

University of Connecticut

Managing Exceptions

Overview

During Time Administration, the overnight process to validate attendance entered on the Timesheet, all time entered on the Timesheet is validated for accuracy. Time that does not pass validation is flagged with an exception. Once resolved, the time with the resolved exception must go back through Time Administration and be approved before it can be pushed to Payroll for paycheck generation.

Note: Time flagged with a high exception will NOT be paid.

This job aid reviews how to review exceptions in the following ways:

- 1. via the Exceptions page (recommended method)
- 2. via the Approve Payable Time page

Process Steps

1. Managing Exceptions via the Exceptions page:

Step	Action	Screenshot					
1	Time approvers and timekeepers can use the Exceptions page to review all time reported with an exception for employees they approve time for. Once reviewed, time approvers may be able to resolve the exception to enable the employee to be paid for that time.						
	Navigation: Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions						

Step	Action	Screenshot								
	On the Exceptions search	Exceptions The Employee Selection								
	page, enter the applicable	Selection Criterion Set ID Selection Criterion Value			Get Employees					
	search criteria, including:	Time Reporter Group			Q		Clear Crite	ria		
	 Time Reporter Group 	Employee ID			Q		Save Crite	ria		
	Employee ID	Empl Record			Q					
	Last Name	Last Name			Q					
	First Name	First Name			Q					
	Department	Department	UNIVS V		Q					
2	Click Get Employees.									
	Note: If a supervisor is using this functionality and clicks Get Employees without entering search criteria, all employees the supervisor oversees with exceptions will be displayed.									
	Click the arrow next to	Filtering Options								
	Filtering Options to filter	*Date Filter	equal to	Ŧ		Start Date		31		
	search results	Employee Filter	equal to	v		Employee ID				
3	search results.	*Exception Filter	equal to	٣		Exception ID				
5	Choose from the filter	Severity		•			Soloct			
	options. Then, click Select to filter the results.	Kun Control ID					Select			
	The results will appear at the	Exceptions (2)			Personal	lize Find View All 🔄	First	🖲 1-50 of 88 🕑 Last		
	bottom of the page. From	Allow Last Name	First Name	Empl ID	Empl Record Exception ID	Description	Date	Severity		
	this nage time approvers can	Little.	John	359074	0 TLX10061	Period overtime limit exceeded	03/17/2016	High		
	roviou ovcontions and	Little.	John	359074	0 TLX10061	Period overtime limit exceeded	04/07/2016	High		
		Black	J.Thaddeus	639751	0 TLX00001	Invalid Comp Time TRC/Balance	02/18/2016	High		
	determine now to resolve.	Black	J.Thaddeus	639751	0 TLX00001	TRC/Balance Period overtime limit	02/18/2016	High		
	(Refer to the List of	Saludos.	Hubert	423999	0 TLX10061	exceeded Period overtime limit	03/10/2016	High		
4	Exceptions reference	Bonker	Louis	550387	0 TLX10061	exceeded Period overtime limit	04/19/2016	High		
	material to determine how to	Bonker	Louis	550387	0 TLX10061	Period overtime limit exceeded	04/20/2016	High		
	resolve the exception).	Bonker	Louis	550387	0 TLX10061	Period overtime limit exceeded	04/21/2016	High		
		Robinson	Peter	137822	1 TLX10061	Period overtime limit exceeded	04/05/2016	High		
	The Overview tab will display	Robinson	Peter	137822	1 TLX10061	Period overtime limit exceeded	04/14/2016	High		
	the exception overview. For	Robinson	Peter	137822	1 TLX10061	Period overtime limit Period overtime limit	04/21/2016	High		
	more information about the	Donalds	Statt	000000	0 TLA 10061	exceeded	uor 10/2016	nigh		
	exceptions, move to the									
	Details tab.									

