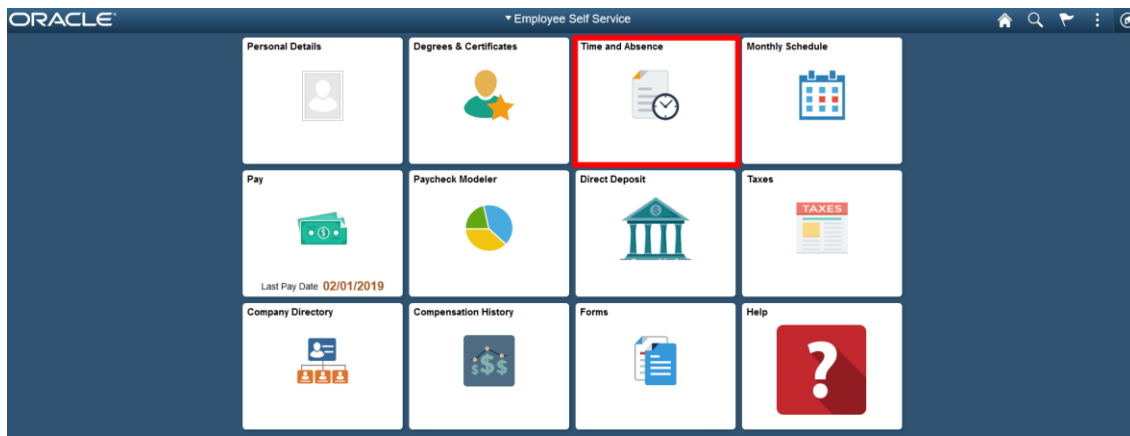




## How Do I View My Timesheet Exceptions?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service** page, click the **Time and Absence** tile.



3. On the **Time** page, click **Exceptions**.



4. The **Exceptions** page opens and lists any exceptions that currently exist.
  - a. If needed, you can click the **Expand** icon for **Filtering Options** to filter the list of exceptions



Exceptions

Tamara Jenkins Employee ID 0027214  
Institutional Affairs Manager Employment Record 0

Filtering Options

Continue with Exceptions

Exceptions Personalize | Find | First 1 of 1 Last

Overview Details

Exception ID	Description	Date	Severity	Exception Source
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b. Once expanded, the filter parameters are visible for use

Exceptions

Gena Wilson Employee ID 0281280  
Chief Human Resource Officer Employment Record 0

Filtering Options

\*Date Filter equal to Start Date  
\*Exception Filter equal to Exception ID  
Severity Select

Continue with Exceptions

Exceptions Personalize | Find | First 1 of 1 Last

Overview Details

Exception ID	Description	Date	Severity	Exception Source
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5. The **Overview** tab shows any exceptions, a description of the exception and the date it applies to.

Exceptions

Tamara Jenkins Employee ID 0027214  
Institutional Affairs Manager Employment Record 0

Filtering Options

Continue with Exceptions

Exceptions Personalize | Find | First 1 of 1 Last

Overview Details

Exception ID	Description	Date	Severity	Exception Source
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6. Click the **Details** tab to see additional information about the Exception.



7. You can work with your Manager or designated Time Approver to clear any exceptions through Manager Self Service.