

## Exception Processing

Exceptions are categorized as “High” or “Low” Exceptions – All Exceptions should be taken care of before payroll is processed. The specific exceptions related to approved time removal are considered a “Low” exception.

These Exceptions appear on the individual’s timesheet as below under the “Exceptions” tab.

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	07/26/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	10 hours of approved VHR time was deleted	
<input type="checkbox"/>	07/29/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	5 hours of approved VHR time was deleted	
<input type="checkbox"/>	07/30/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	1.5 hours of approved LSH time was deleted	

To “Allow” the exception please follow the steps below.

1. Open the employee’s timesheet and select the exception’s tab as pictured above.
2. Note that it is a “Low” exception and the explanation indicates “Approved time was deleted”.

Timesheet

Barbara Rudy  
Payroll Analyst, Intermediate

Employee ID 1068592  
Empl Record 0  
Earliest Change Date 08/09/2021

Reported Hours 28.00

From Monday 07/26/2021 to Sunday 08/01/2021

Mon 7/26	Tue 7/27	Wed 7/28	Thu 7/29	Fri 7/30	Sat 7/31	Sun 8/1	Total	Time Reporting Code	Overtime as Cash
	10.00	2.00	7.50	8.50			28.00	01 Regular	<input type="checkbox"/>

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<input type="checkbox"/>	07/30/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	1.5 hours of approved LSH time was deleted	

3. Select the exceptions to "Allow" and hit update exception.

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input checked="" type="checkbox"/>	07/26/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	10 hours of approved VHR time was deleted	
<input checked="" type="checkbox"/>	07/29/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	.5 hours of approved VHR time was deleted	
<input checked="" type="checkbox"/>	07/30/2021	NEXDEL01	NAU TA Pre-Process	Unresolved	Low	1.5 hours of approved LSH time was deleted	

Select All    Deselect All

Update Exception

4. The exception status will change to "Allowed" which is your acknowledgement that your employee has removed time you had already approved.

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
07/26/2021	NEXDEL01	NAU TA Pre-Process	Allowed	Low	10 hours of approved VHR time was deleted	
07/29/2021	NEXDEL01	NAU TA Pre-Process	Allowed	Low	.5 hours of approved VHR time was deleted	
07/30/2021	NEXDEL01	NAU TA Pre-Process	Allowed	Low	1.5 hours of approved LSH time was deleted	