**How Do I Manage Employee Time Exceptions?**

|  |
| --- |
| Navigation |

1. Log into OneUSG Connect.
2. From **Manager** **Self** **Service**, click the **Team Time** tile (the number of exceptions are listed on the Team Time tile).
3. Select **Manage Exceptions**.
4. Select the appropriate tab to display the exceptions: **Fix**, **Allow**, **All**
5. 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 to fix the exception.
6. For any allowable exceptions, review the exception information by clicking the **arrow** to the right of the exception.
   1. Make any corrections if necessary and submit any changes.
   2. You may also correct the reported time on the employee’s timesheet.
7. To allow an exception, select it and click the **Allow** button.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |