
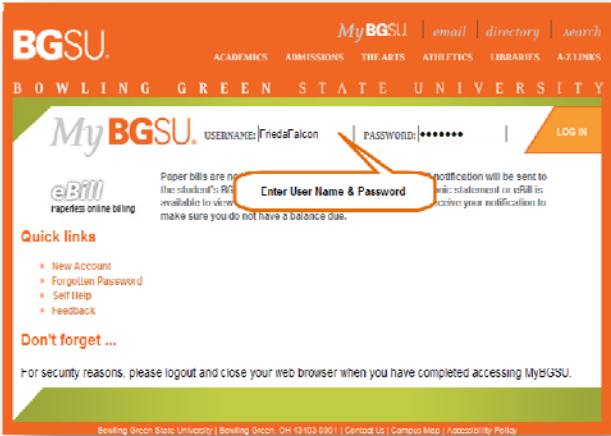


# RESOLVING EXCEPTIONS

<p><b>What do I do?</b> <b>Process Overview</b></p> <p>For purposes of this reference you will approve time for a biweekly employee.</p>	<p>The purpose of this reference guide is to assist you as you perform the Time &amp; Labor Supervisor and/or Time Administrator duties. This document is set up according to the steps a Supervisor/Time Administrator will complete in order to approve reported time.</p> <ol style="list-style-type: none"> <li>1. Click <b>MyBGSU</b></li> <li>2. Enter Username and Password</li> <li>3. Navigate <b>Employee Self Service &gt; Time and Labor Supervisor &gt; Select Approve My Monthly or Approve My Biweekly Reporters</b></li> <li>4. Click <b>Employee Name</b></li> <li>5. Click <b>Update/Deny Comments</b></li> <li>6. Click <b>Exception icon – review exception descriptions and severity of exception</b></li> <li>7. <b>Revise Reported Time</b></li> <li>8. <b>Submit revisions</b></li> <li>9. <b>Click Approve Selected</b></li> <li>10. <b>Click OK – Approve Selected time</b></li> <li>11. <b>Click OK – Approval Confirmation</b></li> </ol>
<p><b>Where do I go?</b></p>	<p><b>MyBGSU&gt;Employee Self-Service&gt;Time and Labor Supervisor</b></p>
<p><b>SECTION I</b> <b>NAVIGATION</b></p> <p><b>Step 1: Click MyBGSU</b></p> <p><u>Supervisors &amp; Time Administrators approve employee’s time through the MyBGSU portal.</u></p> <p><u>Supervisors have the ability to access Time and Labor from “off campus”</u></p> <p>From the bgsu.edu home page access MyBGSU.</p>	 <p>The screenshot shows the BGSU homepage with the 'MyBGSU' link highlighted in the top navigation bar. Below the navigation bar, there is a banner for 'A HELPING HAND TOWARD SUCCESS' and several sections including 'QUICK LINKS', 'UNIVERSITY NEWS', 'TOOLS', and 'MEDIA SPOTLIGHT'.</p>
<p><b>Step 2: Enter Username and Password</b></p> <p>Access MyBGSU and enter your username and password.</p>	 <p>The screenshot shows the MyBGSU login page. A callout box with the text 'Enter User Name &amp; Password' points to the 'USER NAME' field (containing 'fired@falcon') and the 'PASSWORD' field (containing '*****'). The page also includes a 'LOG IN' button and a 'Quick links' section.</p>

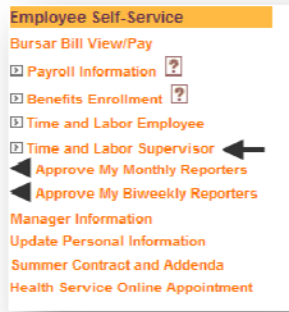
# RESOLVING EXCEPTIONS

**Step 3:** Click

- Time and Labor Supervisor
- Approve My Monthly or Biweekly Reporters

**NOTE: only the Time and Labor Supervisors are able to approve time off-campus!**

For purposes of this reference approval of biweekly reported time is being used.



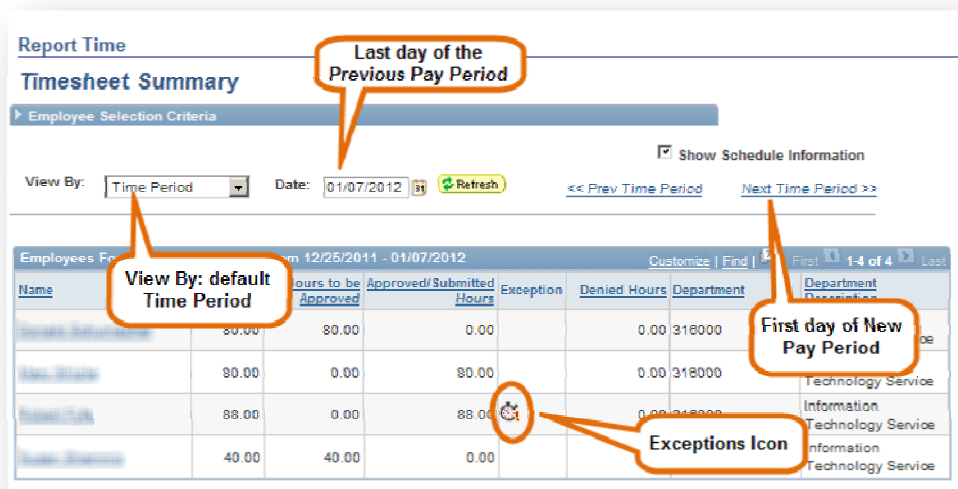
## SECTION II: Timesheet Summary

**Step 4:** Double-click the Employee Name that has the Exception Icon

When an employee has an exception an exception icon will appear



The Previous Pay Period & Next Time Period helps you navigate to the last day of the previous pay period or to the first day of a pay period.

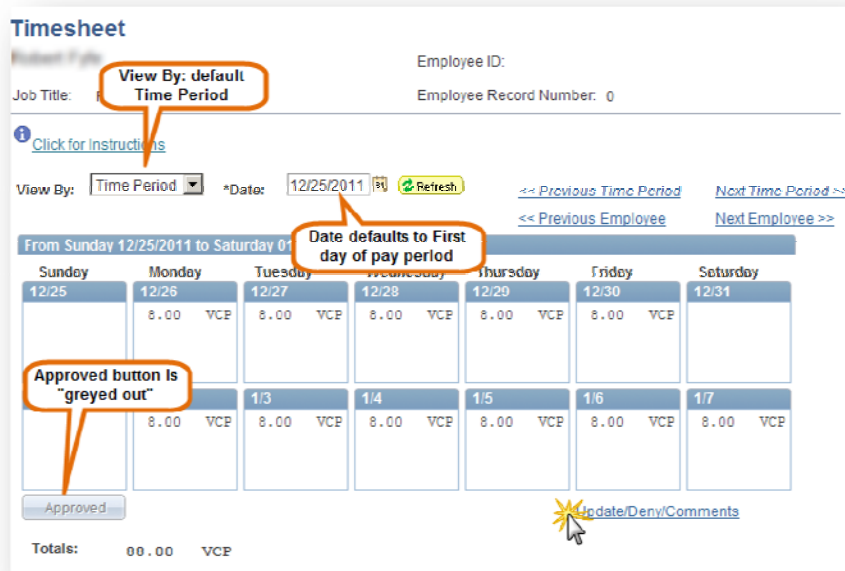


## Section III Timesheet Calendar

**Step 5:** Click Update/Deny/Comments

When an employee has an exception the only action that can be completed is to click the Update/Deny Comments link/

Clicking the Update/Deny/Comments link takes you to the employee's detailed Timesheet.



