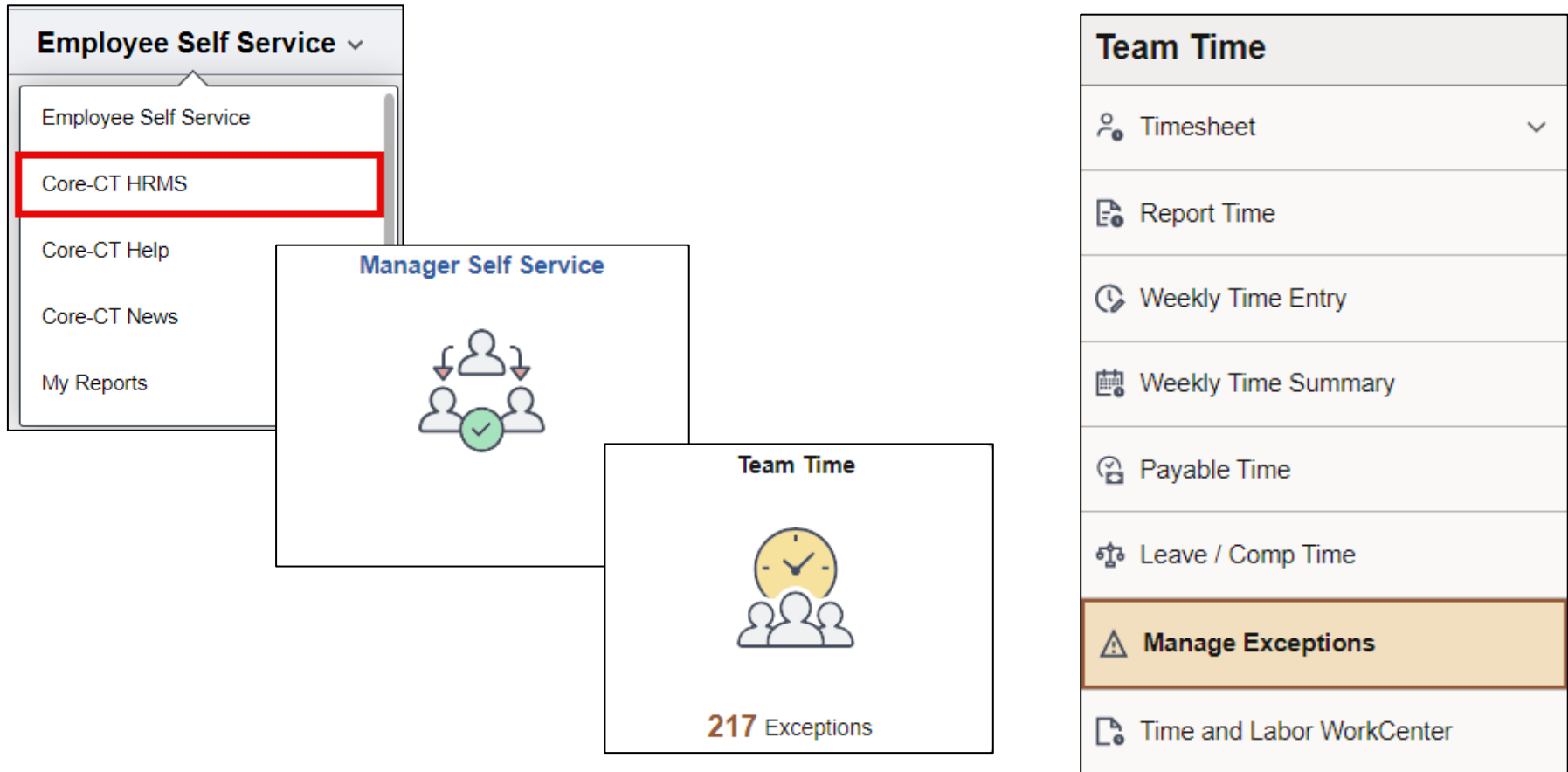


# Core-CT Modernization

## Overview Managing Exceptions

# Manage Exceptions Navigation



Exceptions are managed in Team Time. This can be found by selecting the Core-CT HRMS dashboard, then the Manager Self Service tile and then Team Time.

# Manage Exceptions

## Manage Exceptions

☰ Fix (29) Allow (188) All (217)

### Exceptions

			↕
<b>Brooks Shelton</b>	TLX00440 - TRC is not in TRC Program	High	>
	<a href="#">Explanation</a>	01/12/2024	
<b>Brooks Shelton</b>	TLX00440 - TRC is not in TRC Program	High	>
	<a href="#">Explanation</a>	01/15/2024	
<b>Deveney Widmer</b>	TLX00030 - Inactive Time Reporter Status	High	>
	<a href="#">Explanation</a>	07/10/2024	

Exceptions are displayed in the following groupings:

**Fix:** includes all exceptions pending a resolution. Reminder, exceptions must be corrected for the timesheet to be processed. **Unresolved exceptions will not generate pay.**

**Allow:** Payroll reviews and allows exceptions and will follow up as necessary.

**All:** Total exceptions.

The Explanation link provides a brief definition of the exception.

# Manage Exceptions

Exceptions are time that does not pass validation. They vary in severity from warnings to hard stops that will prevent pay. Questions about exceptions can be directed to Payroll as action is required to generate pay. Examples of common exceptions:

Exception	Resolution
Work Study balance exceeded	Create a student labor record
Time not in Work Study dates	Create a student labor record
Stipend limits exceeded	Increase stipend amount (may require PageUp approval)
Time not within Stipend dates	Extend end-date (may require PageUp approval)
Inactive Time Reporter Status	Reenter hours on correct record if required
Sick Family	Sick family balance has been exceeded, reported time change required.
Invalid Comp Time TRC/Balance	Comp plan balances has been exceeded, reported time change is required; or comp plan enrollment needs to be verified by payroll.
Invalid Leave Time Taken	Leave plan balance has been exceeded, reported time change is needed; or leave plan enrollment needs to be verified by payroll.
More than 24 hours reported	More than 24 hours for a day has been posted. If incorrect, change the entry on the Timesheet. If appropriate, notify payroll to allow.