

How to manage exceptions in the Time and Absence Workcenter:

This job aid outlines how a manager can fix exceptions in the Time and Absence Workcenter.

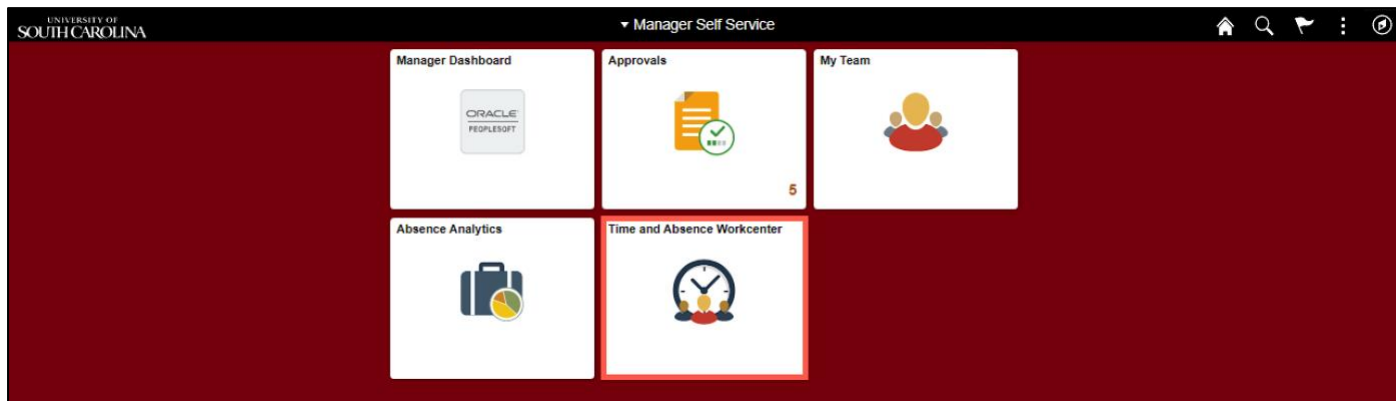
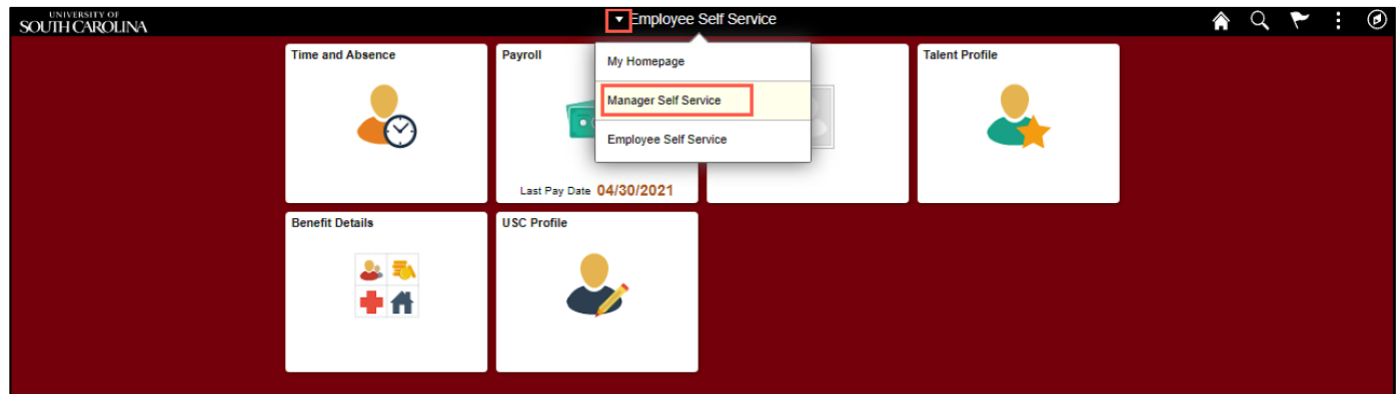
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