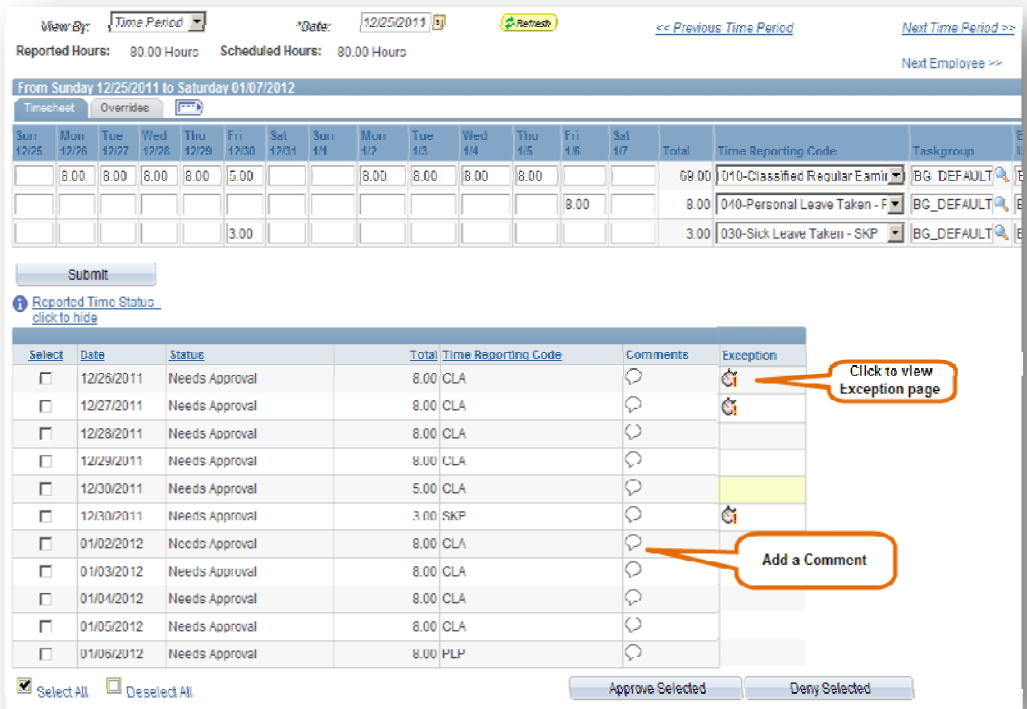
# RESOLVING EXCEPTIONS

## Section IV Timesheet

Step 6: Click  Exceptions icon

Notice the Timesheet automatically displays the Reported Time Status view.

**NOTE: to add a comment to an employee's time reported you must be on the employee's Timesheet detail page.**






View By: Time Period \*Date: 12/25/2011 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours Next Employee >>

From Sunday 12/25/2011 to Saturday 01/07/2012

Time Period	Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total	Time Reporting Code	Taskgroup
		8.00	8.00	8.00	8.00	5.00			8.00	8.00	8.00	8.00			69.00	010-Classified Regular Eamir	BG_DEFAULT
													8.00		8.00	010-Personal Leave Taken - F	BG_DEFAULT
						3.00									3.00	030-Sick Leave Taken - SKP	BG_DEFAULT

**Reported Time Status** [click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments	Exception
<input type="checkbox"/>	12/26/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/27/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/28/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/29/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/30/2011	Needs Approval	5.00	CLA		
<input type="checkbox"/>	12/30/2011	Needs Approval	3.00	SKP		
<input type="checkbox"/>	01/02/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/03/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/04/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/05/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/06/2012	Needs Approval	8.00	PLP		

