Managing Exception (Warnings and Errors)

Exceptions (Warnings and Errors) are produced by the Time Administration process (which applies rules and edits). Exceptions are reviewed by time keepers using the Manage Exceptions page.

Messages may have one of three severity levels:

High-severity Messages

These messages are regarded as errors and will prevent time from being paid unless action is taken.

Low and Medium-severity Messages

These messages are both treated as warnings. They will not prevent time from being paid.

The Manage Exceptions page displays selected messages listed in a grid format. The grid contents may be transferred directly into an Excel spreadsheet.

**Procedure**

Consider this scenario:

You are going to view the Manage Exceptions page to see what exceptions (errors and warnings) have been reported for a group of employees.

Key Information:

Group ID: You will use the Group ID(s) you have access to, for example, WTEST

Step	Action
1.	Begin by navigating to the **Manage Exceptions** page. Click the **NavBar** link in the top right hand corner of the page.
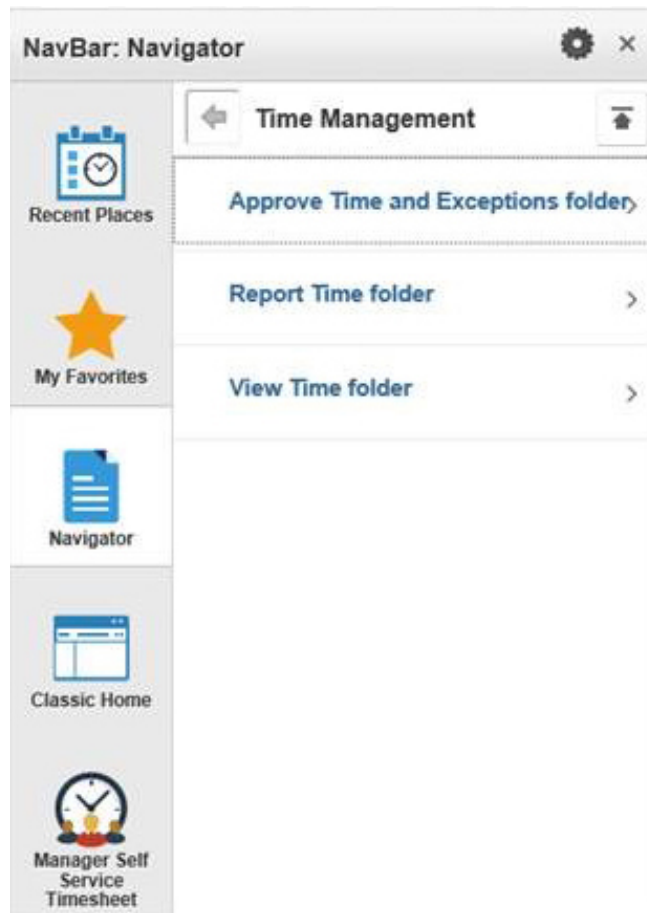
Step	Action
2.	Click the **Manager Self Service** link.
3.	Click the **Time Management** link and then **Approve and Exception** folder. Then click the **Payable Time** link.

Step	Action
4.	Use the **Manage Exceptions** page to review, allow, or clean up exceptions. You can enter a Group ID, Employee ID, or search all EmplIDs. Up to 100 exceptions display per page.
5.	In this example, you will view exceptions for a campus group. Enter the desired information into the **Value** field for the Group ID. Enter your Group ID, for example, **WTEST**
6.	Click the Get Employees button.

| ORACLE | Home \| Worklist \| MultiChannel Console \| Add to Favorites \| Sign out |

Menu

- View Time
- ▷ Process Time
- ▷ Approve Time
- ▷ View Unprocessed Time
- ▽ View Exceptions and Attendance
  - − Exceptions
    - − Exceptions History
    - − Attendance History
    - − Attendance Actions
- ▷ Enroll Time Reporters
- ▷ Reports
  - − Time and Labor Set Up Center
- ▷ Payroll for North America
- ▷ Global Payroll & Absence Mgmt
- ▷ Payroll Interface
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Workforce Monitoring
- ▷ Pension
- ▷ Campus Community
- ▷ Student Recruiting
- ▷ Student Admissions
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Financial Aid
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Contributor Relations
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ UMass Custom
- ▷ PeopleTools
- ▷ Data Models
- − PSUnit
- − Change My Password
- − My Personalizations
- − My System Profile
- − My Dictionary

▷ **Filter Options**

Exceptions　　　　　　　　　　　　Find \| 🏫　　First ◀ 1-29 of 29 ▶ Last

| Overview | Details | |

Allow	Exception ID	Description	Date	Name	Job Description	Severity
☐	UC0040A0	WARNING No Override Rate found	10/12/2008	Arthur Crowley	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/18/2008	Arthur Crowley	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/15/2008	Arthur Crowley	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/16/2008	Christine Avery	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/14/2008	Christine Avery	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/17/2008	Christine Avery	Electronic Computer Operator I	Low
☐	UC0040A0	WARNING No Override Rate found	10/14/2008	Edward Anderson	Electronic Computer Oper. II	Low
☐	UC0040A0	WARNING No Override Rate found	10/16/2008	Edward Anderson	Electronic Computer Oper. II	Low
☐	UC0040A0	WARNING No Override Rate found	10/17/2008	Edward Anderson	Electronic Computer Oper. II	Low
☐	UC0040A0	WARNING No Override Rate found	10/15/2008	Edward Anderson	Electronic Computer Oper. II	Low
☐	UC0005A0	ERROR - Base Hrs <> Sched Hrs	09/28/2008	Gina Ewing	Staff Associate U of M	High
☐	UC0006A0	ERROR - 0 Base Hours for Sched	09/30/2008	Gina Ewing	Staff Associate U of M	High
☐	UC0005A0	ERROR - Base Hrs <> Sched Hrs	09/29/2008	Gina Ewing	Staff Associate U of M	High
☐	UC0005A0	ERROR - Base Hrs <> Sched Hrs	10/13/2008	Gina Ewing	Staff Associate U of M	High
☐	UC0056A0	WARNING Invalid TRC on Holiday	10/13/2008	John Jones	Staff Associate U of M	Low
☐	UC0005A0	ERROR - Base Hrs <> Sched Hrs	10/13/2008	Jennifer Heywood	Staff Assistant U of M	High

Step	Action
7.	The exceptions for the group are displayed in the **Exceptions** section.
8.	Click the **Expand Section** button for Filter Options. ▶

Step	Action
9.	Use the **Filter Options** section to further control which exceptions the system displays.
10.	Click the **Collapse Section** button. ▼
11.	The **Overview** tab displays the Exception IDs.
12.	The **Severity** column displays the severity of the exception: **High**, **Medium**, and **Low**. The system does not create payable time for a day when a time reporter has an exception with severity of **High**. These are considered Errors. The system does create payable time for when exception severity is **Low** or **Medium**. These are considered Warnings.
13.	Click the **Details** tab. Details

Step	Action
14.	Use the **Details** tab to view the details of the exception.

Step	Action
15.	Scroll to the right and click the **Download** icon (top right of page, next to the word FIND) to download the exceptions list to an Excel spreadsheet.
16.	Review selected exceptions to determine their cause and how to resolve them. Correct reported time or other data as necessary by going back to the timesheet and correcting any day with a "high" exception (error).
17.	Congratulations! You have successfully viewed exceptions that have been reported on the **Manage Exceptions** page. **End of Procedure.**