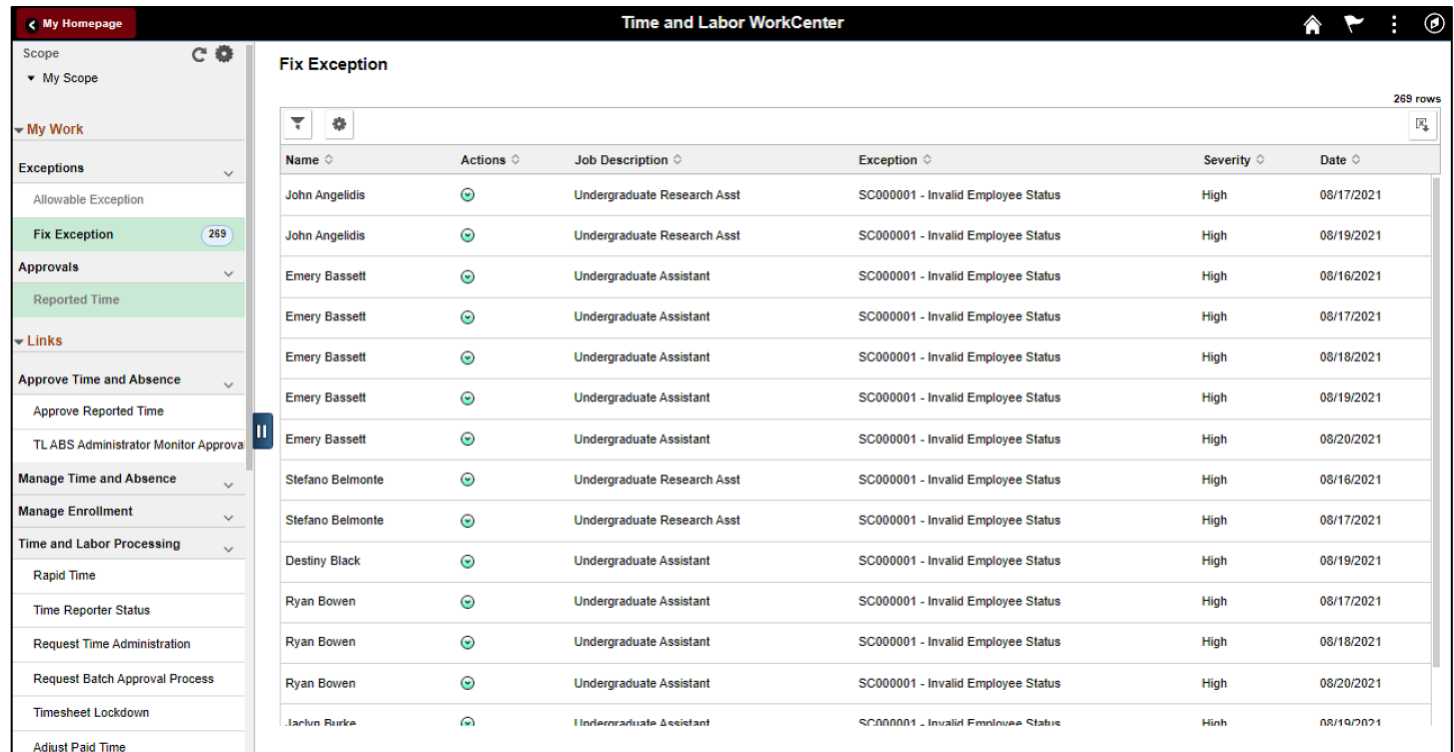
Two types of exceptions:

- Low Severity – this is an allowable exception on the timesheet that will submit and can be processed by Payroll but will need to be marked allowable
- High Severity - timesheet will submit but will not be processed by Time and Labor until fixed

The most common exceptions you see in the Time and Absence Workcenter:

- Invalid Employee Status – High Severity
- Quantity cannot be zero – High Severity
- More than 24 Hours Reported - High Severity
- Partial Sick Absence (LOAS – scheduled work week) – High Severity (Salaried Exempt Temps only)
- Personal Leave Validation (LOAP – full scheduled day) – High Severity (Salaried Exempt Temps only)
- HOLEX only on holiday – High (exempt employee)

All exceptions must be managed.



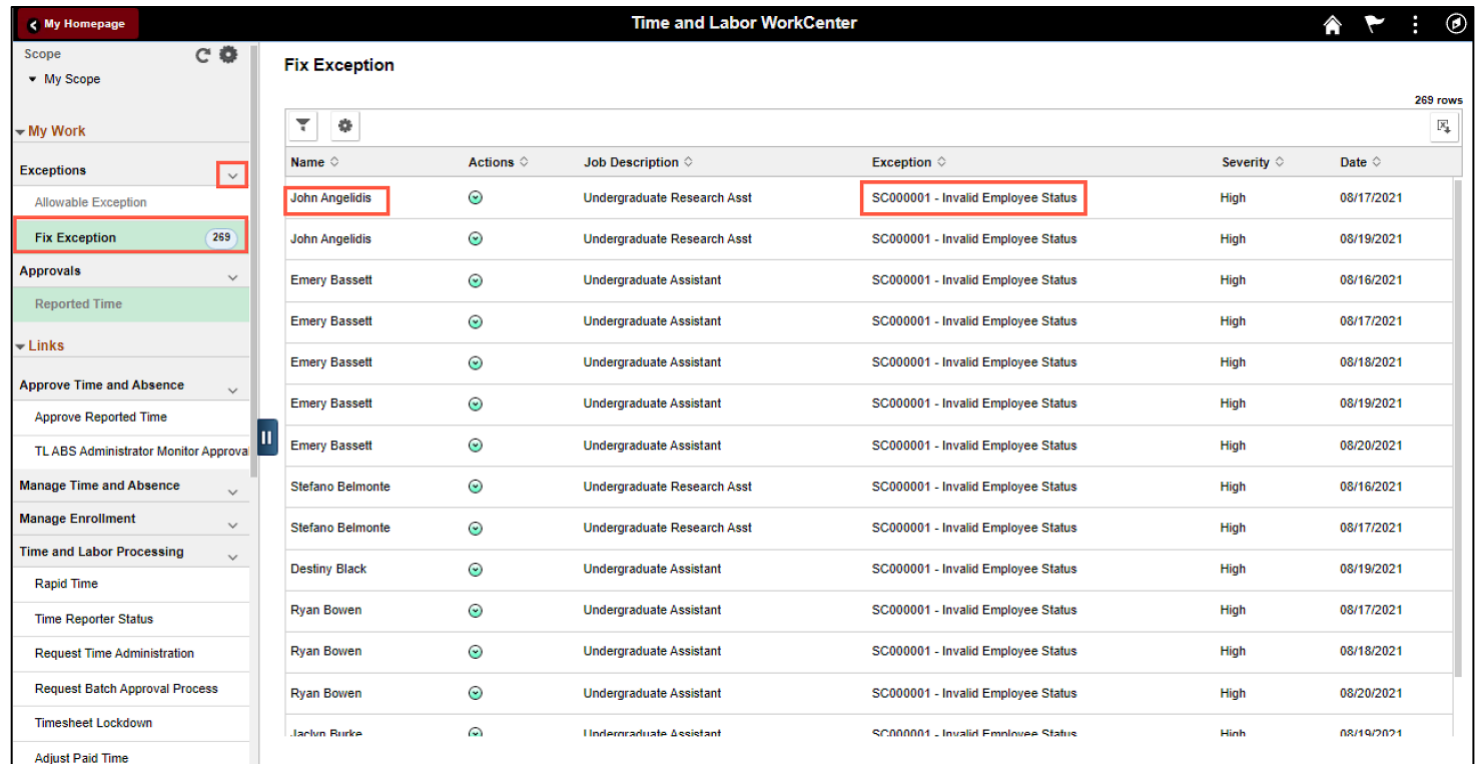
Name	Actions	Job Description	Exception	Severity	Date
John Angelidis	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/17/2021
John Angelidis	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/19/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/16/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/17/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/18/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/20/2021
Stefano Belmonte	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/16/2021
Stefano Belmonte	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/17/2021
Destiny Black	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/17/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/18/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/20/2021
Janlyn Burke	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021

