <> Sched Hrs	09/28/2008	Gina Ewing	Staff Associate U of M	High

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. 



Allow	Exception ID	Description	Date	Name	Source	Last Update Date
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/12/2008	Arthur Crowley	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/18/2008	Arthur Crowley	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Christine Avery	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Christine Avery	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Christine Avery	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Christine Avery	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/14/2008	Edward Anderson	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/16/2008	Edward Anderson	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/17/2008	Edward Anderson	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0040A0	WARNING No Override Rate found	10/15/2008	Edward Anderson	Time Administration	12/30/2008 4:56:16F
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <= Sched Hrs	09/28/2008	Gina Ewing	Time Administration	01/12/2009 5:36:37F
<input type="checkbox"/>	UC0006A0	ERROR - 0 Base Hours for Sched	09/30/2008	Gina Ewing	Time Administration	01/12/2009 5:36:37F
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <= Sched Hrs	09/29/2008	Gina Ewing	Time Administration	01/12/2009 5:36:37F
<input type="checkbox"/>	UC0005A0	ERROR - Base Hrs <= Sched Hrs	10/13/2008	Gina Ewing	Time Administration	12/31/2008 2:47:22F

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

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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.