UNIVERSITY OF South Carolina

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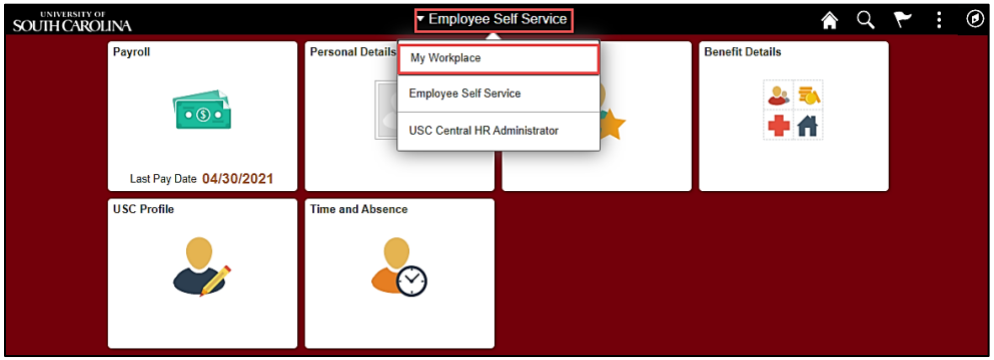
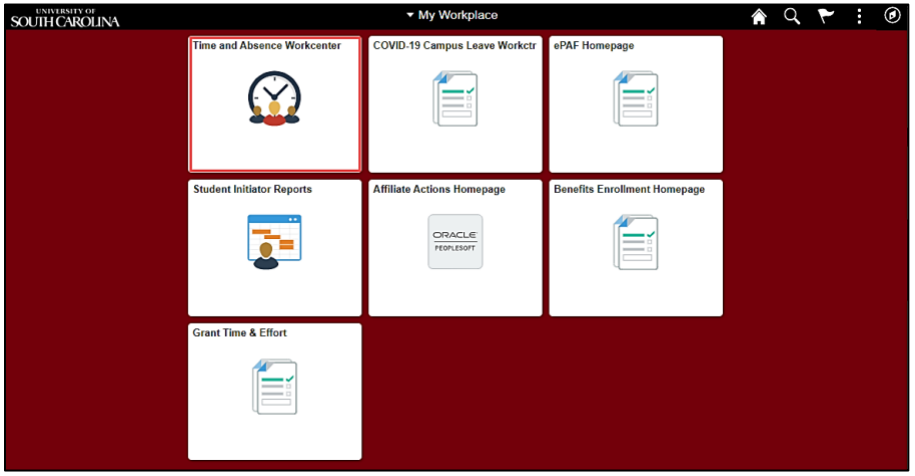
Time and Labor – TL/ABS Approver
Managing Exceptions – Invalid Employee Status

How to manage exceptions in the Time and Absence Workcenter: This job aid outlines how a TL/ABS Approver can fix exceptions in the Time and Absence Workcenter.	
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

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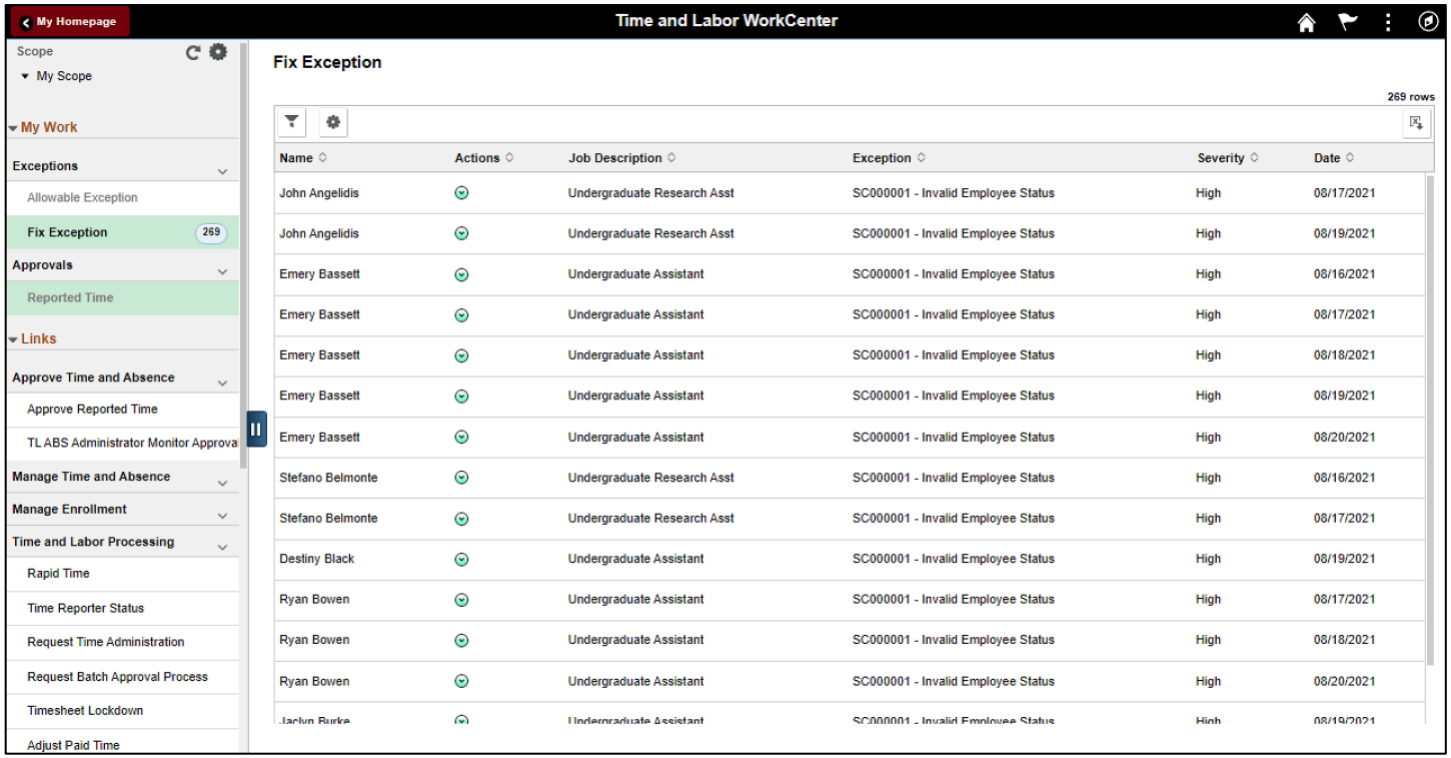
Two types of exceptions:

