

Managing Exceptions in HR Direct

The Managing Exceptions page allows Timekeepers to easily manage employee timesheet exceptions (errors).

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

Messages may have one of two severity levels:

High-severity Messages

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

Low severity Messages

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

Timekeepers should review 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).

Step	Action
1	Select Manager Self Service from the dropdown. From the Manager Self Service Dashboard select the Timekeeping tile
	Approve Payable Time Approve Payable Time Imekeeping Imekeeping Imekeeping

Manager Self Service	UMass Timekeeping	ŵ	Q	۵	
Timesheet	V Manage Exceptions				
Report Time	Fix (0) Allow (0) All (0) Exceptions				
Weekly Time Entry	Auto Populate under Manager Search Options is set to false. Use filters to search for exceptions.				
Weekly Time Summary					
Payable Time					
_eave / Comp Time					
Manage Exceptions					
Manager Search Options					
Manage Schedules					

Step	Action								
3	There are numerous Filter options you may use to narrow your search results.								
	Some Tips on searching for employees:								
		• Use the Time Reporter Group to look at the departments you have access to.							
	Use Employee II Set Payroll Statu) if you know it. s to A (for Active) to pull only	employees that are cu	urrently active. No					
		loyees will be pulled forward.							
	K Manager Set Cancel	Employee Se	election	Done	: @				
	Timesheet Time Reporter Group	Q	Employee ID	۹ 🔒					
	© Report Time Empl Record	Q	Last Name	٩					
	Weekly Time First Name	٩	Business Unit	٩					
	Weekly Time Job Code	٩	Department						
	Payable Tim Supervisor ID	Q R	Reports To Position Number						
	() Leave / Com Workgroup	Q	Employee Type	a					
	Manage Exc Payroll Status	Q							
	Manage Sch								
		Clear							
	Select Done when yo	u have entered your Filt	er criteria.						
4	In this instance, we h	ave filtered by Time Rep	orter Group.						
	Manager Self Service	UMass Time	keeping	<u>ଜ</u> ୧ ቆ	: @				
	👃 Timesheet 🗸 🗸	Fix (1270) Allow (956) All (2226)			- 1				
	Report Time	Exceptions			- 1				
	🛅 Weekly Time Entry				↑↓				
	🔃 Weekly Time Summary	Adam Brightman		High					
	Payable Time	TLX00010 - Invalid Leave Time Taken		09/09/2018	>				
	📳 Leave / Comp Time	Adam Brightman UC0118A0 - ERROR-Job EmplStatus Inactive		High 09/14/2018	>				
	G Manage Exceptions	Amelia Alburn							
	T Manager Search Options	UC0005A0 - ERROR - Base Hrs <> Sched Hrs		01/16/2	>				
	T Manage Schedules	Andrea Douglass TLX00440 - TRC is not in TRC Program		High 02/22/2016	>				
		Andrea Douglass							
		TLY00440 TPC is not in TPC Drogram		High 02/23/2016	> •				
	Select the Go To Deta	ils button for the emplo	oyee with the exce	ptions(s) that nee	d to				
	be resolved.								

Step	Action					
5	Click the Go To	Detail arrow to	view the detail	s of the tim	e previously	reported.
	ger Self Service		UMass Timekeeping		ራ	Q 4 : Ø
	iheet ~	Anna Beckwith Senior Lecturer II				
	rt Time	Return to Manage Exceptions				
	ly Time Entry	Monday, Jan 4, 2016				
	ly Time Summary	Submitted Time Elapsed Punch	1			
	ple Time		REG - Regular Pay SERS	S Eligibl 8.001 Hou	ire	
	/ Comp Time		NEO - Negular Pay OENe			Tytal 8.001 hours
	ge Exceptions	Exceptions				
	ger Search Options					High
	ge Schedules					
6	Adjust the time		coloct Submit			
0	Aujust the time	as needed and	Select Submit.			
	Cancel	Cancel Time Report				Submit
	Date 01/04/2016					
	*Time Reporting Code	REG - Regular Pay SERS Eligible V QuickFill V				
	Quantity 8.001 Hours					
	Time Details					
	*Taskgroup		xception Taskgroup	Country	۵	
	State Business Unit		niv of Mass Boston	Override Rate		
	Business Unit		THE OF MASS DUSION			
	Shift	٩	s	hift Combo Code	٩	
	Combination Code	Q				
	ChartFields					
	Delete					

Step	Action		
7	Use the Return	to Manage Exceptions link to go back to the Manage Exce	eptions page.
	ger Self Service	UMass Timekeeping 🛛 🖓 Q	Δ: Ø
	iheet V	Anna Beckwith Senior Lecturer II	
	rt Time	Return to Manage Exceptions Monday, Jan 4, 2016	
	ly Time Entry	Submitted Time	
	ly Time Summary	+ Elapsed Punch	
	ole Time	REG - Regular Pay SERS Eligibl 8.001 Hours	>
	e / Comp Time	y	Total 8.001 hours
	ge Exceptions	Exceptions	
	ger Search Options	UC0005A0 - ERROR - Base Hrs <> Sched Hrs	High
	ge Schedules		