University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

Exception: Invalid Employee Status

Step 3: Click the **Exceptions** drop-down arrow and select **Fix Exceptions** from the list.

Step 4: Make note of the first employee's name on the list and the exception.



The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with categories like 'My Work', 'Approvals', and 'Links'. The 'Fix Exception' option is highlighted in red. The main area displays a table of exceptions. The first row is highlighted with a red box around the employee name 'John Angelidis' and the exception code 'SC000001 - Invalid Employee Status'.

Name	Actions	Job Description	Exception	Severity	Date
John Angelidis	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/17/2021
John Angelidis	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/19/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/16/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/17/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/18/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021
Emery Bassett	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/20/2021
Stefano Belmonte	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/16/2021
Stefano Belmonte	🔄	Undergraduate Research Asst	SC000001 - Invalid Employee Status	High	08/17/2021
Destiny Black	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/17/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/18/2021
Ryan Bowen	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/20/2021
Jacklyn Burke	🔄	Undergraduate Assistant	SC000001 - Invalid Employee Status	High	08/19/2021

University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

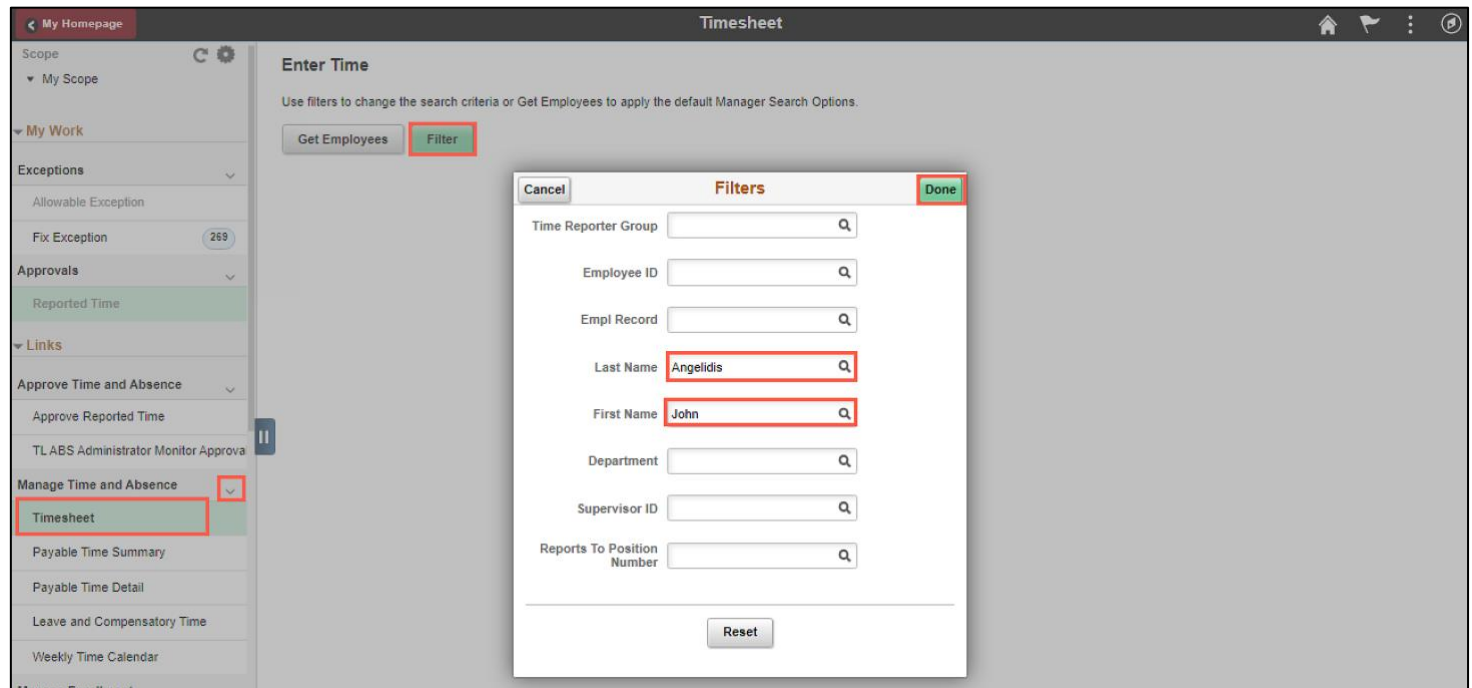
Step 5: To fix the exception on the employee's timesheet, click the **Manage Time and Absence** drop-down arrow and select **Timesheet** from the list.

Step 6: Click the **Filter** button to search for the employee.

Step 7: Click in the **Last Name** field and enter the employee's last name.

Step 8: Click in the **First Name** field and enter the employee's first name.

