





Two types of exceptions:

- Low Severity this is an allowable exception on the timesheet that will submit and can be processed by Payroll but will need to be marked allowable
- High Severity timesheet will submit but will not be processed by Time and Labor until fixed

The most common exceptions you see in the Time and Absence Workcenter:

- Invalid Employee Status High Severity
- Quantity cannot be zero High Severity
- More than 24 Hours Reported -High Severity
- Partial Sick Absence (LOAS scheduled work week) – High Severity (Salaried Exempt Temps only)
- Personal Leave Validation (LOAP – full scheduled day) – High Severity (Salaried Exempt Temps only)
- HOLEX only on holiday High (exempt employee)

All exceptions must be managed.

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Fix Exception	269		John Angelidis	\odot	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/19/2021	
Approvals	~		Emery Bassett	۲	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/16/2021	
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Time and Labor Processing	9 v		Destiny Black	۲	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021	
Time Reporter Status			Ryan Bowen	⊚	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/17/2021	
Request Time Administrat	ion		Ryan Bowen	۲	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/18/2021	
Request Batch Approval F	rocess		Ryan Bowen	•	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/20/2021	
Timesheet Lockdown			Jaciyn Burke	۵	Endergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021	
Adjust Paid Time									



Exception: Invalid Employee Status

Step 3: Click the Exceptions dropdown arrow and select Fix Exceptions from the list.

Step 4: Make note of the first employee's name on the list and the exception.

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Timesheet Lockdown			Jaclyn Burke		Lindergraduate Assistant	SC000001 - Invalid Employee Status	Hinh	08/19/2021	
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Step 5: To fix the exception on the	< My Homepage Timesheet 🔗 🏲 : Ø
employee's timesheet. click the	Scope C O Enter Time
Manage Time and Absence drop-	♥ My Scope Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
down arrow and select Timesheet	My Work Get Employees Filter
from the list.	Exceptions
	Allowable Exception
Step 6: Click the Filter button to	Fix Exception 269
search for the employee.	Approvals Camployee ID Ca
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Step 7: Click in the Last Name field	
and enter the employee's last name.	Approve Time and Absence
	Approve Reported Time
Step 8: Click in the First Name field	TL ABS Administrator Monitor Approva
and enter the employee's first name.	Supervisor ID Q
	Payable Time Summary Reports To Position
Step 9: Click the Done button.	Payable Time Detail
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Step 10: Click the Employee row that has the exception. For this example, the Terminated job has the exception.	✓ My Homepage Scope C ● > My Scope ● > My Work ● Exceptions ↓ Allowable Exception ● Fix Exception ②659 Approvals ↓ Reported Time ↓ Links ↓ Approve Time and Absence ↓	Enter Time Select Employee T John Angelidis Magelan Studen J83306939 - 0 - 1 John Angelidis Magelan Resear J83306939 - 1 - 1	loyee ID - Employee Re I Research Asst 125300 - Terminated ch Asst. 125300 - Active	Timesk	atus		E	xceptions	Hours to be Appr	2 rows
Step 11: Click the Previous Week arrow to find the weekly period that has the exception.	Approve Reported Time TL ABS Administrator Monitor Approv C My Homepage Scope C C My Scope My Work Exceptions Allowable Exception Fix Exception (259)	Benter Time John Angelidis © Undergraduate Research Asst Return to Select Employee View Legend		Enter T	ime 22 August - 26 Weekly Perior 0.00 Reported 0	3 August 2021 d - PS Delivered Hours ^I Unapproved	► Time 0.00		Previous Save for Later	Next 🚨
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Notice the exception icon identified for August 17 and August 19. This exception is indicating the employee has entered time for days they were not actively employed for that job.

Step 12: To remove the exception, scroll to the right and click the – **Minus** button.

If only removing hours from some of the time entry fields, delete the hours, and click the Submit button to save the changes.

Note: Be sure to make note of the hours entered in the terminated job because they may need to be added to the active job.

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Step 13: Click the Yes – Delete	< My Homepage			Timeshe	et				* *	: 🔊
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	- wy Work	Yes - Delete No - Do Not Delete)							
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Step 14: Click the Submit button to prompt the system to accept the changes. This will clear the exception.	 ✓ My Homepage Scope ✓ My Scope ✓ My Work Exceptions ✓ Allowable Exception 	Enter Time John Angelidis © Undergraduate Research Asst Return to Select Employee		Enter 1 4 Scheduled	Time 15 August - 2' Weekly Perior 0.00 Reported 0	1 August 2021 d - PS Delivered Hours Unapproved	▶ Time 0.00		Previous	Next 🍰
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