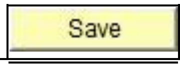
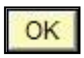
Manage Exceptions

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
4.	Click the **Exceptions** link. Exceptions
5.	Enter the desired **Employee Selection Criteria.** **Note:** If you are searching by name, you **must** enter the name in title case, i.e., John Doe. If the name is populated in lowercase you **will not** retrieve results.
6.	Click the **Get Employees** button. Get Employees
7.	Instructions for reviewing and correcting exceptions are displayed on the **Exceptions** screen. Read the instructions carefully to understand the exception and if/how it is affecting your employee's payable time.
8.	For more information on an exception, click the **Details** link. Details
9.	**Scroll** to the right.
10.	**Exception Data** displays. If needed, click the **Exception Description** for additional information. In the back of the training guide is an exception grid that you can reference. This includes very practical information of what type of exceptions you may be seeing and how to manage the exception.
11.	Click the **Overview** link to return to the original view. Overview
12.	Most exceptions with a **HIGH** severity level are not allowable. You **must** return to the employee's timesheet and correct the row/data that generated the exception, in order for the Payable Time to generate for that day or time span.
13.	Other exceptions are allowable; they are "warnings" to prompt you that condition exists in case you need to correct the timesheet. The allowable exceptions may have a **MEDIUM** or **HIGH** severity level.

Step	Action
14.	After careful review of the exception information, check the box for the exception you want to allow or click the **Allow All** button. **Note**: Only allowable exceptions will be selected.
15.	Click the **Save** button. 
16.	A confirmation displays, click the **OK** button. **Remember!** If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every 15 minutes but may take longer during peak usage times. 
17.	**End of Procedure.**