

## How Do I Manage Employee Time Exceptions?

### Navigation

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

### Filter the List of Exceptions

5. The **Manage Exceptions** page is a listing of time entries identified as exceptions during the **Time Administration** process.
6. The page header displays a **Filter** icon, which can be used to display a subset of the time entries.
7. To use the functionality, click the **Filter** icon.
8. Populate one or more of the search criteria fields: **Time Reporting Code (TRC)**, **Employee ID**, **Employee Record**, **Last Name**, **First Name**, and **Company ID**.
9. Click the **Done** button.

### Display “Hard Stop” Exceptions Which Must Be Fixed

10. On the **Manage Exceptions** page, click the **Fix** tab displayed at the top of the page.

### Review “Hard Stop” Exception Details

11. On the **Manage Exceptions** page, click the drill down icon associated with an exception entry.
12. Review the time entries and exceptions explanation on the **Update Time** page.

### Resolve “Hard Stop” Exceptions



13. Click the drill down icon associated with an exception time entry and transfer to the **Timesheet**.
14. Make the necessary changes to the time entry.
15. Click the **Submit** button.

#### Clear “Allowable” Exceptions

16. On the **Manage Exceptions** page, click the **Allow** tab displayed at the top of the page.
17. Select the **Allow** checkbox for each exception.

#### Complete the Task/Sign Out of the Application

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



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



Hard Stop Time Exceptions			
PS Exception ID	Description	Severity	Accept Allowed
TLX00030	Inactive Time Reporter Status	High	No – Hard Stop
TLX00040	Invalid Taskgroup	High	No – Hard Stop
TLX00060	Invalid Task Profile	High	No – Hard Stop
TLX00080	Task Profile not in Taskgroup	High	No – Hard Stop
TLX00110	Invalid Account Code	High	No – Hard Stop
TLX00420	Invalid TRC	High	No – Hard Stop
TLX00440	TRC is not in TRC Program	High	No – Hard Stop
TLX00450	Quantity exceeds TRC limits	High	No – Hard Stop
TLX00620	Invalid Override Reason Code	High	No – Hard Stop
TLX00680	Invalid Time and Leave (TL) Approver	High	No – Hard Stop
TLX01540	More than 24 hours reported	High	No – Hard Stop
TLX01790	Reported time in Prior Year	High	No – Hard Stop
TLX10064	Invalid punch order	High	No – Hard Stop
TLX10065	Missing Punch	High	No – Hard Stop

Allowable Time Exceptions			
PS Exception ID	Description	Severity	Accept Allowed
BORTL001 (Custom)	Long Shift Interval > 13 Hours	Low	Yes
TLX01700	Full Absence & Reported Time	Low	Yes
TLX01710	Partial absence & Punch Time	Low	Yes

