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.
5. The Overview tab shows any exceptions, a description of the exception and the date it applies to.
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.