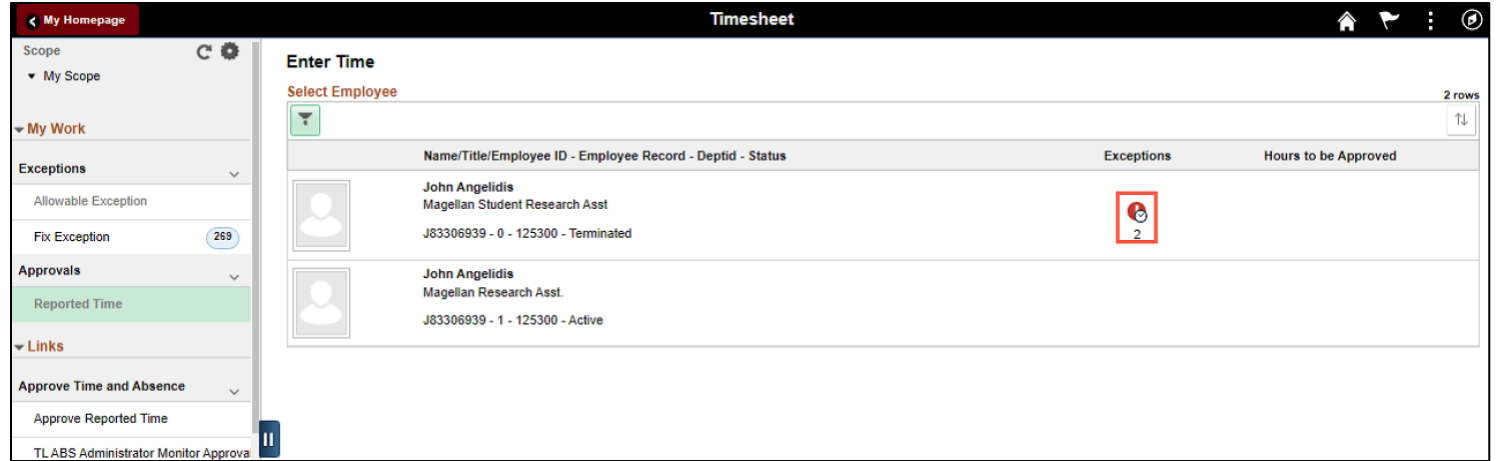
Step 9: Click the **Done** button.



The screenshot shows the 'Timesheet' application interface. On the left is a navigation menu with 'Manage Time and Absence' expanded to show 'Timesheet' selected. The main area is titled 'Enter Time' and contains a 'Filter' button highlighted with a red box. A 'Filters' dialog box is open in the foreground, with 'Last Name' and 'First Name' fields highlighted in red and containing the text 'Angelidis' and 'John' respectively. The 'Done' button in the top right of the dialog is also highlighted in red. Other fields in the dialog include 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the dialog.




University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

Step 10: Click the **Employee** row that has the exception. For this example, the Terminated job has the exception.

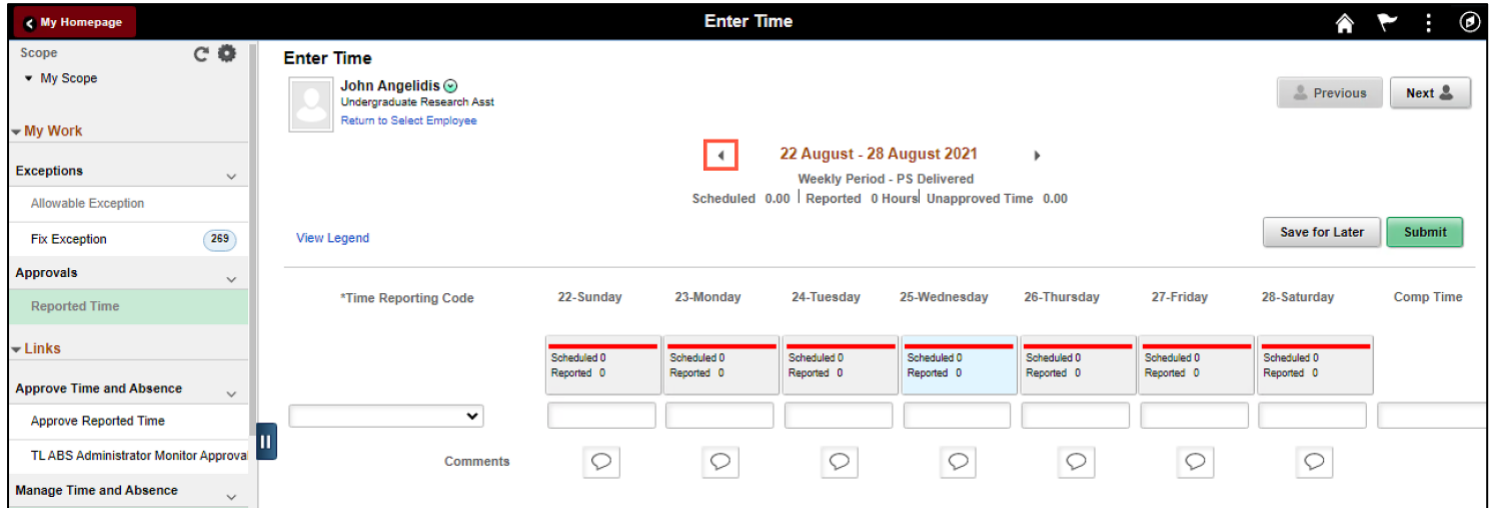


Enter Time

Select Employee

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
 John Angelidis Magellan Student Research Asst J83306939 - 0 - 125300 - Terminated	 2	
 John Angelidis Magellan Research Asst. J83306939 - 1 - 125300 - Active		

Step 11: Click the **Previous Week** arrow to find the weekly period that has the exception.



