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

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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**.

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

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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

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