








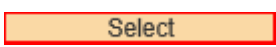










TL010.01: Viewing and Managing Exceptions

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Time and Labor menu. 
4.	Click the View Time menu. 
5.	Click the Exceptions menu. 
6.	Click the Get Employees button. 
7.	Click the Expand icon associated with the Filtering Options section. 
8.	Click the Drop Down icon associated with the Severity field. 
9.	Select Low from the listing. 
10.	Click the Select button. 



Step	Action
11.	Review the Description displayed in the listing. For exceptions to override, click the Select checkbox associated with each row. NOTE: To select all exceptions for override, click the Select All button. 
12.	Then, click the Save button. 
13.	Click the Drop Down icon associated with the Severity field. Severity 
14.	Select Medium from the listing. 
15.	Click the Select button. 
16.	Review the Description displayed in the listing. For exceptions to override, click the Select checkbox associated with each row. NOTE: To select all exceptions for override, click the Select All button. 
17.	Click the Save button. 
18.	Click the Drop Down icon associated with the Severity field. Severity 
19.	Select High from the listing. 
20.	Click the Select button. 
21.	Exceptions with the High Severity ranking cannot be overridden. Review the listing and take corrective action for each exception. 
22.	You have successfully completed the Viewing and Managing Exceptions topic. End of Procedure.