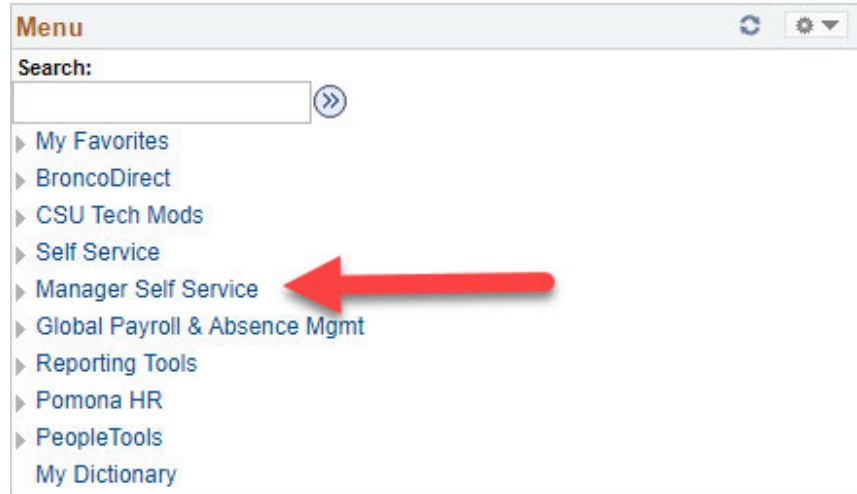


HOW TO REVIEW EXCEPTIONS:

Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions.



Menu

Search:

- ▶ My Favorites
- ▶ BroncoDirect
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- ▶ Self Service
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- ▶ PeopleTools
- ▶ My Dictionary



Approve Time and Exceptions

Approve reported or payable time, overtime and absence requests, and manage exceptions.

☐ Payable Time

☒ Exceptions

☐ Approve Time and Absences

Click on Get Employees to populate all exceptions generated from your department.










Manage Exceptions

Employee Selection Criteria	
Description	Value
Group ID	
Empl ID	
Empl Rcd Nbr	
Business Unit	
Job Code	
Job Description	
Department	
Supervisor ID	
Company	
Position Number	


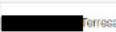
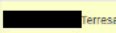





Review each exception to determine whether the reported time needs to be corrected in Timesheet, or whether the exception is allowable.

- Exceptions with high severity cannot be sent to Payable Time and must be resolved for payment to process.
- Exceptions with medium severity can be sent to Payable Time but should still be reviewed to avoid potential overpayments.
- If the exception is allowable, please notify Carlie Zamora in Payroll Services.

Exceptions							Find  	First  1 of 5  Last
Overview								
Allow	Exception ID	Description	Date	Name	Job Description	Severity		
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/12/2021	 Teresa	Instr Stdnt Asst	Medium		
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/13/2021	 Teresa	Instr Stdnt Asst	Medium		
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/14/2021	 Teresa	Instr Stdnt Asst	Medium		
<input type="checkbox"/>	TLX90002	Student hour exceed 20	06/03/2021	 Eilene	Instr Stdnt Asst	Medium		
<input type="checkbox"/>	TLX90002	Student hour exceed 20	06/04/2021	 Eilene	Instr Stdnt Asst	Medium		

- Click the Details tab to view additional information, such as the last date and time the punch was updated, along with the employee's ID and job record.

Exceptions								
Overview Details 								
Allow	Exception ID	Description	Date	Name	Source	Last Update Date Time	Exception Data	Exception Description
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/12/2021	 Teresa	Time Administration	05/13/2021 12:01:30PM	Student Weekly Hours Exceed 20	Exception Description
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/13/2021	 Teresa	Time Administration	05/13/2021 12:01:39PM	Student Weekly Hours Exceed 20	Exception Description
<input type="checkbox"/>	TLX90002	Student hour exceed 20	05/14/2021	 Teresa	Time Administration	05/13/2021 12:01:30PM	Student Weekly Hours Exceed 20	Exception Description
<input type="checkbox"/>	TLX90002	Student hour exceed 20	06/03/2021	 Eilene	Time Administration	06/07/2021 9:50:11AM	Student Weekly Hours Exceed 20	Exception Description
<input type="checkbox"/>	TLX90002	Student hour exceed 20	06/04/2021	 Eilene	Time Administration	06/07/2021 9:50:11AM	Student Weekly Hours Exceed 20	Exception Description