- 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)

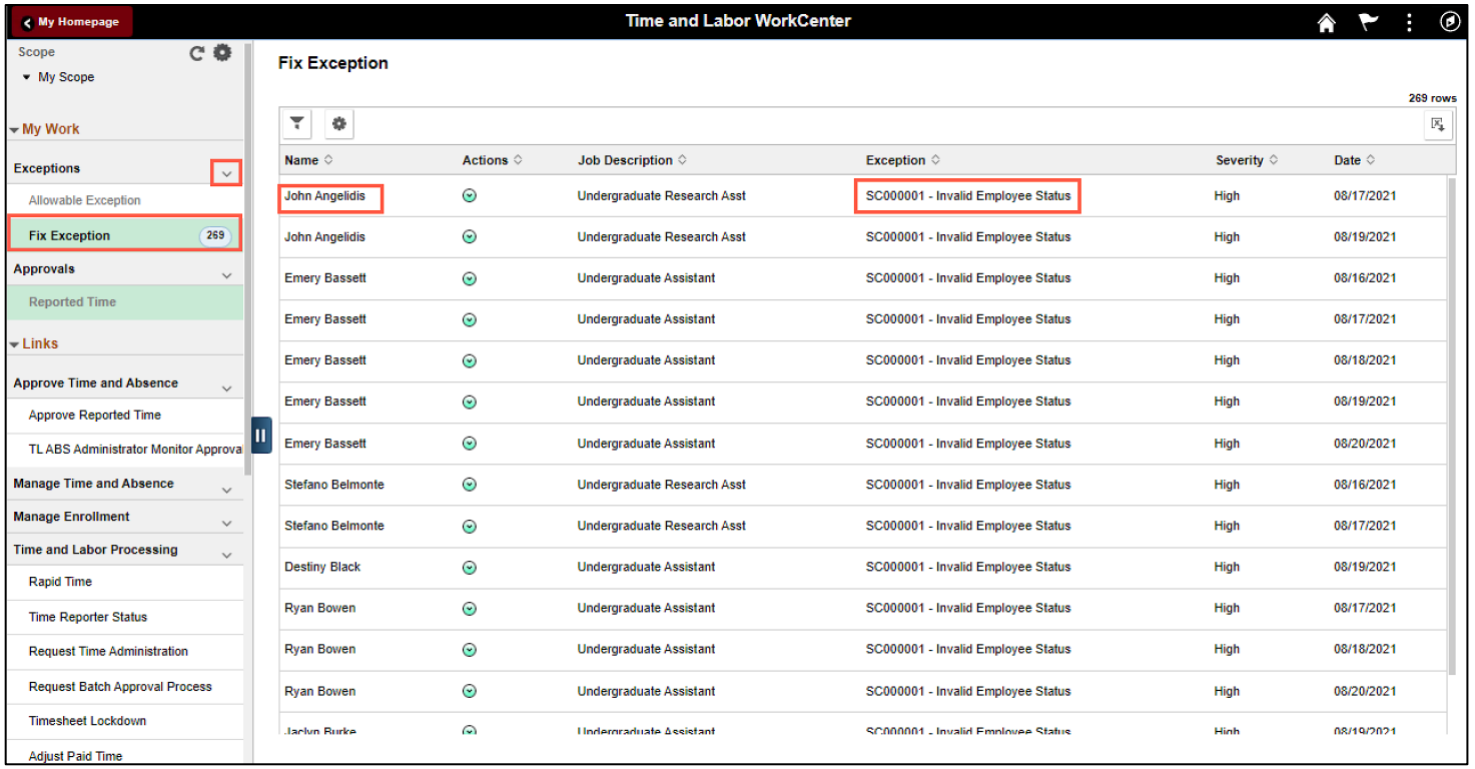
All exceptions must be managed.



Exception #1: 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.