Select All  Deselect All

## Section V Exceptions

Step 7: Revise Submitted Time

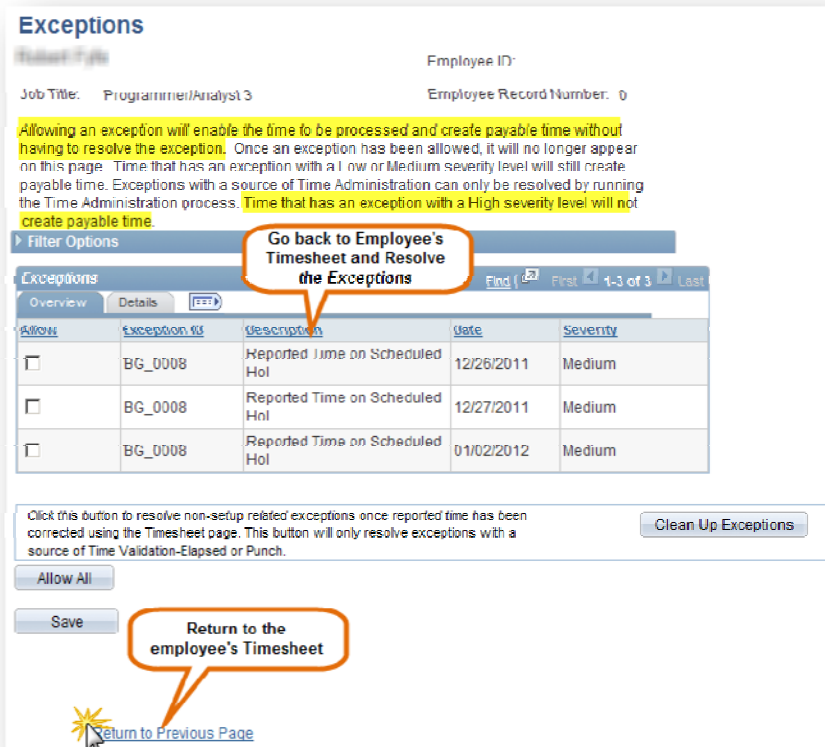
Click [Return to Previous Page](#)

View the "Severity" column

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**



### Exceptions

Employee ID:    
Job Title: Programmer/Analyst 3 Employee Record Number: 0

**Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception.** Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. **Time that has an exception with a High severity level will not create payable time.**

**Go back to Employee's Timesheet and Resolve the Exceptions**

Allow	Exception ID	Description	Date	Severity
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	12/26/2011	Medium
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	12/27/2011	Medium
<input type="checkbox"/>	BG_0008	Reported Time on Scheduled Hol	01/02/2012	Medium

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

**Return to the employee's Timesheet**

[Return to Previous Page](#)

# RESOLVING EXCEPTIONS

## Step 8: Remove reported time Click Submit

In order to resolve the Exceptions you must delete the time reported in the dates that were a holiday. Once you have deleted the reported time you must resubmit the reported time again.

View By: **Time Period** \*Date: 12/25/2011 Refresh

Reported Hours: 00.00 Hours Scheduled Hours: 00.00 Hours

From Sunday 12/25/2011 to Saturday 01/07/2012

Time Period	Overrides	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
Sun 12/25			8.00	8.00	8.00	8.00	5.00			8.00	8.00	8.00	8.00			69.00	010-Classified Regular Earnin	BG-DEFAULT
														8.00		8.00	040-Personal Leave Taken - F	BG-DEFAULT
							3.00									3.00	030-Sick Leave Taken - SKP	BG-DEFAULT

Submit

Reported Time Status - click to hide

Remove reported time

Select	Date	Status	Total	Time Reporting Code	Comments	Exception
<input type="checkbox"/>	12/26/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/27/2011	Needs Approval	8.00	CL A		
<input type="checkbox"/>	12/28/2011	Needs Approval	0.00	CLA		
<input type="checkbox"/>	12/29/2011	Needs Approval	0.00	CLA		
<input type="checkbox"/>	12/30/2011	Needs Approval	5.00	CLA		
<input type="checkbox"/>	12/30/2011	Needs Approval	3.00	SKP		
<input type="checkbox"/>	01/02/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/03/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/04/2012	Needs Approval	8.00	CL A		
<input type="checkbox"/>	01/05/2012	Needs Approval	0.00	CLA		
<input type="checkbox"/>	01/06/2012	Needs Approval	0.00	PLP		

Select All Deselect All Approve Selected Deny Selected

## Step 9: Click Approve Selected

Once the reported time has been corrected and resubmitted, the Reported Status section will reflect the changes. Notice that once the Exception(s) have been resolved the Exceptions column is removed from the Reported Time Status section.

