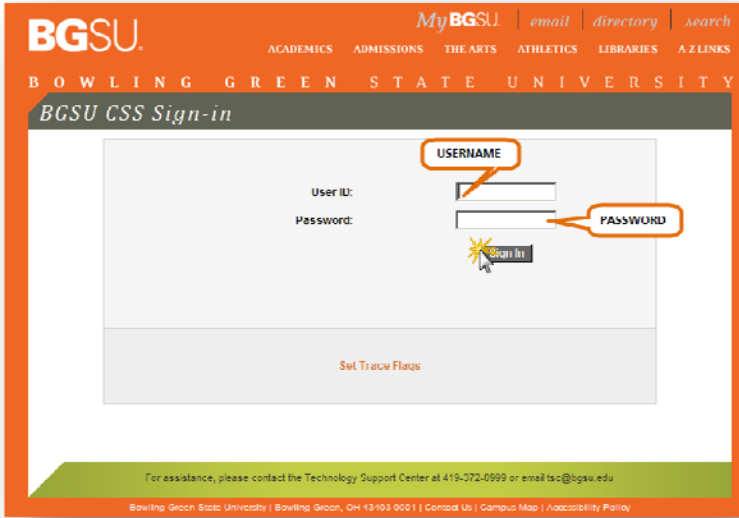
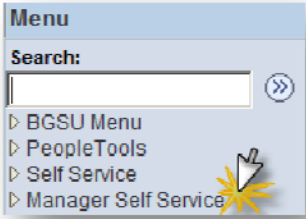


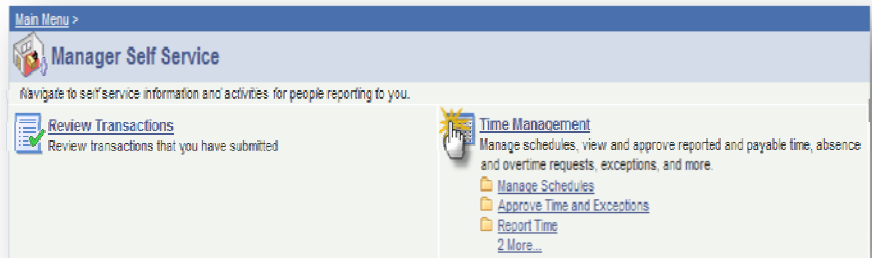
MANAGING EXCEPTIONS

<p>What do I do?</p>	<p>The Managing Exceptions process is generated for a number of reasons and it is important to understand why exceptions are generated. The process begins at the CSS sign in page:</p> <ol style="list-style-type: none"> 1. Log into CSS system 2. Navigate to the Manager Self Service 3. Navigate to the Time Management folder 4. Navigate to Approve Time and Exceptions folder 5. Navigate to the Exceptions page 6. Look Up Group ID or Employee 7. Search employee(s) – Get Employees 8. View Severity Levels 9. Allow Approval 10. Save approved confirmation 11. Return to Manage Exceptions page
<p>Where do I go?</p>	<p>Manager Self Service>Time Management>Approve Time and Exceptions>Exceptions</p>
<p>SECTION I NAVIGATION</p> <p>Step 1: Log into the CSS system</p>	
<p>Step 2: Click</p> <ul style="list-style-type: none"> • Manger Self Service <p>From the main menu, select <u>Manager Self Service</u></p>	

MANAGING EXCEPTIONS

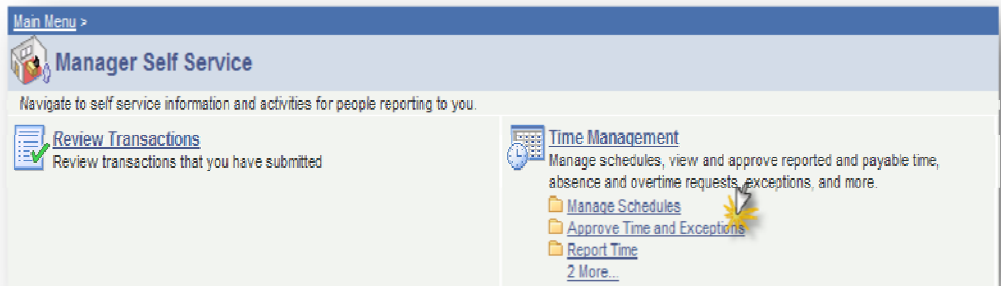
- Step 3:** Click
- Time Management

Navigate through [Time Management](#) to access the Approve and Exceptions folder.