Enter Time

John Angelidis
Undergraduate Research Asst
Return to Select Employee

Previous Next

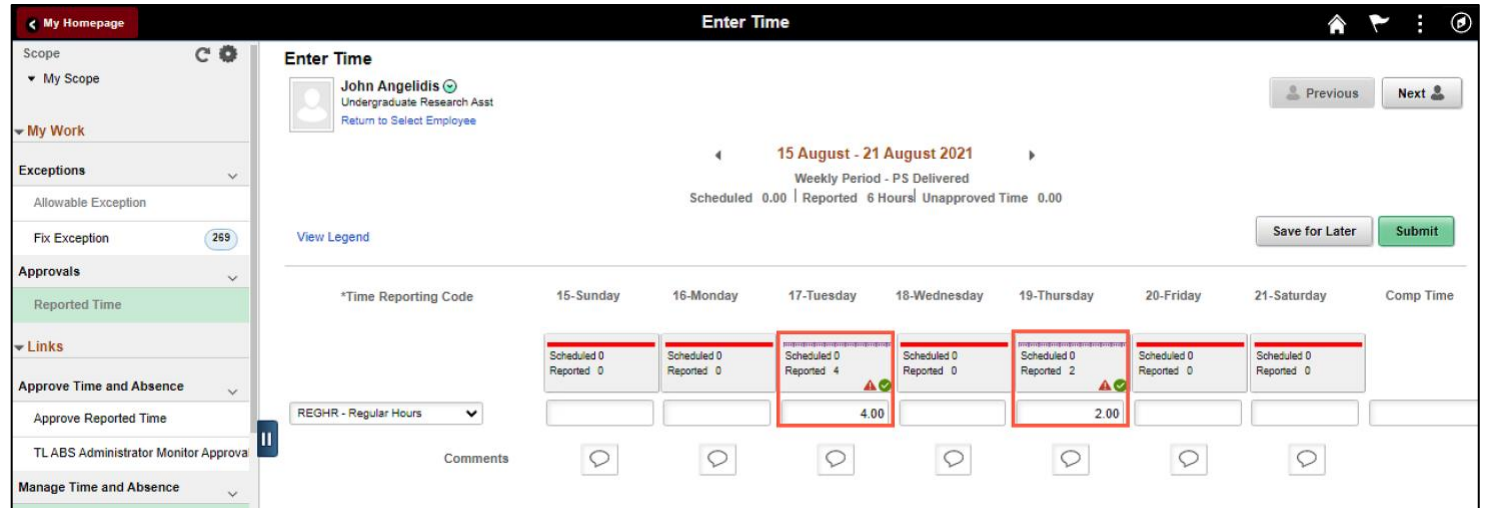
◀ 22 August - 28 August 2021 ▶
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-Saturday	Comp Time
	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0
Comments								

University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

Notice the exception icon identified for August 17 and August 19. This exception is indicating the employee has entered time for days they were not actively employed for that job.

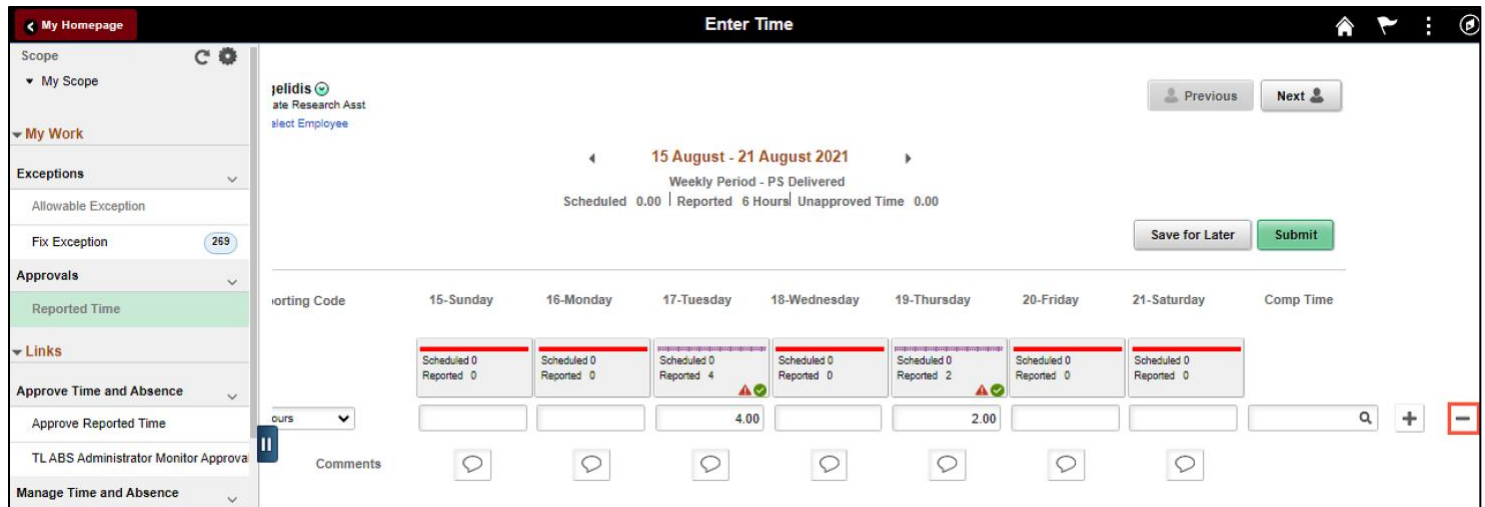


*Time Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0	Scheduled 0 Reported 2	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
REGHR - Regular Hours		4.00		2.00				

Step 12: To remove the exception, scroll to the right and click the – **Minus** button.

