

How Do I View My Exceptions?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Exceptions** menu item.

Filter the Listing of Time Exceptions

5. On the **Exceptions** page, click the **Expand** icon associated with the **Filtering Options** section to display the filter criteria.
6. To filter the list by **date**, select a value from the **Date Filter** listing and enter a "from date" in the **Start Date** field. Then, click the **Select** button. NOTE: This options is useful when searching for "new" exceptions (i.e., exceptions logged in the current pay period).
7. To filter the list by **exception name**, select a value from the **Exception Filter** listing and enter an exception identifier in the **Exception ID** field. Then, click the **Select** button.
8. To filter the list by **severity**, select a value from the **Severity** listing. Then click the **Select** button. NOTE: Exceptions with a severity of High must be corrected prior to payroll processing.

Review Your Time Exceptions

9. On the **Exceptions** page > **Overview** tab, review the listing of time entry exceptions identified by the system. Focus your attention primarily on the **Description** and **Date** field information.
10. Click on the **Details** tab to view additional explanatory information about each exception. Focus your attention primarily on the **Exception Data**



field. NOTE: It is helpful to print this page as a quick reference for investigating the exception.

Investigate Your Time Exceptions

11. Use the **Time and Labor Launch Pad** to view the actual time entries that generated the exceptions noted on the **Exceptions** page > **Detail** tab.

Complete the Task/Sign Out of Application

12. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



13. Click the **Sign Out** option in the listing.

