

## How Do I Manage Employee Time Exceptions?

### Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile (the number of exceptions are listed on the Team Time tile).
3. Select **Manage Exceptions**.
4. Select the appropriate tab to display the exceptions: **Fix**, **Allow**, **All**
5. For any exceptions on the **Fix** tab, these exceptions generate a hard stop and must be corrected before any further processing. Update the employee's time sheet or work with your HR department to fix the exception.
6. For any allowable exceptions, review the exception information by clicking the **arrow** to the right of the exception.
  - a. Make any corrections if necessary and submit any changes.
  - b. You may also correct the reported time on the employee's timesheet.
7. To allow an exception, select it and click the **Allow** button.



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