If only removing hours from some of the time entry fields, delete the hours, and click the Submit button to save the changes.

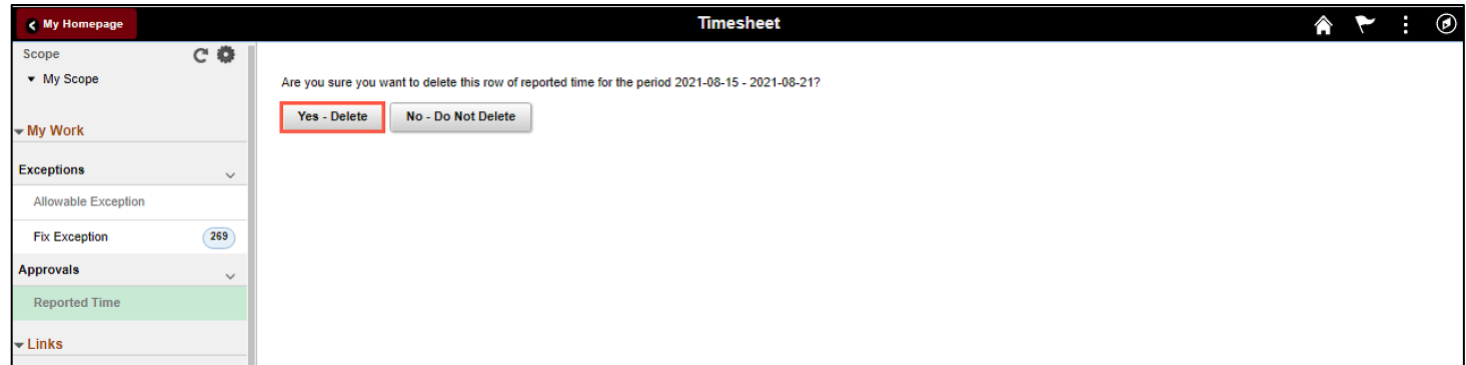
Note: Be sure to make note of the hours entered in the terminated job because they may need to be added to the active job.



Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0	Scheduled 0 Reported 2	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
REGHR - Regular Hours		4.00		2.00				

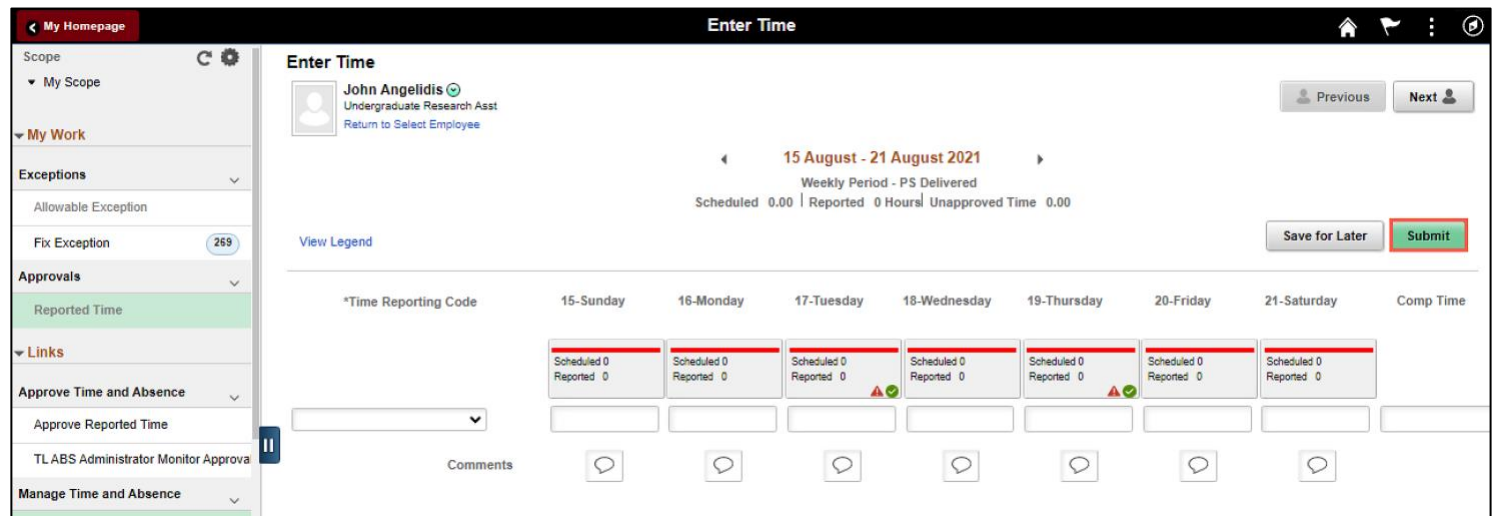
University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

Step 13: Click the **Yes – Delete** button.



Step 14: Click the **Submit** button to prompt the system to accept the changes. This will clear the exception.

Note: The exception will not fall off the Fix Exceptions list until Payroll runs the Time Administration process. If the Exception is no longer visible on the timesheet, then it is good to go.



