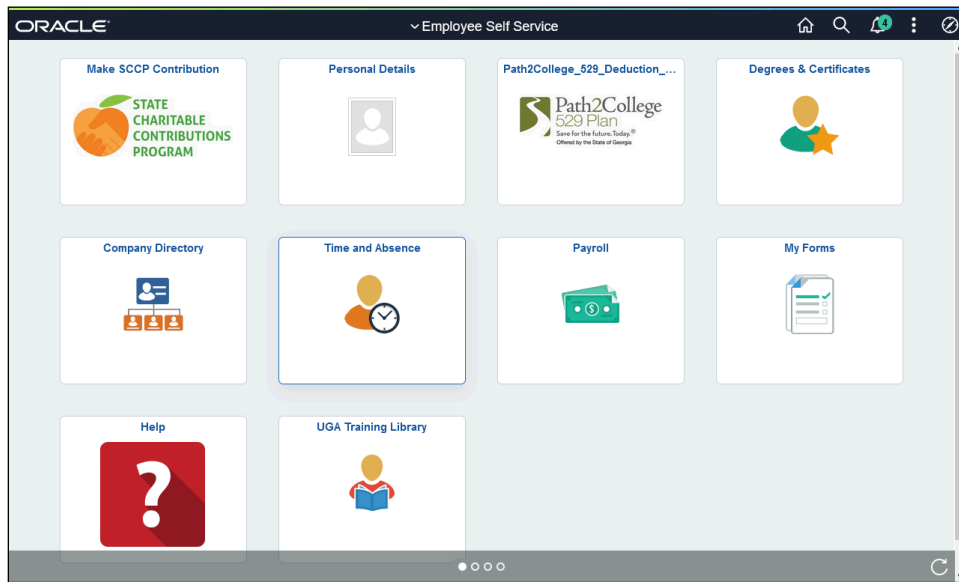





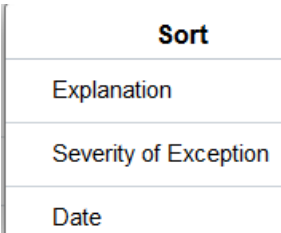
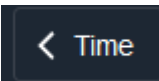
Viewing Your Timesheet Exceptions as an Employee





Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <p>Time and Absence</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Exceptions tile.</p> <p>Exceptions</p> <p>2</p>



Step	Action
3.	<p>The Exceptions page is displayed including any current exceptions.</p> <p>Note: There are two categories of exceptions: High and Medium/Low. High exceptions must be resolved in order for the time to be paid. Examples of high exceptions include invalid punch order or incomplete punch. Medium/Low exceptions can either be resolved or allowed. An example of a medium/low exception is a long shift. Medium and Low exceptions will not prevent the employee from being paid.</p> <p>Exceptions</p>
4.	<p>The Sort button allows you to filter the list of exceptions by Explanation, Severity of Exception and Date.</p> <p>Click the Close button.</p>  <p>The screenshot shows a vertical menu titled "Sort" with three options: "Explanation", "Severity of Exception", and "Date". Each option is preceded by a horizontal line.</p>
5.	<p>You can view the exceptions on your timesheet by clicking the Time button.</p> <p>Note: For High exceptions or other incorrect information on your timesheet, notify your supervisor to correct them on your behalf.</p>  <p>The screenshot shows a dark blue button with a white left-pointing arrow and the text "Time".</p>
6.	<p>You completed the steps to view your timesheet exceptions in OneUSG Connect.</p> <p>End of Procedure.</p>