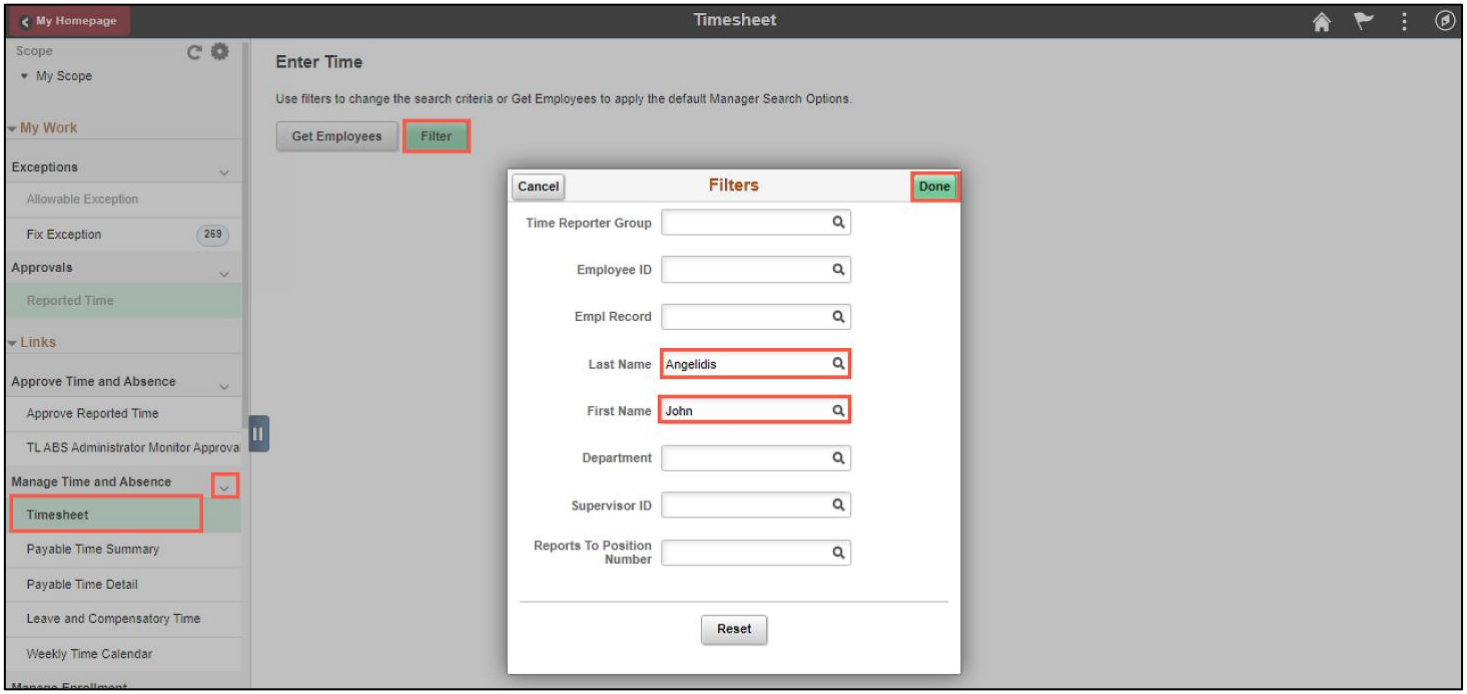
Step 5: To fix the exception on the employee's timesheet, click the **Manage Time and Absence** drop-down arrow and select **Timesheet** from the list.

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

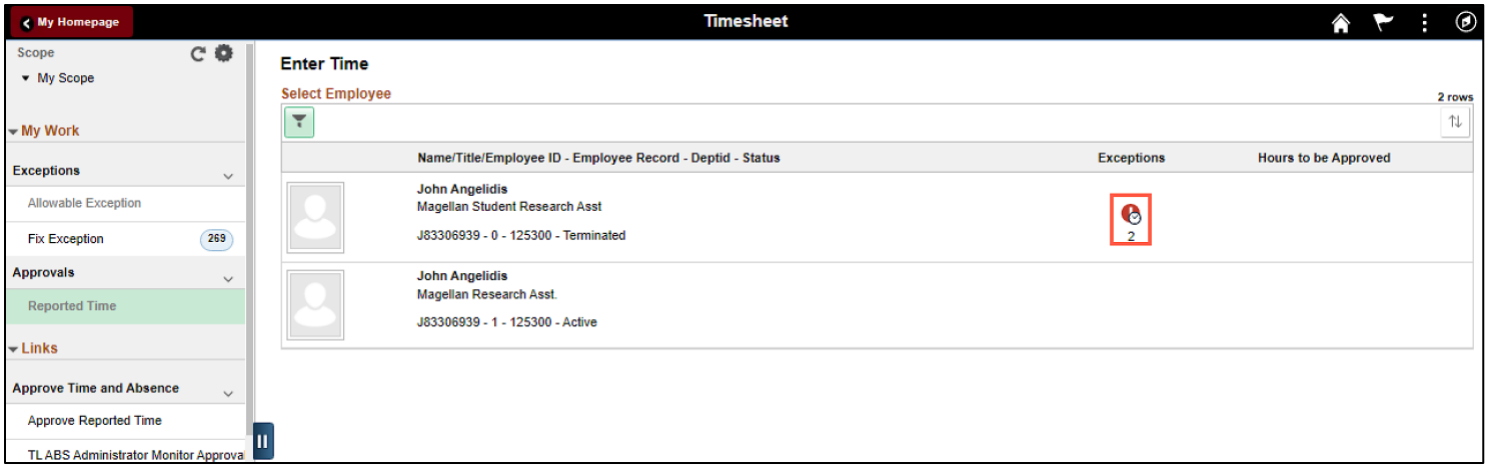
Step 7: Click in the **Last Name** field and enter the employee's last name.

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

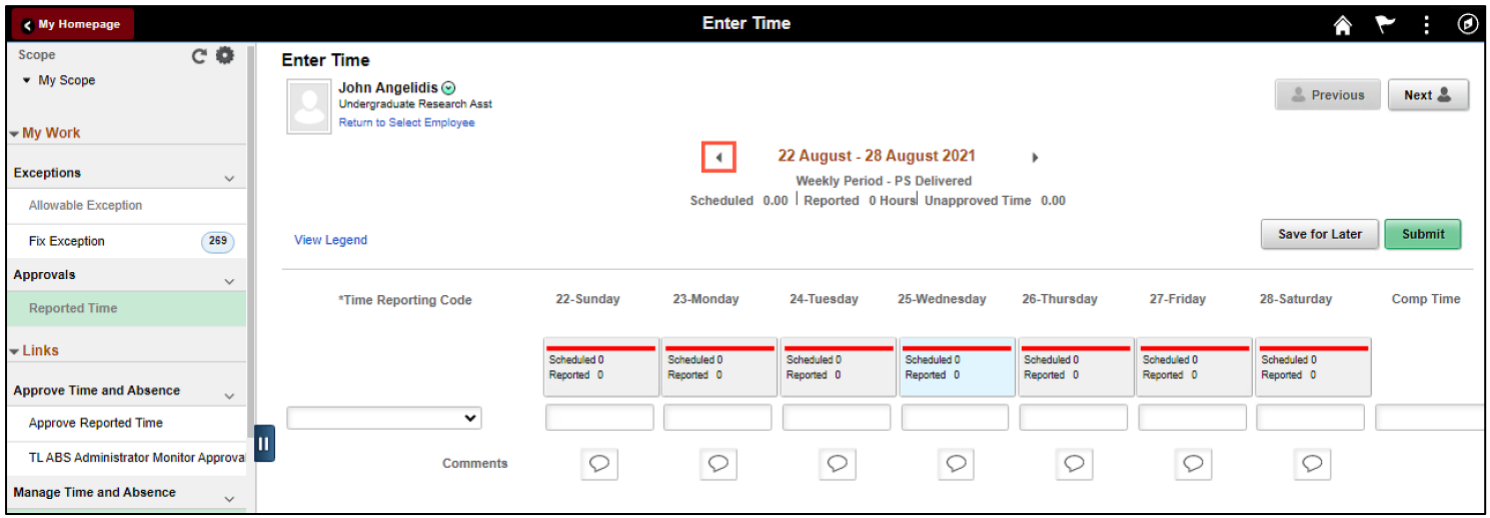
Step 9: Click the **Done** button.



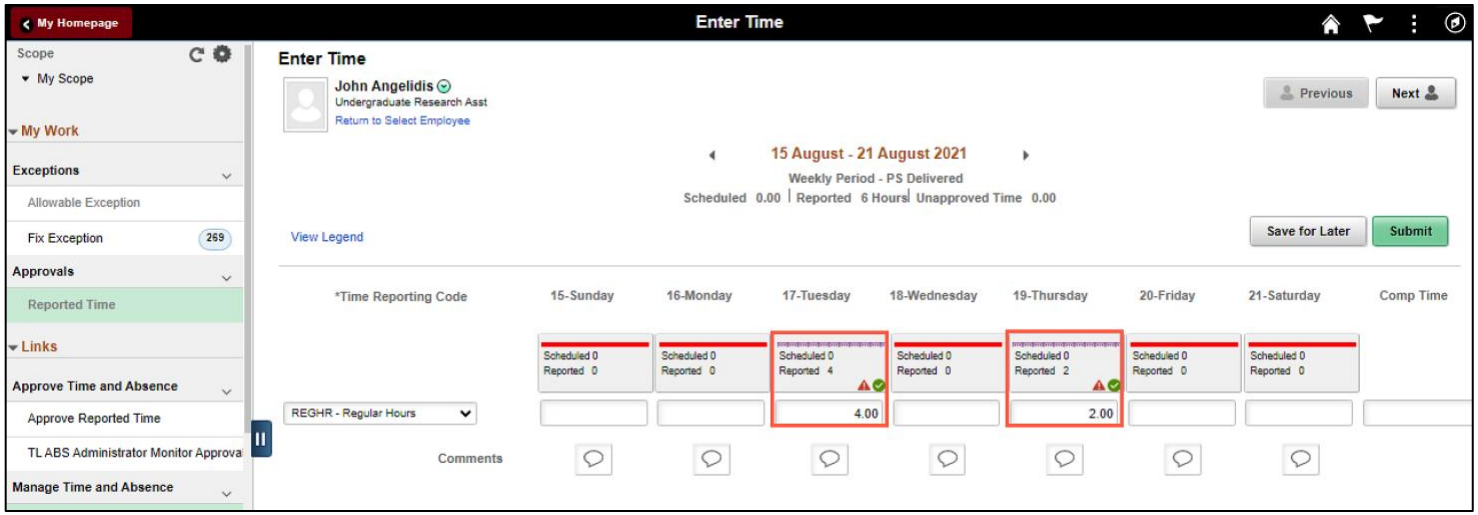
Step 10: Click the **Employee** row that has the exception. For this example, the Terminated job has the exception.



