
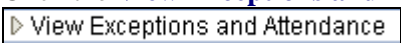

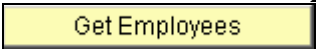



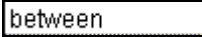

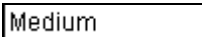
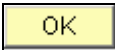






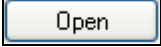


Exceptions

Step	Action
1.	Click the Time and Labor link. 
2.	Click the View Exceptions and Attendance link. 
3.	Click the Exceptions link. 
4.	<p>The Exceptions report can be run for an entire department or an individual.</p> <p><u>To Run for a Department:</u> Enter the Department Code into the Department field to run the exceptions report for an entire department. Click the Look up Department button to search for the appropriate department number.</p> <p>Note: If you enter the Department directly into the field, you must include the Business Unit abbreviation. The Business Unit abbreviations are provided below.</p> <p>SH - LSU Health Science Shreveport HL - Huey P. Long Medical Center EA - E A Conway Medical Center</p> <p>Enter "SH2036110".</p>
5.	Click the Get Employees button. Note: The results will display at the bottom of the page. 
6.	<p><u>To Run for an Individual:</u></p> <p>Enter the Employee ID number in the EmplID field to run the Exceptions report for an individual.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "0118840".</p>
7.	Click the Get Employees button. Note: The results will display at the bottom of the page. 

Step	Action
8.	<p>Filter Options allows you to narrow your results based on selected parameters for an entire department or individual.</p> <p>Click the Arrow button to the left of Filter Options.</p> <p><i>Note: In this exercise, we will be utilizing the Filter Options to view results for an entire department.</i></p> 
9.	<p>You can select a date, or a date range, that will allow you to view Exceptions that occurred on that date or within the date range.</p> <p>Click the button to the right of the Date field.</p> 
10.	<p>Click the between option from the drop-down list.</p> 
11.	<p>Note: By selecting the between option, the system automatically displayed an additional date box.</p> <p>Enter the desired information into the field. Enter a valid value e.g. "121409", or the pay period Start Date.</p>
12.	<p>Enter the desired information into the field. Enter a valid value e.g. "122709", or the pay period End Date.</p>
13.	<p>If you wish to filter all results except for those of a specified person, you would enter the Employee ID in the EmplID field.</p>
14.	<p>Exceptions are identified based on Severity. <i>High Priority Exceptions must be corrected in the timesheet.</i></p> <p>Some Medium exceptions such as “Missing Punch” would need to be corrected in order that the employee be paid. All others should be reviewed and may be used as management tools. Low Priority Exceptions may also be used as management tools.</p> <p>Click the button to the right of the Severity field.</p> 
15.	<p>Click the Medium option from the drop-down list.</p> 
16.	<p>Click the OK button.</p> 
17.	<p>Click the Allow option.</p> 

Step	Action
18.	Click the Save button. 
19.	Click the OK button. 
20.	<p>Note: The Allow box has been removed and the line will be cleared once the Time Admin process runs.</p> Click the Allow button. 
21.	<p>Note: Clicking the Allow All button checks all options, and once saved, will clear from the report once the Time Admin process runs.</p> Click the Disallow All button to uncheck all options . 
22.	<p>To Print: You may also download the exceptions into an excel spreadsheet:</p> Click the Download button on the blue ribbon next to the Find link. 
23.	Click the Open button. 
24.	Once the Exceptions download into an Excel Spreadsheet Select File, and Print from your Toolbar to get a hardcopy of the Employee(s) Exceptions.
25.	This completes Exceptions . End of Procedure.