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Step	Action	Screenshot								
	On the Details tab, review	Ecceptions 👔 Personalice Find Ver All [10] 🔯 Find 🔅 1.40 of 88 * Last								
		Overview Details	Demographics (IIII)	Empl ID	Empl Exception ID	Source	Last Updated	Exception Data		
	the Exception Data column	El Little.	John	369074	0 TLX10061	Time Administration	in 04/13/2016 Time reporter worked 40 hours per spec		per specified period.	
	to gather more information	E Little-	John	359074	0 TLX10061	0 TLX10061 Time Administration 04/13/2016 Time reporter worked			40 hours	per specified period.
		El Black	J Thaddeus	639751	639751 0 TLX00001 Time Administration			16 Comp Time Error 1.		
	as to why the exception was	E Black	J. Thaddeus	639751	0 TLX00001	04/27/2016 3:09:49PM	Comp Time Error 1.			
	created	El Saludos.	Hubert	423999	0 TLX10061	061 Time Administration 04408(2016 12: 04:46PM Time reporter works 04/07/016			orked 42 hours per specified period.	
	cicatea.	Stone	Ralph	549053	0 TLX10061	Time Administration	12:11:03PM 05/12/2016	Time reporter worked 28 hours per specified period.		
		Bonker	Louis	550387	0 TLX10061	Time Administration	9:17:48AM 06/12/2016	M Time reporter worked 21 hours per spe 16 Time reporter worked 28 hours		per specified period.
		Bonker	Louis	560387	0 TLX10061	Time Administration	9:17:48AM 05/12/2016 9:17:48AM	Time reporter worked 35 hours per spec		per specified period.
		E Robinson	Peter	137822	1 TLX10061	Time Administration	04/11/2016 5:55:43PM	Time reporter worked	24 hours	per specified period.
		Robinson	Peter	137822	1 TLX10061	Time Administration	04/11/2016 5:55:43PM	Time reporter worked	24 hours	per specified period.
		Robinson	Peter	137822	1 TLX10061	Time Administration	04/11/2016 5.55.43PM	Time reporter worked	24 hours	per specified period.
		Donalds	Grant	559065	0 TLX10061	Time Administration	06/02/2016 2:12:46PM	Time reporter worked	28 hours	per specified period.
	Some exceptions can be	Smith	Jane	0026	27	0 CTXTLSTD	Hours reported Hours	d <> Std 02/12	2/2016	High
	allowed from the Exceptions	Smith	Jane	0026	27	0 CTXTLSTD	Hours reported Hours	d <> Std 02/1	5/2016	High
	page.	Smith	Jane	0026	27	0 CTXTLSTD	Hours reported Hours	d <> Std 02/2	/2016	High
		Smith	Jane	0026	27	0 TLX00001	TRC/Balance	02/1	/2016	High
	lf the Allow sheether is	Smith	Jane	0026	27	0 TLX00001	Invalid Comp TRC/Balance	Fime 02/18	1/2016	High
5	If the Allow checkbox is	Smith	Jane	0026	27	0 TLX00001	Invalid Comp TRC/Balance	Fime 02/18	1/2016	High
	active and the Time Approver	Smith	Jane	0026	27	0 TLX00010	Invalid Leave	Time Taken 02/0	1/2016	High
	wants to allow the exception,	Smith	Jane	0849	69	0 CTXTLSTD	Hours reported Hours	d <> Std 02/2	i/2016	High
	select the Allow checkbox(es)	Allow Exception	ns ?							
	next to the exception and	Save	Destruction							
	click Save									
6	If the Allow checkbox is not act exception. If the time approver is able to r exception on the employee's be Department for next steps. Note: As a reminder, time creat employee will not be paid for th	ive, the ti esolve the ehalf. If th ted with a	me approver o e exception, na ne time approve a <i>High</i> exception until the except	r the Payr vigate to t er is unabl n will not ion is reso	oll Depar the emplo e to reso create pa lved.	tment wil byee's Tin lve the ex byable tim	I need to nesheet t ception, e for tha	to resolv contac t day, a	e th ve t th	the e Payroll the

2. Managing Exceptions via the Approve Payable Time page:

Step	Action	Screenshot							
1	When approving payable time, time approvers can see if an exception was created for payable time on the Approve Payable Time page under the Exceptions column on the page. Once the time approver has additional information on the exception, the time approver on behalf of the employee will navigate to the employee's Timesheet to update the timesheet and resolve the exception. Navigation: Main Menu > Core-CT HRMS >Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time OR Approve Time on the Core-CT homepage								
2	On the Approve Payable Time search page, enter the applicable search criteria, including: • Time Reporter Group • Employee ID • Last Name • First Name • Department Click Get Employees.	Approve Payable Time Approve Time for Time Rep Employee Selection Selection Criterion Time Reporter Group Employee ID Empl Record Last Name First Name Department Change Time in View Start Date 06/01/2016	orters	Get Employees Clear Criteria Save Criteria					
3	Payable time created with an exception is denoted by an alarm clock in the Exception column on the page. After the information about the time and resolve the exception	Employees First Name Time Summary Demographics First Name Broom Flicia Black Bitsk J. Thaddous Bone Done Will Chip Done Will Chip Donados Sam Lutile Creen Nancy Robinson Robinson Al Stone Wesley Wesley Toom. Refer to the Enterin	Employee ID Employee ID Hourty Rate Job Title Total 359074 0 40.164614 UCP 10-SHS APRN 1 359074 0 40.164614 UCP 10-SHS APRN 1 432212 0 45.27471 UCP 05-HS APRN 1 432212 0 45.707718 UCP 05-HS APRN 1 432212 0 45.707718 UCP 05-HS Nume 1 432999 0 32.452054 UCP 06-SHS Nume 1 423999 0 32.45270 UCP 06-SHS Nume 1 650057 0 45.75000 UCP 07-Pogram Manager 1 650059 0 47.317187 UCP 07-Pogram Manager 1 62005 0 47.317187 UCP 07-Pogram Manager 1 62005 0 47.317187 UCP 07-System Administrator 1 1 037169 0 49.97783 UCP 10-SHS APRN 1	Itel [Find] View 100 [C] First III 1-118 of 118 III IIII Apyratini Heart Exception Location Description 221.25 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII					