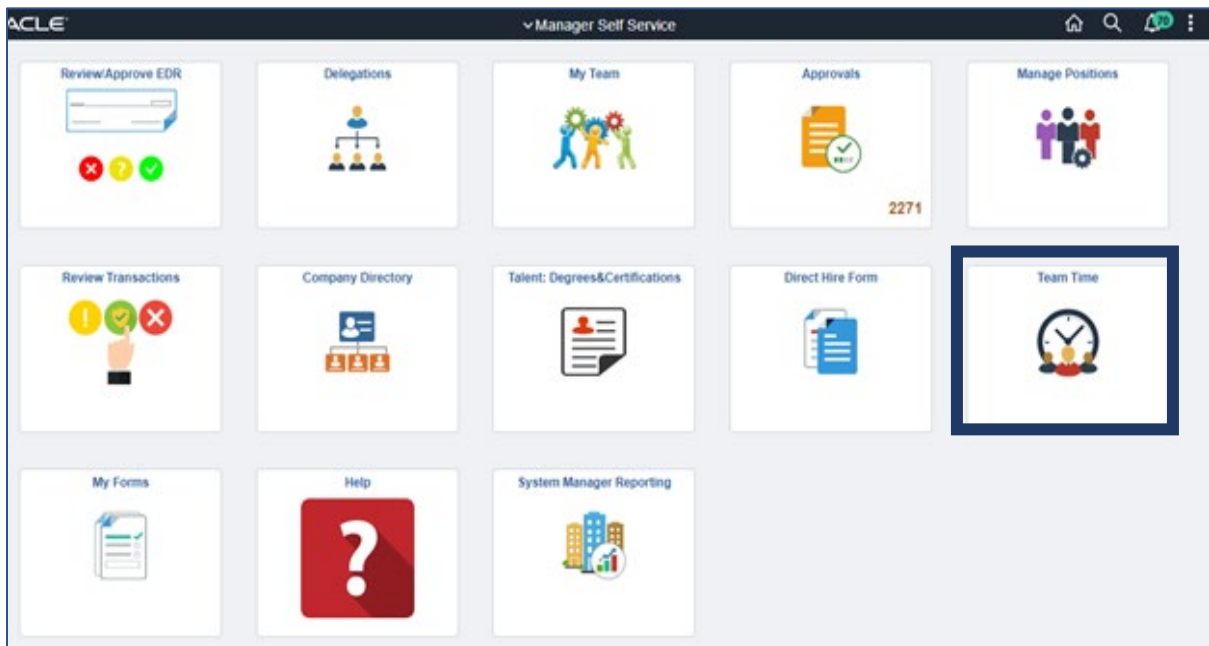


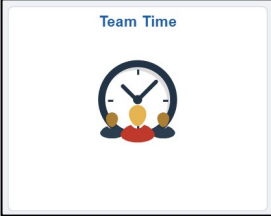
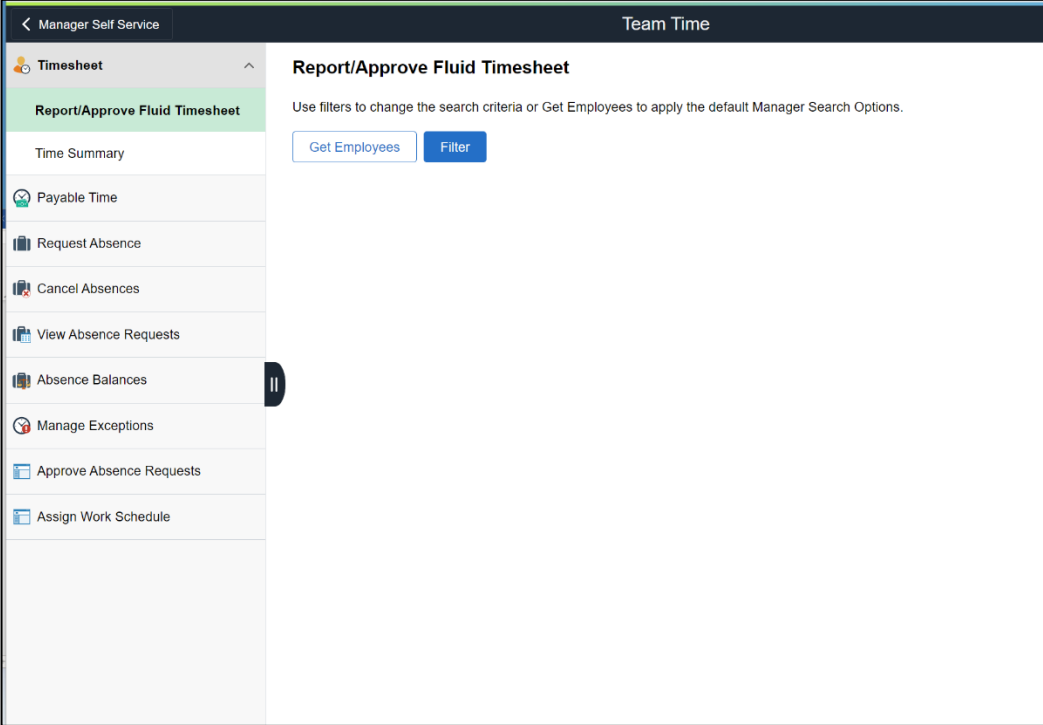
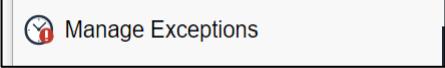
How Do I Manage Employee Time Exceptions as A Manager?