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



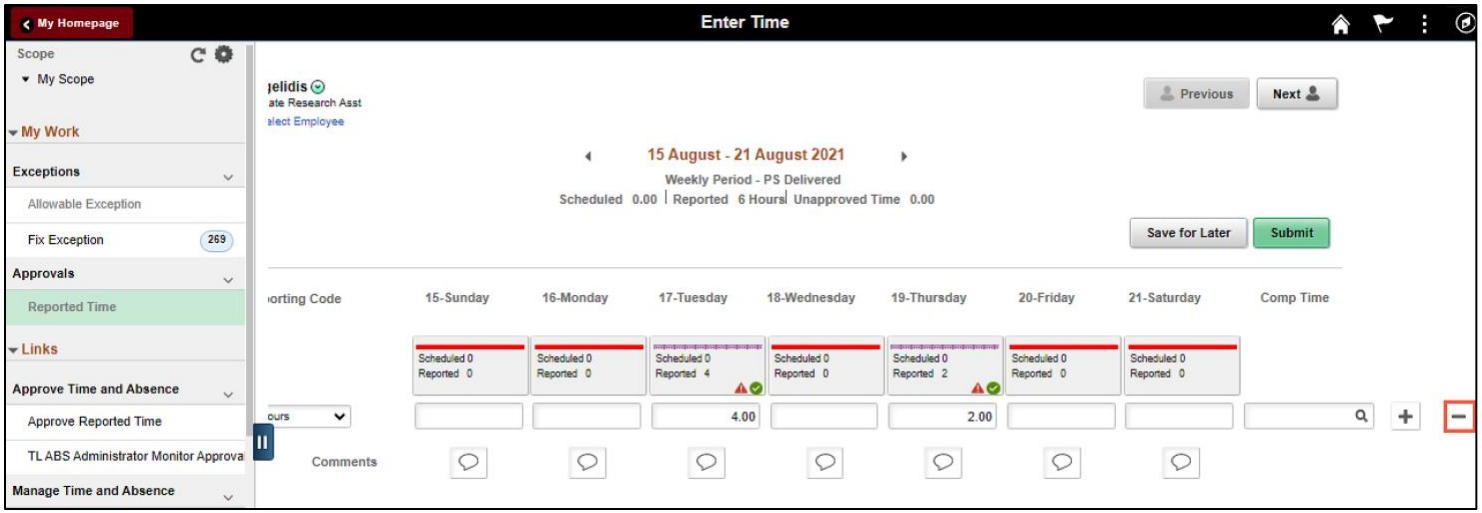
Notice the exception icon identified for August 17 and August 19. This exception is indicating the employee has entered time for days they were not actively employed for that job.



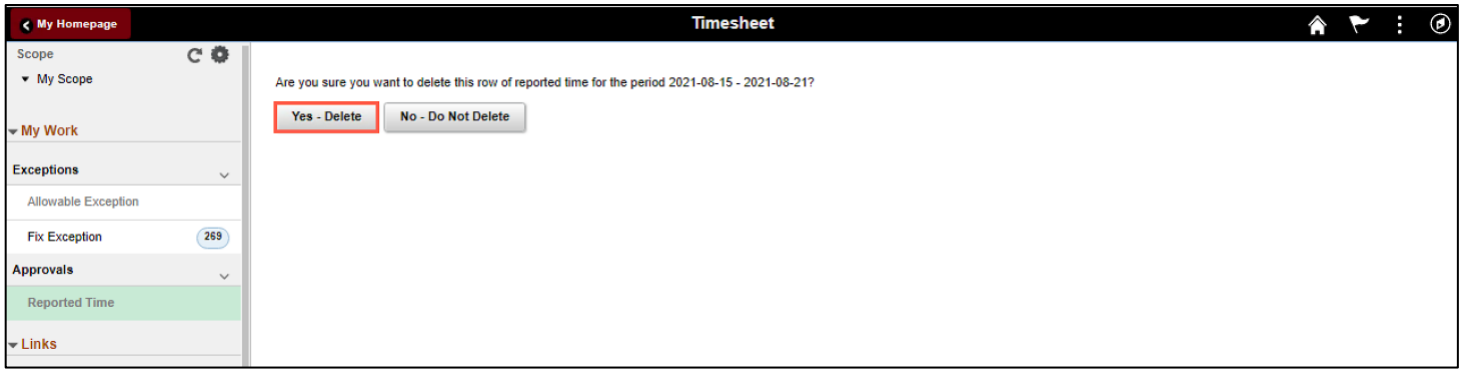
Step 12: To remove the exception, scroll to the right and click the **– Minus** button.

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.

