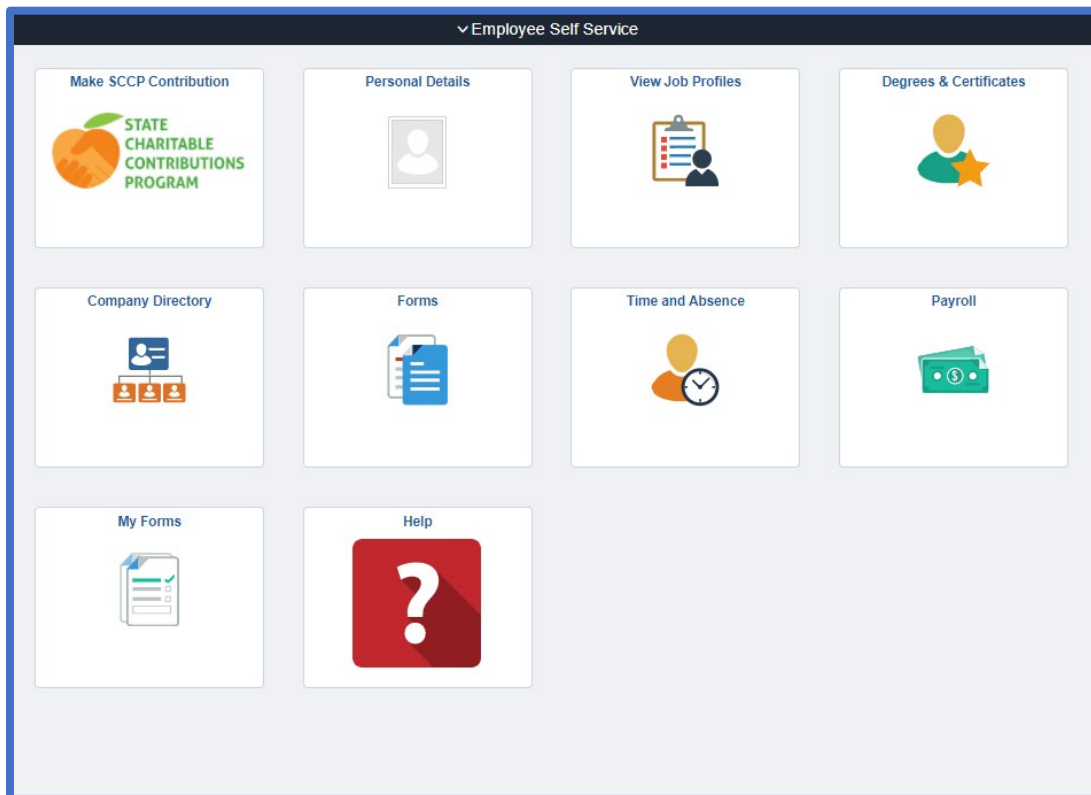





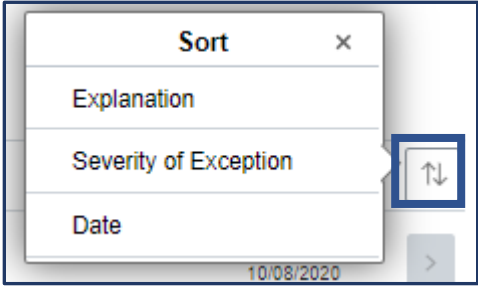
How Do I View Timesheet Exceptions as an Employee

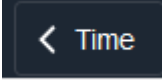
Navigation

Employee Self Service > Time and Absence > Exceptions



Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile. <div data-bbox="365 1556 680 1814" style="border: 2px solid blue; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Time page is displayed.</p> <p>Click the Exceptions file.</p> 
3.	<p>The Exceptions page is displayed including any current exceptions.</p> <p>Note: There are two categories of exceptions: High and Medium/Low.</p> <ul style="list-style-type: none"> • High exceptions must be resolved in order for the time to be paid. Examples of high exceptions include invalid punch order or incomplete punch. • Medium/Low exceptions can either be resolved or allowed. Medium and Low exceptions will not prevent the employee from being paid. An example of a medium/low exception is a long shift. 
4.	<p>The Sort button allows you to filter the list of exceptions by Explanation, Severity of Exception and Date.</p>  <p>Click the Close button.</p>

Step	Action
5.	<p>You can view the exceptions on your timesheet by clicking the Time button.</p>  <p>Note: For High exceptions or other incorrect information on your timesheet, notify your supervisor to correct them on your behalf.</p>
6.	<p>You have completed the steps to view your timesheet exceptions in OneUSG Connect.</p>