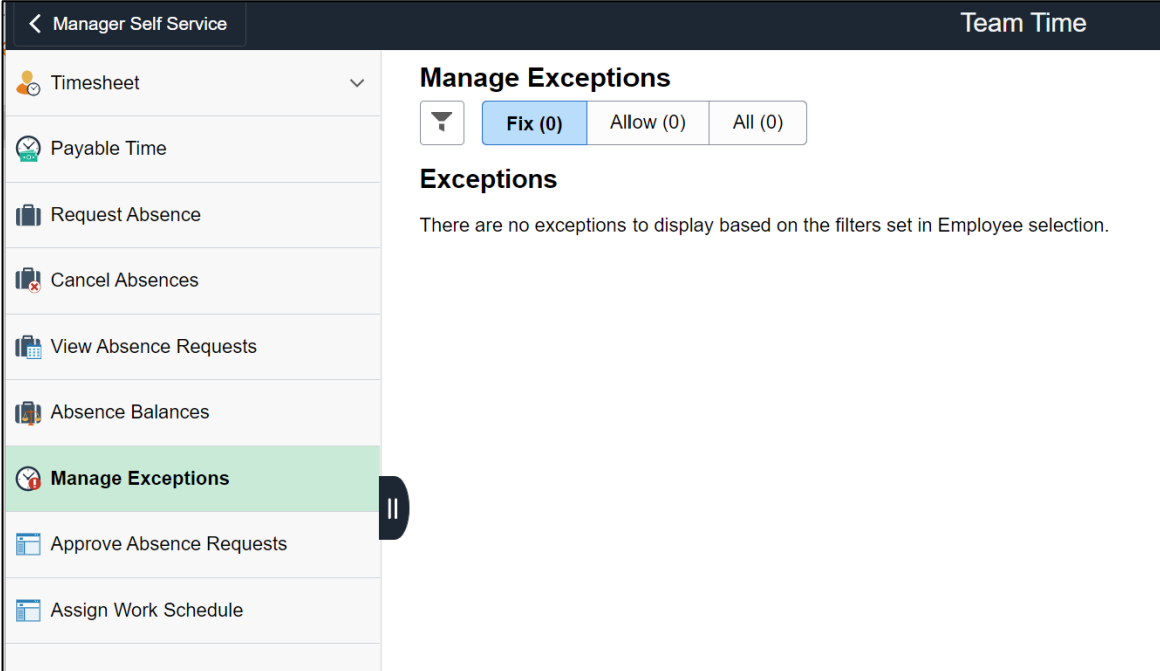
Managers are required to approve all non-exempt employee's reported time in order for OneUSG Connect to process it into payable time. See last page for hard stop and allowable exception descriptions.

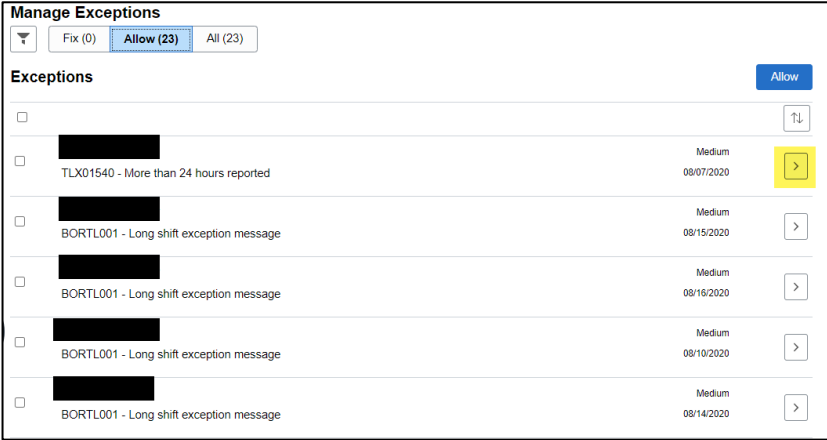
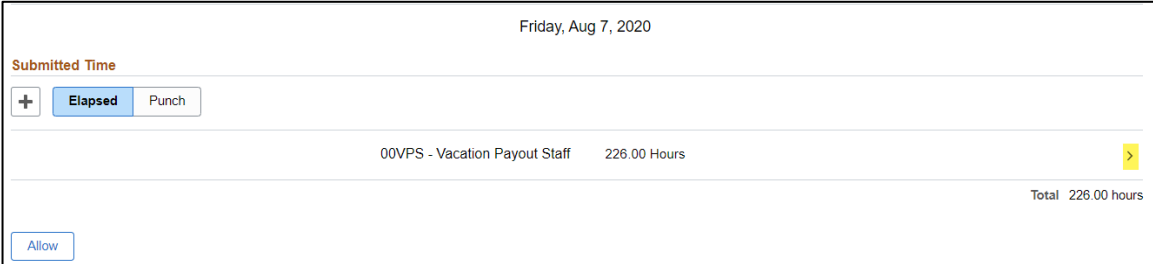


Navigation

Manager Self Service > Team Time Tile > Absence Balances > Manage Exceptions



Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the Team Time file.</p> 
2.	<p>The Team Time page is displayed.</p>  <p>Click the Manage Exceptions link.</p> 

Step	Action
3.	<p>The Manage Exceptions page is displayed.</p> <p>Select the appropriate tab to display the exceptions: Fix, Allow, All</p> 
4.	<p>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 or Payroll Practitioner to fix the exception.</p>

Step	Action
5.	<p>For any allowable exceptions, review the exception information by clicking the arrow to the right of the exception.</p> 
6.	<p>Make any corrections if necessary and submit any changes by clicking on the arrow to the right of the Submitted Time details</p> 
7.	<p>To allow an exception, click the Allow button.</p> 
8.	<p>To move to the next exception needing review click on the  at the top right of the page.</p>
9.	<p>You have completed the steps to manage an employee's time exceptions in the OneUSG Connect system.</p>

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
TLX01560	QTY cannot be zero	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