Managing Exception (Warnings and Errors)

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

These messages are treated as warnings. They will not prevent time from being paid.

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

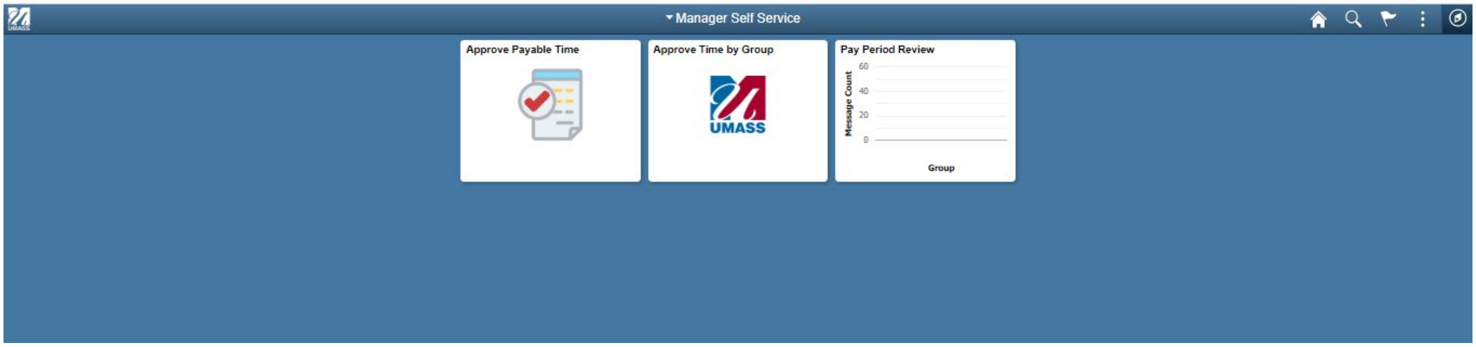
Procedure

Consider this scenario:

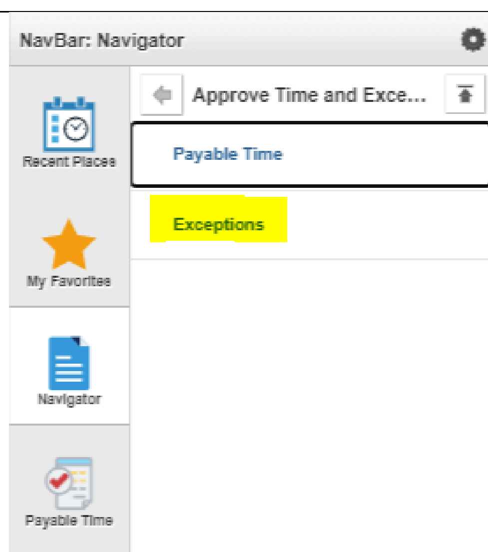
You are going to view the Exceptions page to see what exceptions (errors and warnings) have been reported for a group of employees.

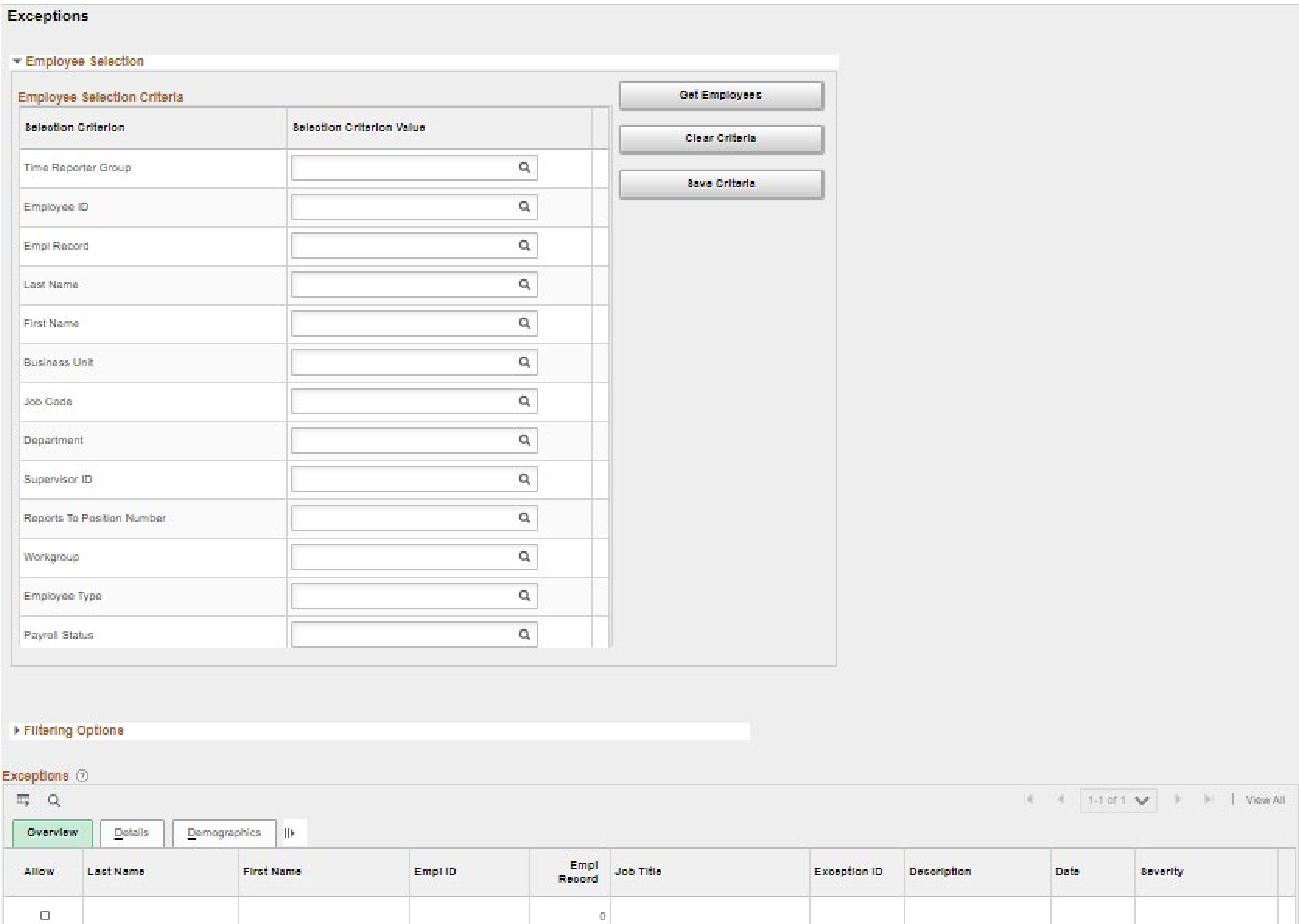
Key Information:

Time Reporter Group: You will use the Time Reporter Group ID(s) you have access to.

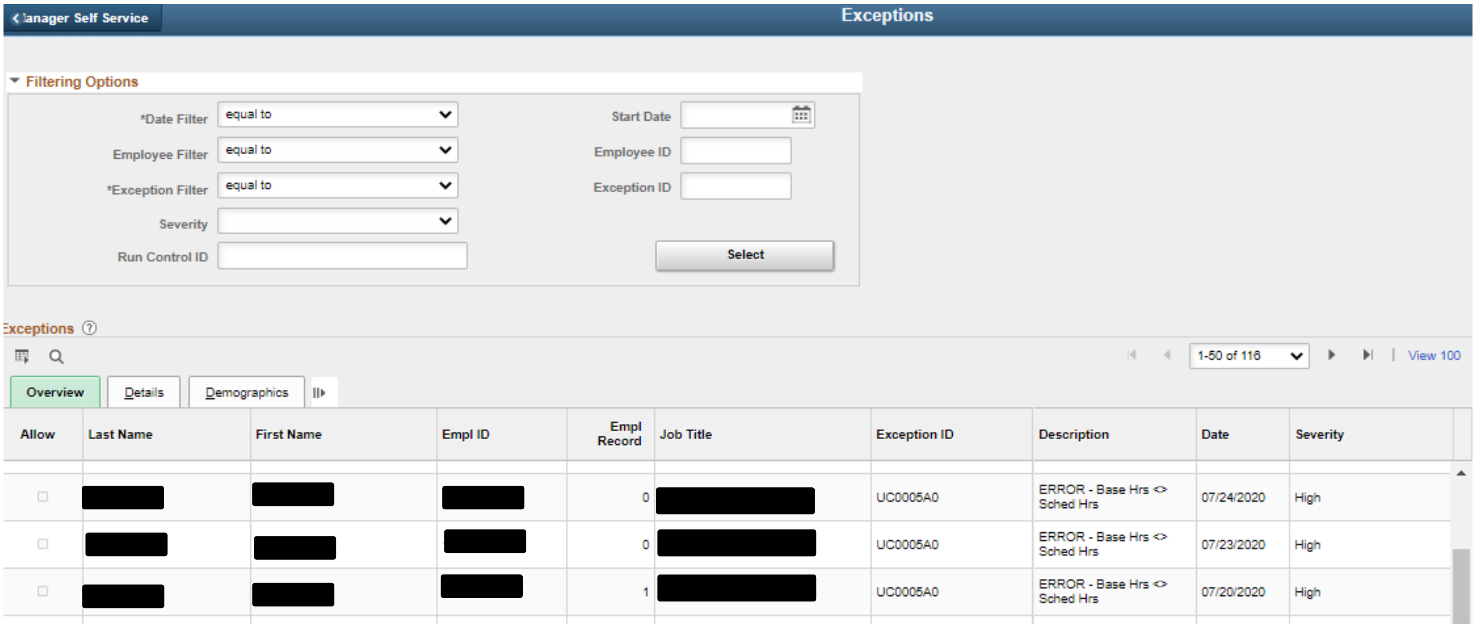


Step	Action
1.	Begin by navigating to the **Exceptions** page. Click the **NavBar** link in the top right hand corner of the page. 
2.	Click the **Manager Self Service** link.
3.	Click the **Time Management** link and then **Approve Time and Exceptions** folder. Then click the **Exceptions** link. You can then add the **Exceptions** page to your Favorites

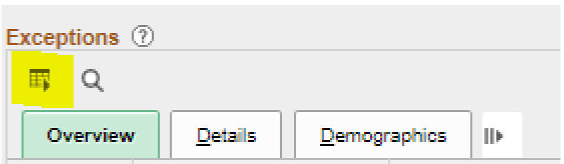




Step	Action
4.	Use the **Exceptions** page to review, allow, or clean up exceptions. You can enter a Time Reporter Group, Employee ID, or search all EmplIDs. Up to 100 exceptions display per page. The results you receive will be based on your timekeeper access.
5.	In this example, you will view exceptions for a Time Reporter group. Enter the desired information into the Value field for the Time Reporter Group, or use the magnifying glass icon to search. Enter or select your Time Reporter Group ID.
6.	Click the Get Employees button.



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

Step	Action
13.	Click the **Details** tab to view the details of the exception.
14.	Click the **Demographics** tab to view additional information on the employees department, workgroup and supervisor.
15.	Click the **Download** icon to download the selected tab to an Excel spreadsheet. 
16.	Review 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 **Exceptions** page. **End of Procedure.**