Review Timesheet Exceptions

In this topic, managers will learn how to view and resolve time reporting exceptions for any employees as a result of the nightly time administration process.

Exceptions for wage employees should be reviewed daily. Wage employees should be submitting their time sheets daily. A job runs nightly to validate submitted time and check for exceptions. The exceptions will be available for the manager to review the next day.

Exceptions for classified non-exempt employees should be at the end of the pay period. Classified non-exempt employees should be submitting their time sheets at the end of a pay period. A job runs nightly to validate submitted time and check for exceptions. The exceptions will be available for the manager to review the next day.

- Log into PeopleSoft HRMS
- Manager Self-Service
- Time Management
- Approve Time and Exceptions
- Exceptions
This page allows you select an employee. There is no need to add criteria to this page. Click **Get Employees**.

### Manage Exceptions

<table>
<thead>
<tr>
<th>Employee Selection Criteria</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID</td>
<td></td>
</tr>
<tr>
<td>EmpID</td>
<td></td>
</tr>
<tr>
<td>EmpID Rcd Nbr</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Job Description</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td></td>
</tr>
</tbody>
</table>

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page.

Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

### Filter Options

**Exceptions**

<table>
<thead>
<tr>
<th>Allow</th>
<th>Description</th>
<th>Date</th>
<th>Name</th>
<th>Job Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/2011</td>
<td></td>
</tr>
</tbody>
</table>

Click this button to resolve non-setup related exceptions once reported time has been corrected using the TimeSheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

**Clean Up Exceptions**
The exceptions are displayed. Only employees assigned to you with exceptions that need to be reviewed will appear.

- Time that has an exception with a **Low or Medium** severity level will still create payable time.
- Time that has an exception with a **High** severity level will not create payable time and must be resolved.

**Click on the Details Tab.**
Click on the **Exception Description** for more details about the error/warning. Details about the warning are displayed as shown below.

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**Exception ID:**
VX9009

**Description:**
Warning - 1200 Hour Limit

**Explanation:**
This hourly employee has worked 1200 hours since their hire date. They will receive a High exception when they have reached 1500 hours. This is just a warning.

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Click **OK** to return to the exception list.
Click the Overview Tab to return from the details to the list of exceptions.
You can select which exceptions to allow. Allowing an exception will allow it to be passed on to Payroll for processing.

**Click the check boxes** for the exceptions you want to approve. If you are not sure what the exceptions mean – contact payroll.

Click the **Save** button. This will clear this exception.

![Save Confirmation]

Click the **Ok** button.
Notice that the check box for the exception in the Allow column is gone. This is because the exception has been cleared.