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 **allow** to the right of the exception.

   a. Make any corrections if necessary and submit any changes.

   b. 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 Alba
TLX00030	Inactive Time Reporter Status	High	No – Hard Stop
	Invalid Taskgroup	High	No – Hard Stop
	Invalid Task Profile	High	No – Hard Stop
	Task Profile not in Taskgroup	High	No – Hard Stop
	Invalid Account Code	High	No – Hard Stop