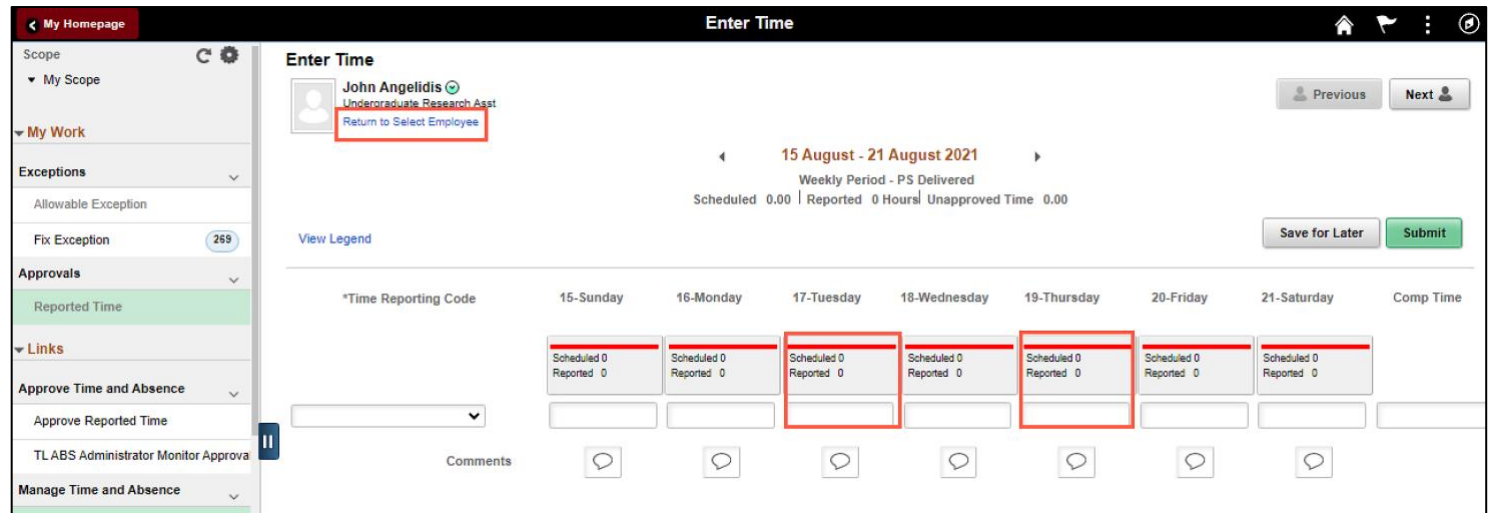
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Notice the exception is no longer visible.

Step 15: Click the **Return to Select Employee** link to view the active job timesheet.

Note: It is very important to review the timesheet for the active job to ensure the student entered the hours worked for the days they entered on the terminated job. If the hours have not been entered, enter the time on their behalf.

Step 16: Click the **Employee Row** for the active job.



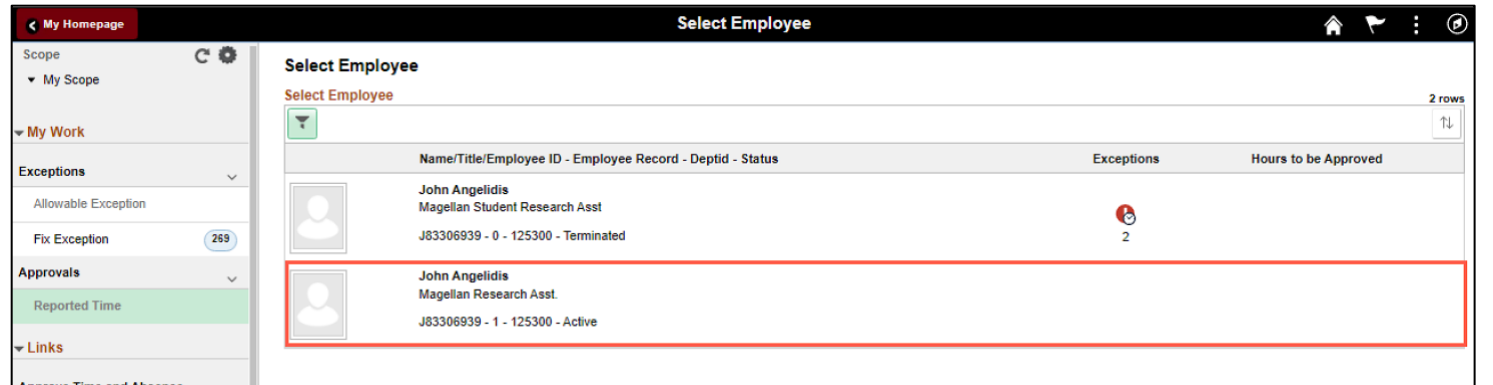
Enter Time

John Angelidis
Undergraduate Research Asst
[Return to Select Employee](#)

