# RESOLVING EXCEPTIONS

## What do I do?

### Process Overview

For purposes of this reference you will approve time for a biweekly employee.

The purpose of this reference guide is to assist you as you perform the Time & 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.

1. **Click MyBGSU**
2. **Enter Username and Password**
3. **Navigate Employee Self Service > Time and Labor Supervisor > Select Approve My Monthly or Approve My Biweekly Reporters**
4. **Click Employee Name**
5. **Click Update/Deny Comments**
6. **Click Exception icon – review exception descriptions and severity of exception**
7. **Revise Reported Time**
8. **Submit revisions**
9. **Click Approve Selected**
10. **Click OK – Approve Selected time**
11. **Click OK – Approval Confirmation**

## Where do I go?

**MyBGSU > Employee Self-Service > Time and Labor Supervisor**

### SECTION I

#### NAVIGATION

**Step 1: Click MyBGSU**

Supervisors & Time Administrators approve employee’s time through the MyBGSU portal.

Supervisors have the ability to access Time and Labor from “off campus”

From the bgsu.edu home page access MyBGSU.

**Step 2: Enter Username and Password**

Access MyBGSU and enter your username and password.

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**Page 1 of 5**
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.
### 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Task Description</th>
<th>Total Time Reporting Code</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-12-01</td>
<td>10:00</td>
<td>Task 1</td>
<td>8.00 CLA</td>
<td></td>
</tr>
<tr>
<td>2021-12-02</td>
<td>09:30</td>
<td>Task 2</td>
<td>5.00 CLA</td>
<td></td>
</tr>
</tbody>
</table>

### 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

**Figure:**
- Click to view exception page
- Add a Comment
- Go back to Employee's Timesheet and Resolve the Exceptions
- Return to the employee's Timesheet
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.

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.
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.