Select the reported time to be approved and click the Approve Selected button.

View By: **Time Period** \*Date: 12/25/2011 Refresh

Reported Hours: 56.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 12/25/2011 to Saturday 01/07/2012

Time Period	Overrides	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
Sun 12/25					8.00	8.00	5.00				8.00	8.00	8.00			45.00	010-Classified Regular Earnin	BG-DEFAULT
														8.00		8.00	040-Personal Leave Taken - F	BG-DEFAULT
							3.00									3.00	030-Sick Leave Taken - SKP	BG-DEFAULT

Submit

Reported Time Status - click to hide

Reported time has been removed

Reported Time has been removed

Reported Time has been removed from Reported Time Status 12/26, 12/27, 1/2

Exceptions column is gone

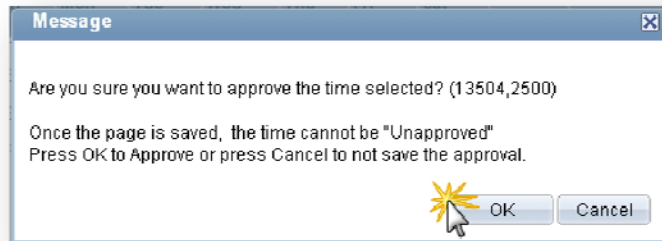
Select	Date	Status	Total	Time Reporting Code	Comments	Exception
<input type="checkbox"/>	12/28/2011	Needs Approval	8.00	CLA		
<input type="checkbox"/>	12/29/2011	Needs Approval	8.00	CL A		
<input type="checkbox"/>	12/30/2011	Needs Approval	5.00	CLA		
<input type="checkbox"/>	12/30/2011	Needs Approval	3.00	SKP		
<input type="checkbox"/>	01/03/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/04/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/05/2012	Needs Approval	8.00	CLA		
<input type="checkbox"/>	01/06/2012	Needs Approval	8.00	PLP		

Select All Deselect All Approve Selected Deny Selected

# RESOLVING EXCEPTIONS

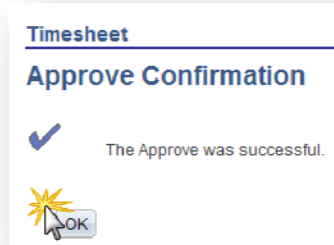
**Step 10: Click OK**

Continue to approve the selected reported time, Click OK.



**Step 11: Click OK**

Finalize the approval process, click OK.



**Review Status**

Review the Reported Time Status section. If the approval process is successful all time status will reflect Approved.

View By: Time Period \*Date: 12/25/2011 Refresh << Previous Time Period Next Time Period >>  
 Reported Hours: 58.00 Hours Scheduled Hours: 80.00 Hours Next Employee >>

From Sunday 12/25/2011 to Saturday 01/07/2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7		
			8.00	8.00	5.00				8.00	8.00	8.00			45.00	010-Classified Regular Earning
												8.00		8.00	040 Personal Leave Taken F
					3.00									3.00	030 Sick Leave Taken SKP

**Reported Time Status - click to hide**

Date	Status	Total	Time Reporting Code	Comments
12/28/2011	Approved	8.00	CI A	
12/29/2011	Approved	8.00	CLA	
12/30/2011	Approved	5.00	CI A	
12/30/2011	Approved	3.00	SKP	
01/03/2012	Approved	8.00	CI A	
01/04/2012	Approved	8.00	CLA	
01/05/2012	Approved	8.00	CLA	
01/06/2012	Approved	8.00	PLP	

Revised 3/12/2012