

## **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:**

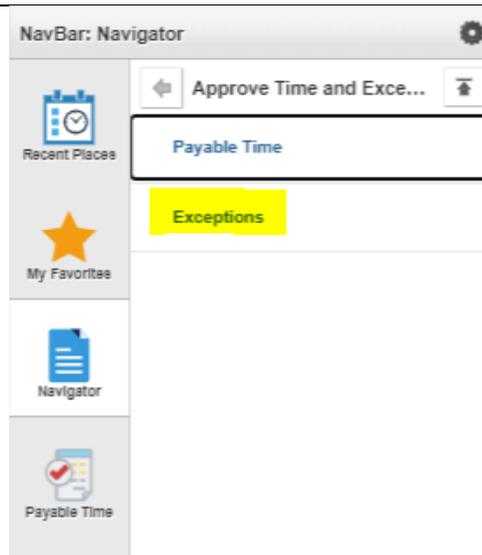
You are going to view the Exceptions page to see what exceptions (errors and warnings) have been reported for a group of employees.

### **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 <b>Exceptions</b> page. Click the <b>NavBar</b> link in the top right hand corner of the page.  
2.	Click the <b>Manager Self Service</b> link.
3.	Click the <b>Time Management</b> link and then <b>Approve Time and Exceptions</b> folder. Then click the <b>Exceptions</b> link.  You can then add the <b>Exceptions</b> page to your Favorites



## Exceptions

### Employee Selection

#### Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<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"/>
Payrol Status	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

### Filtering Options

## Exceptions

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>				0					

Step	Action
4.	<p>Use the <b>Exceptions</b> page to review, allow, or clean up exceptions.</p> <p>You can enter a Time Reporter Group, Employee ID, or search all EmplIDs. Up to 100 exceptions display per page.</p> <p>The results you receive will be based on your timekeeper access.</p>
5.	<p>In this example, you will view exceptions for a Time Reporter group.</p> <p>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.</p>
6.	<p>Click the Get Employees button.</p>

Manager Self Service Exceptions

**Filtering Options**

\*Date Filter: equal to [v] Start Date: [calendar icon]

Employee Filter: equal to [v] Employee ID: [input]

\*Exception Filter: equal to [v] Exception ID: [input]

Severity: [v]

Run Control ID: [input] Select

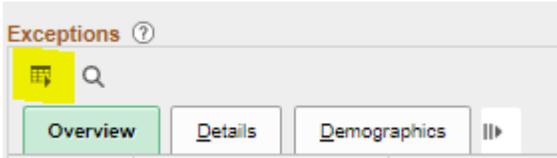
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Exceptions 1-50 of 116 | View 100

Overview | Details | Demographics | [arrow]

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	0	[redacted]	UC0005A0	ERROR - Base Hrs <> Sched Hrs	07/24/2020	High
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	0	[redacted]	UC0005A0	ERROR - Base Hrs <> Sched Hrs	07/23/2020	High
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	1	[redacted]	UC0005A0	ERROR - Base Hrs <> Sched Hrs	07/20/2020	High

Step	Action
7.	The exceptions for the group are displayed in the <b>Exceptions</b> section.
8.	Click the <b>Expand Section</b> button for Filter Options. 
9.	Use the <b>Filter Options</b> section to further control which exceptions the system displays.
10.	Click the <b>Collapse Section</b> button. 
11.	The <b>Overview</b> tab displays the Exception IDs.
12.	The <b>Severity</b> column displays the severity of the exception: <b>High</b> and <b>Low</b> .  The system does not create payable time for a day when a time reporter has an exception with severity of <b>High</b> . These are considered Errors.  The system does create payable time for when exception severity is <b>Low</b> . These are considered Warnings.

Step	Action
13.	Click the <b>Details</b> tab to view the details of the exception.
14.	Click the <b>Demographics</b> tab to view additional information on the employees department, workgroup and supervisor.
15.	<p>Click the <b>Download</b> icon to download the selected tab to an Excel spreadsheet.</p>  <p>The screenshot shows the 'Exceptions' page header with a search icon and a yellow highlight over the 'Download' icon (represented by a document with a download arrow). Below the header are three tabs: 'Overview' (highlighted in green), 'Details', and 'Demographics'. To the right of the 'Demographics' tab is a double-right arrow icon representing the download function.</p>
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.	<p>Congratulations! You have successfully viewed exceptions that have been reported on the <b>Exceptions</b> page.</p> <p><b>End of Procedure.</b></p>