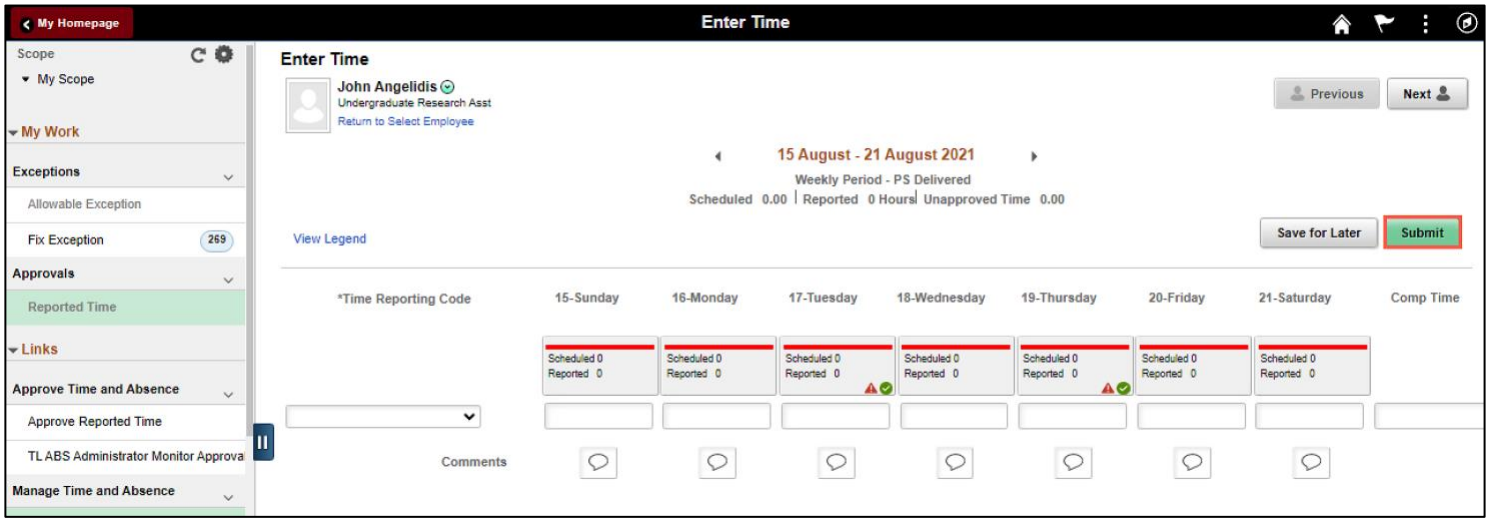


Step 13: Click the **Yes – Delete** button.



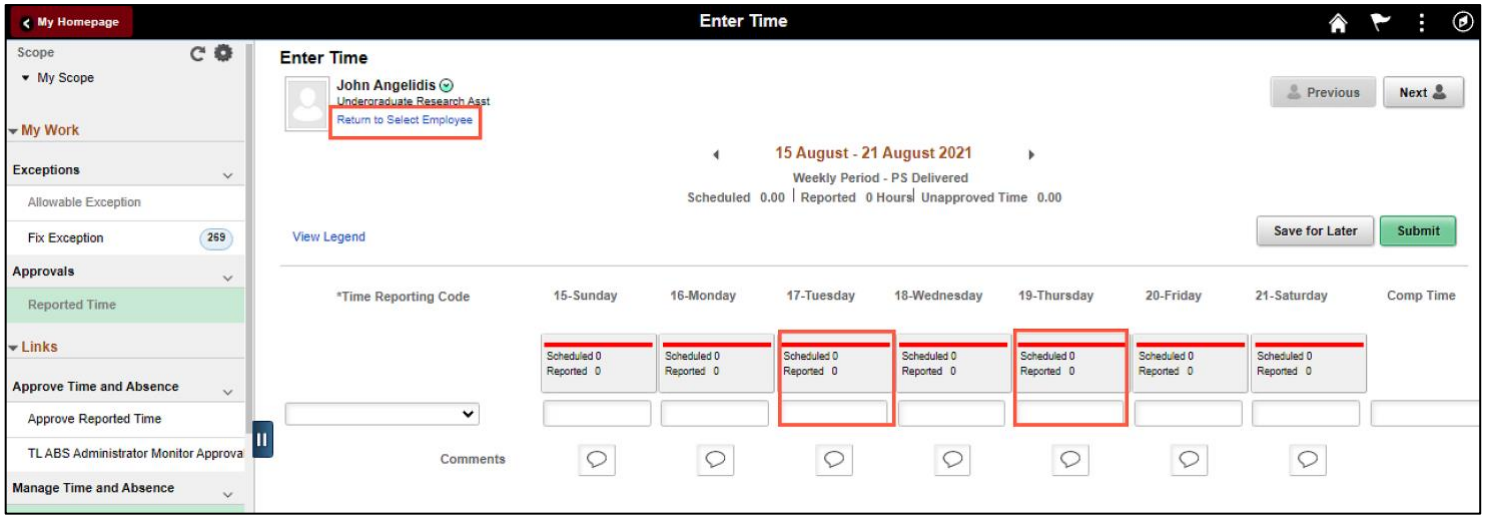
Step 14: Click the **Submit** button to prompt the system to accept the changes. This will clear the exception.

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.



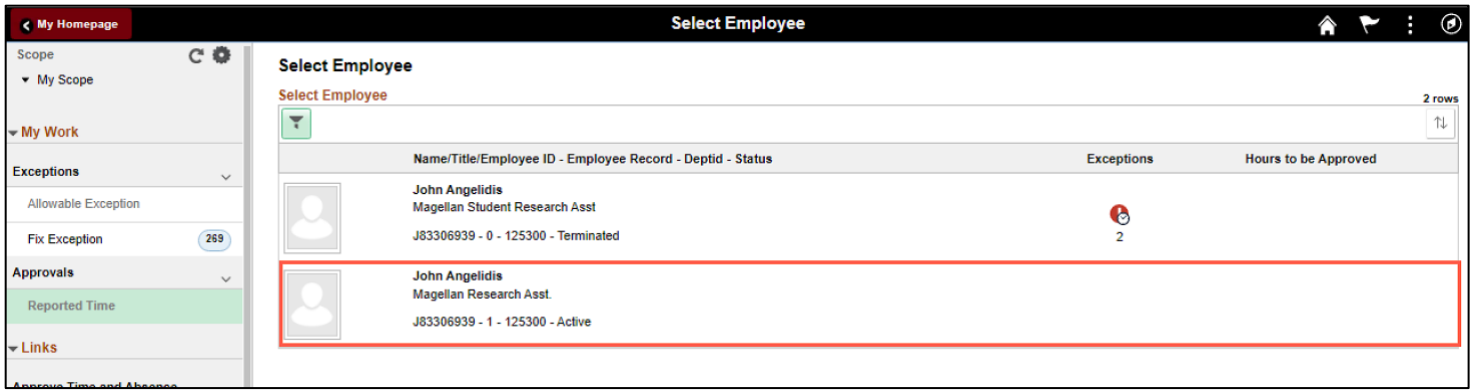
Notice the exception is no longer visible.

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

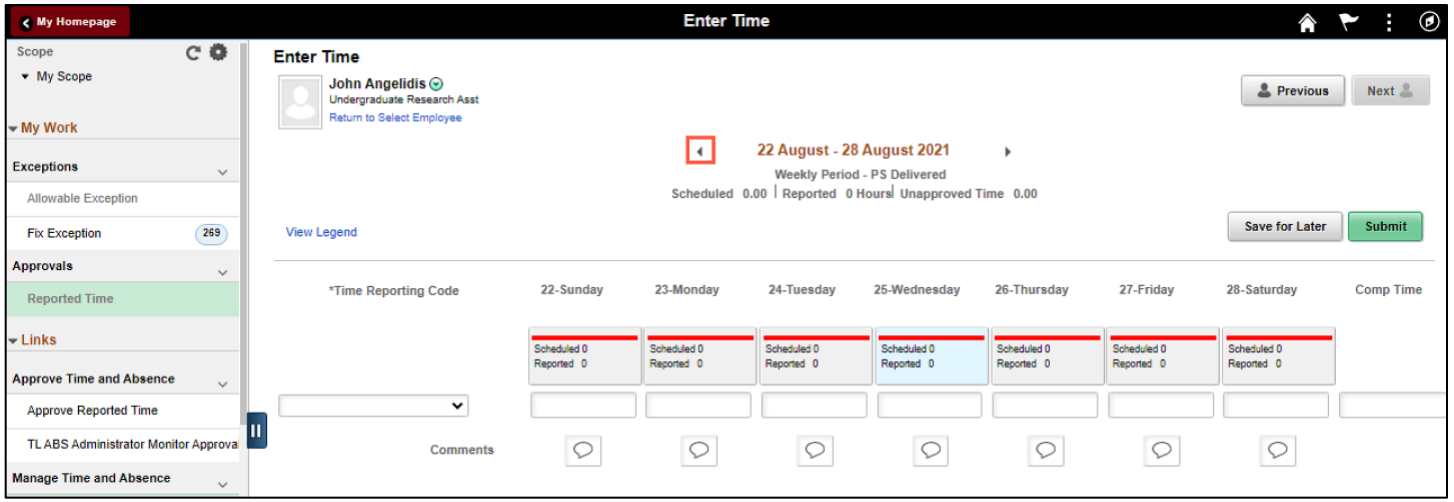


Note: It is very important to review the timesheet for the active job to ensure the student entered the hours worked for the days they entered on the terminated job. If the hours have not been entered, enter the time on their behalf.

