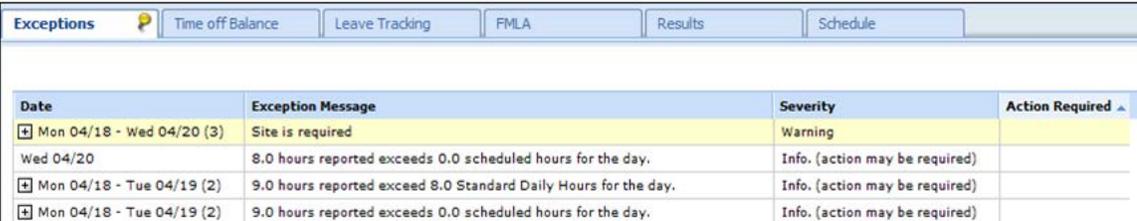


Manager/Timekeeper - Exception Handling

1.	<p>An exception is a conflict noted between time and attendance information and the rules under which the timesheet is processed. Exceptions generate messages which appear in the Exceptions tab on the Time Entry window. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.</p>										
2.	<p>The Exceptions tab presents exceptions. Each exception shows the:</p> <ul style="list-style-type: none"> • Date of the exception • Exception message describing the problem • Severity of the exception (Informational, Error, or Warning) • Any action which may be required 										
3.	<p>If a time entry has a related exception, a color-coded exception pin appears which, when clicked, displays the Exception tab. The exception messages are also color-coded to identify the level of severity, and sometimes the system is configured to automatically send e-mail notification of the exception to you or another appropriate party. To view exceptions for a specific day, select the Filter exception by day checkbox.</p> <ul style="list-style-type: none"> • White: No exceptions or only informational messages present • Yellow: Warnings present • Red: Errors present <p>By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:</p> <table border="1" data-bbox="280 1209 1362 1705"> <thead> <tr> <th data-bbox="280 1209 628 1304">Severity Level</th> <th data-bbox="628 1209 1362 1304">Field Options</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1304 628 1705" rowspan="7"> <p style="text-align: center;">Least Severe</p>  <p style="text-align: center;">Most Severe</p> </td> <td data-bbox="628 1304 1362 1367">No Exceptions</td> </tr> <tr> <td data-bbox="628 1367 1362 1419">Informational message – no action required</td> </tr> <tr> <td data-bbox="628 1419 1362 1472">Informational message – action may be</td> </tr> <tr> <td data-bbox="628 1472 1362 1524">Warning</td> </tr> <tr> <td data-bbox="628 1524 1362 1577">Warning – paid differently than entered</td> </tr> <tr> <td data-bbox="628 1577 1362 1629">Error – record not paid</td> </tr> <tr> <td data-bbox="628 1629 1362 1705">Error – entire timesheet not paid/held</td> </tr> </tbody> </table>	Severity Level	Field Options	<p style="text-align: center;">Least Severe</p>  <p style="text-align: center;">Most Severe</p>	No Exceptions	Informational message – no action required	Informational message – action may be	Warning	Warning – paid differently than entered	Error – record not paid	Error – entire timesheet not paid/held
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4.	<p>Select any column header (Date, Exception Message, or Action Required) to reorder the list.</p>										

<p>5.</p>	<p>Click the arrow which appears next to the column name to select a different sort order.</p>  <table border="1" data-bbox="284 283 1421 504"> <thead> <tr> <th>Date</th> <th>Exception Message</th> <th>Severity</th> <th>Action Required</th> </tr> </thead> <tbody> <tr> <td>Mon 04/18 - Wed 04/20 (3)</td> <td>Site is required</td> <td>Warning</td> <td></td> </tr> <tr> <td>Wed 04/20</td> <td>8.0 hours reported exceeds 0.0 scheduled hours for the day.</td> <td>Info. (action may be required)</td> <td></td> </tr> <tr> <td>Mon 04/18 - Tue 04/19 (2)</td> <td>9.0 hours reported exceed 8.0 Standard Daily Hours for the day.</td> <td>Info. (action may be required)</td> <td></td> </tr> <tr> <td>Mon 04/18 - Tue 04/19 (2)</td> <td>9.0 hours reported exceeds 0.0 scheduled hours for the day.</td> <td>Info. (action may be required)</td> <td></td> </tr> </tbody> </table>	Date	Exception Message	Severity	Action Required	Mon 04/18 - Wed 04/20 (3)	Site is required	Warning		Wed 04/20	8.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)		Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceed 8.0 Standard Daily Hours for the day.	Info. (action may be required)		Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	
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<p>6.</p>	<p>Time entries associated with exceptions appear on the timesheet marked with a colored pin.</p>																				
<p>7.</p>	<p>Click the pin to display the exception message.</p> 