What do I do?	<ul> <li>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:</li> <li>Log into CSS system</li> <li>Navigate to the Manager Self Service</li> <li>Navigate to the Time Management folder</li> <li>Navigate to Approve Time and Exceptions folder</li> <li>Navigate to the Exceptions page</li> <li>Look Up Group ID or Employee</li> <li>Search employee(s) – Get Employees</li> <li>View Severity Levels</li> <li>Allow Approval</li> <li>Save approved confirmation</li> <li>Return to Manage Exceptions page</li> </ul>
Where do I go?	Manager Self Service>Time Management>Approve Time and Exceptions>Exceptions
SECTION I NAVIGATION Step 1: Log into the CSS system	MyBGSU email directory sorch   ACADEMICS ADMISSIONS THEARS ATHLETIS LIBRARES ALLINS B O W LING G G REEEN STATE UNIVERSITY BGSUCSS Sign-in   User ID: User ID:   PSSWORD: User ID:   PSSWORD: Sultrace Page   Extractor Page   Extractor page   Extractor page context the Texningy Support Centre of 418-0272-0090 ar extent to Keel Addition page   Extractor page for the Device of 1990 0001   Centre of the Device Mate   Addition page
Step 2: Click • Manger Self Service From the main menu, select <u>Manager Self Service</u>	Menu         Search:       >>         D       BGSU Menu         D       PeopleTools         D       Self Service         D       Manager Self Service

Step 3: Click <ul> <li>Time Management</li> </ul> <li>Navigate through <u>Time</u> <ul> <li><u>Management</u> to access the</li> <li>Approve and Exceptions folder.</li> </ul></li>	Main Menu >         Manager Self Service         Navigate to self service information and activities for people reporting to you.         Review Transactions         Review Transactions that you have submitted         Ime Manage Schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.         Manage Schedules         Approve Time and Exceptions         2 libre
<ul> <li>Step 4: Click <ul> <li>Approve Time and Exceptions folder</li> </ul> </li> <li>Navigating through Time Management, the <u>Approval Time and Exception</u> folder allows you to view all pages within the folder.</li> </ul>	Manager Self Service         Navigate to self service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people reporting to you.         Image Service information and activities for people report information and approve reported and payable time, absence and overtime requests exceptions, and more.         Image Manage Schedules         Image Schedules         Im
Step 5: Click <ul> <li>Exceptions link</li> </ul> The <u>Exceptions</u> page allows you to manage exceptions.	Manager Self Service > Time Management >         Approve Time and Exceptions       Edit "Approve Time and Exceptions" Folder         Approve reported or payable time, overtime and absence requeets, and manage exceptions.       Edit "Approve Time and Exceptions" Folder         Reported Time       Payable Time       Exceptions         Approve reported time and task details for a day, week, or time period.       Emiliary Payable time.       Exceptions         Nanage exceptions for a group of time reporters.       Nanage exceptions for a group of time reporters.       Nanage exceptions for a group of time reporters.
SECTION II Employee Selection Criteria	Employee Selection Criteria      Description      Look Up      Value
Step 6: Look Up • Group ID	Group ID Group ID
The criteria you enter will be used to search <u>groups or employees</u> that you need to review for any exceptions.	Employation Number
Choose your Department Group.	Clear Selection Criteria Save Selection Criteria Get Employees



Step 9: Click     Check Box in the Allow	Exceptions			End   🖉   🔠 First 🗹 1-10 (	ot 1U 🖸 Last
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