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



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

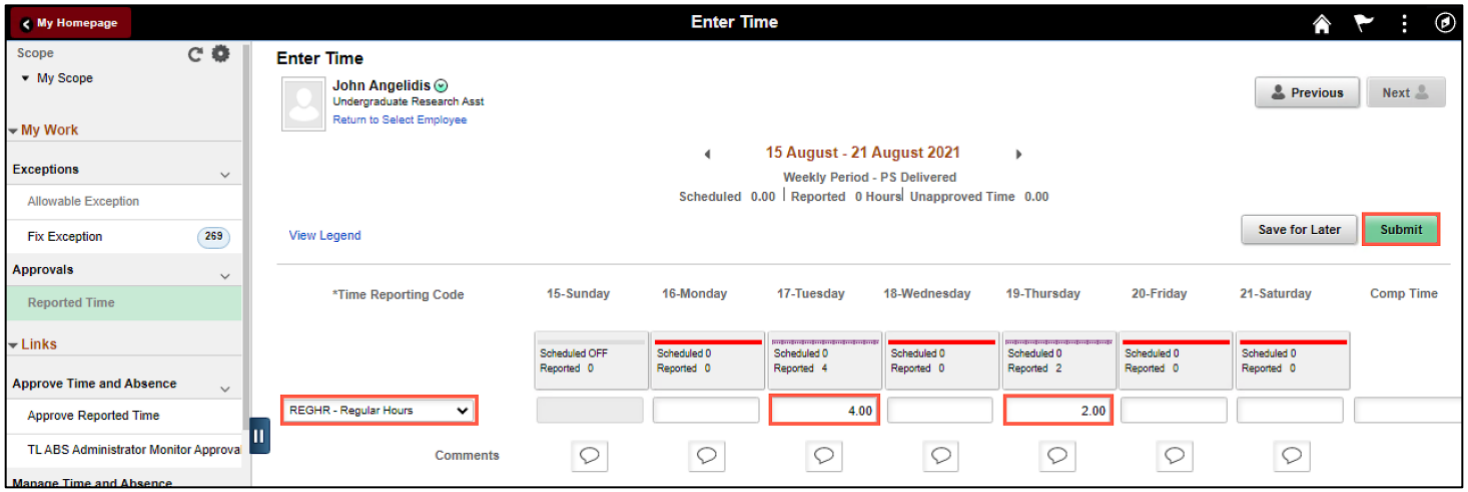


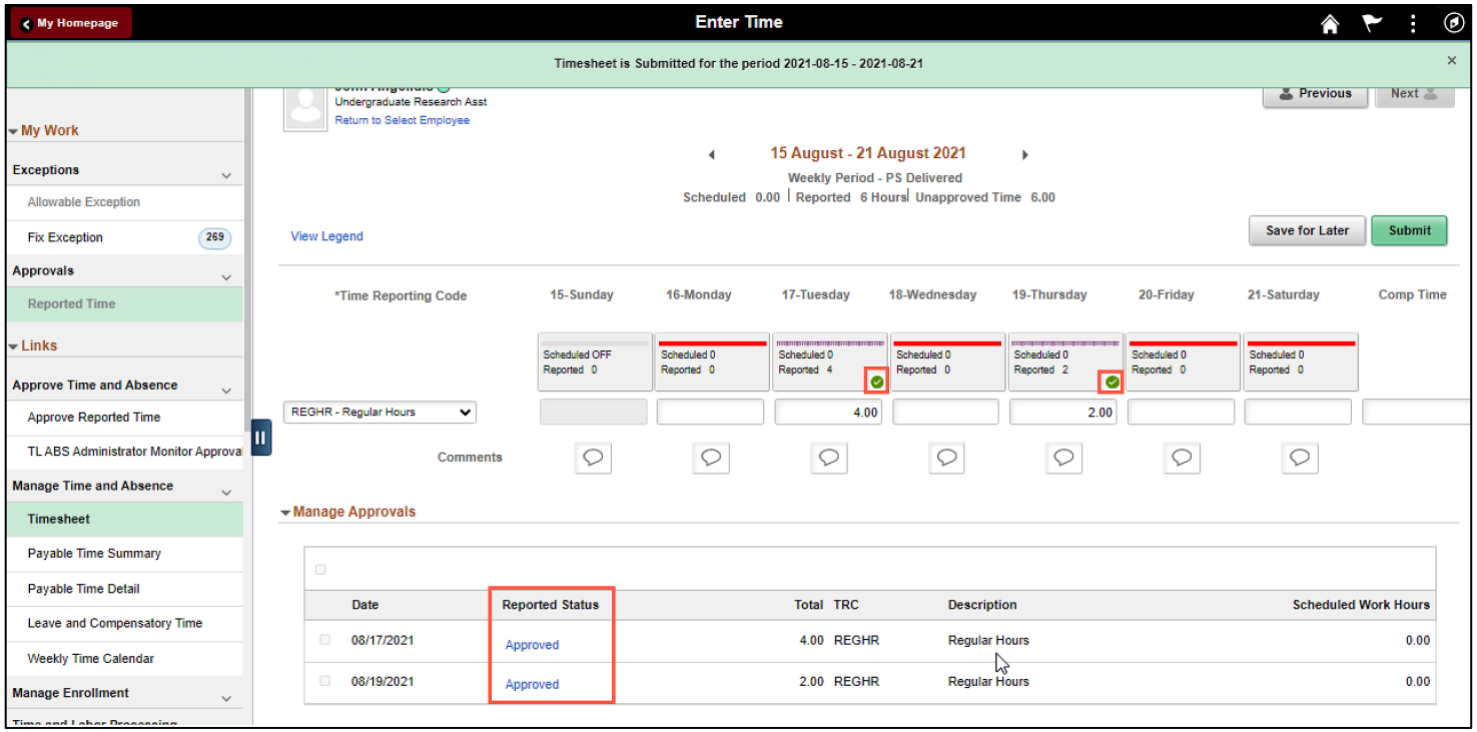
Step 18: In this example, the student has not entered time for active job. To enter the time on their behalf, select the **REGHR – Regular Hours** time reporting code.

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

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

When a TL/ABS Approver enters time on behalf of an employee the timesheet auto approves at submission.



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.