15 August - 21 August 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
Comments								



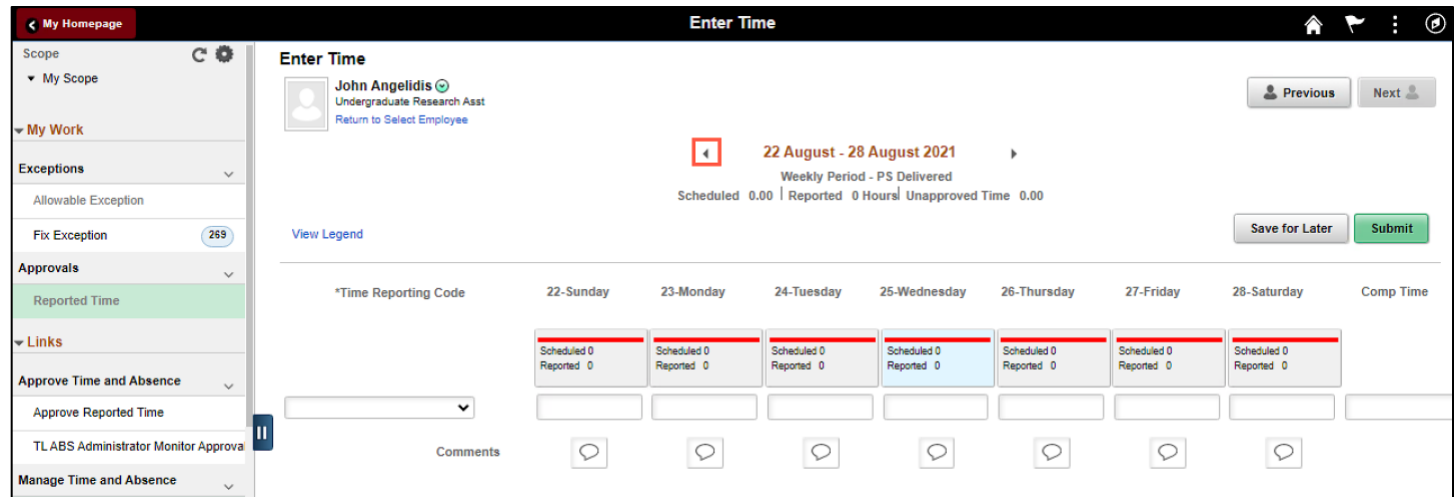
Select Employee

Select Employee

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
John Angelidis Magellan Student Research Asst J83306939 - 0 - 125300 - Terminated	2	
John Angelidis Magellan Research Asst. J83306939 - 1 - 125300 - Active		

University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

Step 17: Click the **Previous Week** arrow to find the weekly period that should have the hours for August 17 and August 19 entered.



Enter Time

John Angelidis
Undergraduate Research Asst

22 August - 28 August 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours | Unapproved Time 0.00

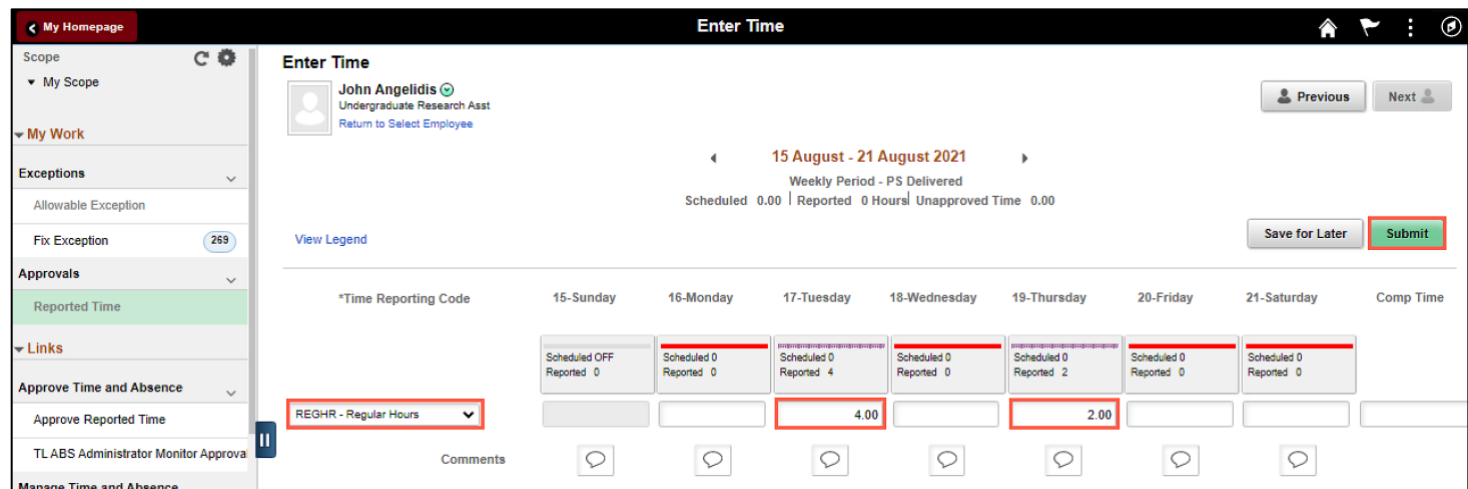
*Time Reporting Code	22-Sunday	23-Monday	24-Tuesday	25-Wednesday	26-Thursday	27-Friday	28-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	

Step 18: In this example, the student has not entered time for active job. To enter the time on their behalf, select the **REGHR – Regular Hours** time reporting code.

Step 19: Enter the appropriate hours in the **Time Entry** fields.

Step 20: Click the **Submit** button.

When a manager enters time on behalf of an employee the timesheet auto approves at submission.



Enter Time

John Angelidis
Undergraduate Research Asst

15 August - 21 August 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours | Unapproved Time 0.00

*Time Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0	Scheduled 0 Reported 2	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
REGHR - Regular Hours			4.00		2.00			

University of South Carolina Time and Labor – MSS Managing Exceptions – Invalid Employee Status

This exception is corrected. Return to the Fix exceptions area to manage those that are remaining.

You successfully learned how to fix the Invalid Employee Status exception on an employee's timesheet.

< My Homepage
Enter Time
🏠 🚩 ⋮

Timesheet is Submitted for the period 2021-08-15 - 2021-08-21

Undergraduate Research Asst
Return to Select Employee
Previous Next

15 August - 21 August 2021
 Weekly Period - PS Delivered
 Scheduled 0.00 | Reported 6 Hours | Unapproved Time 6.00

Save for Later
Submit

*Time Reporting Code	15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 4	Scheduled 0 Reported 0	Scheduled 0 Reported 2	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
REGHR - Regular Hours		4.00		2.00				
Comments								

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
08/17/2021	Approved	4.00	REGHR	Regular Hours	0.00
08/19/2021	Approved	2.00	REGHR	Regular Hours	0.00