- Step 4:** Click
- Approve Time and Exceptions folder

Navigating through Time Management, the [Approval Time and Exception](#) folder allows you to view all pages within the folder.



- Step 5:** Click
- Exceptions link

The [Exceptions](#) page allows you to manage exceptions.



SECTION II Employee Selection Criteria

- Step 6:** Look Up
- Group ID

The criteria you enter will be used to search *groups or employees* that you need to review for any exceptions.

Choose your Department Group.

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

MANAGING EXCEPTIONS

- Step 6a:** Enter
- Position Number

You can further define the Employee Selection Criteria by adding a Position Number to the Report To Position Number field.

When you search by Group ID and Position Number the results will provide only the employees that meet the specified search criterion.

- Step 7:** Click
- Get Employees

SECTION III EXCEPTIONS RESULTS

- Step 8:** View
- Severity column

Severity Level:

Low
Medium
High= Contact Payroll

Low & Medium severity exceptions generally, are acceptable; intended to warn you of a potential error condition.

High severity exceptions **cannot** be allowed; the time that caused the exception **must** be corrected in reported time and reprocessed in order to resolve the exception.
Contact Payroll Immediately

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX00440	TRC is not in TRC Program	07/23/2010	David Babbitt	Security Officer 2	High
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Francois Marconi	Housekeeping Manager 2	High
<input type="checkbox"/>	BG_0012	Daily Reported Hours > 24	07/12/2010	Henrietta Fowl	Secretary 2	Medium
<input type="checkbox"/>	BG_0014	Standby Pay Incorrectly Rptd	07/23/2010	Henrietta Fowl	Secretary 2	Medium
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Henrietta Fowl	Secretary 2	Medium

MANAGING EXCEPTIONS

Step 9: Click

- Check Box in the Allow column

To view a specific exception place a check, in the Allow column next to the employee name you wish to allow exceptions for.

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input checked="" type="checkbox"/>	TLX00440	TRC is not in TRC Program	07/23/2010	David Babbitt	Security Officer 2	High
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Francois Marconi	Housekeeping Manager 2	High
<input type="checkbox"/>	BG_0012	Daily Reported Hours > 24	07/12/2010	Henrietta Fowl	Secretary 2	Medium
<input checked="" type="checkbox"/>	BG_0014	Standby Pay Incorrectly Rptd	07/23/2010	Henrietta Fowl	Secretary 2	Medium
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Henrietta Fowl	Secretary 2	Medium

Step 9a: Click

- Save

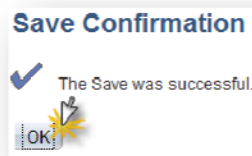
The last step to Allow an Exception(s) is to Save the exceptions that you placed a check next to.



Step 10: Click

- OK

A Save Confirmation message will appear.



Step 11: Repeat process

After you click OK to the save confirmation message you are returned to the Manage Exceptions search results. From here you see that the exception you just Allowed and saved is grayed out.

Continue to process Exceptions by starting the process over until all exceptions have been managed.

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	TLX00440	TRC is not in TRC Program	07/23/2010	David Babbitt	Security Officer 2	High
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Francois Marconi	Housekeeping Manager 2	High
<input type="checkbox"/>	BG_0012	Daily Reported Hours > 24	07/12/2010	Henrietta Fowl	Secretary 2	Medium
<input checked="" type="checkbox"/>	BG_0014	Standby Pay Incorrectly Rptd	07/23/2010	Henrietta Fowl	Secretary 2	Medium
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	07/19/2010	Henrietta Fowl	Secretary 2	Medium