

Managing Exceptions in Time & Labor

A Guide for Approvers and Department Processors

Exceptions are problems which prevent time and labor from processing correctly. It is important that you view exceptions **prior** to approving to be able to notify employees of any exceptions and allow time for the entry to be corrected and, where necessary, approved after the Time & Labor nightly process. This guide will assist you in understanding all exceptions.

SECURITY ROLES

You will need one of the following roles to manage exceptions in time and labor

- UF_TL_DEPT_APPROVER
- UF_TL_DEPT_PROCESSOR

EXCEPTION LEVELS

All myUFL Time & Labor exceptions are considered high level. Exceptions in time and labor will block the generation of payable time. Therefore, the **employee will not be paid accurately until the exception is corrected.**

It is essential that these are resolved in a timely manner to assure accurate payroll for employees.

Note: When an employee's time reporting has created an exception, the exception time will not be seen in Payable Time Detail, Payable Time Summary, or any other views of time in Manager Self Service.

Exceptions include:

- Hours exceed 40 in a work week
- Invalid punch order
- More than 24 hours reported in one day
- Invalid Time Reporting Codes (TRCs)

VIEW GROUP EXCEPTIONS

1. Log on to myUFL using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions**
3. Enter or search for your **Time Reporter Group**
4. Click **Get Employees**
5. The list of exceptions will be shown at the bottom of the screen

STEPS FOR REVIEWING

6. Search for exceptions with the same categories as searching for time to approve. Click **Get Employees**.

The screenshot shows the 'Exceptions' form. Under the 'Employee Selection' section, there is a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are 'Time Reporter Group', 'Employee ID', and 'Empl Record', each with a search input field. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. A large red arrow points to the 'Get Employees' button.

7. Work with employees to clean up data where required

The screenshot shows the 'Exceptions' table with a red arrow pointing to the 'Exception ID' column. The table has columns for 'Allow', 'Last Name', 'First Name', 'Empl ID', 'Empl Record', 'Job Title', 'Exception ID', and 'Description'. One row is visible for an employee named Suzann Summers with Empl ID 42144443 and Exception ID TLX9999. The description for this exception is 'Hours exceed 40 needs reviewed'.

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description
<input type="checkbox"/>	Summers	Suzann	42144443	0	EXT AST SCTST	TLX9999	Hours exceed 40 needs reviewed

8. Wait for system to refresh overnight (time administration process) to check again. Ensure exceptions on the employee's time are cleared before approving time & leave.

Note: Only department processors can adjust employee time/leave. Approvers must request the **employee** or **department processor** make the needed change before approving. If a department processor must adjust an employee's time/leave, he or she must not then approve the same. Approvers must approve the adjusted time/leave.
9. Navigate to **Nav Bar > Main Menu > My Self Service > Manager Self Service > Time Management > Report Time > Timesheet**
10. Search for or enter the employee's **Empl ID**
11. Adjust the dates as necessary to select the beginning of the pay week and click **Refresh**
12. Click **Get Employees**
13. Select the name of the desired employee
14. Adjust time or leave as necessary
15. Click **Submit**
16. Click **OK**

TYPES OF EXCEPTIONS

HOURS EXCEED 40 IN A WORK WEEK (EXEMPT EMPLOYEES ONLY)

- An example of this exception would include recording more than 40 hours of time using leave in addition to regular earnings.
- If the employee is still active and the date of the reported time is
 - not beyond **30** days, the employee can correct the time.
 - between **31-90** days, the department processor can correct the time.
 - beyond **90** days, you must complete a Prior 90 Day Adjustment Form.
- If the employee's empl record has been terminated in Job Data, but the employee is still employed, complete an On-Cycle Adjustment Form.

Hours Exceed 40 Example #1

In this example, an exempt employee recorded 48.00 hours in *Timesheet*.

The error is due to reporting 8.00 hours of Vacation and 8.00 hours of regular Faculty, resulting in exceeding 40 hours in the work week.

From Friday 11/19/2021 to Thursday 11/25/2021 ⓘ											
Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Total	Time Reporting Code			
8.00			8.00	8.00	8.00		32.00	120-Regular Faculty - FAC	+	-	
						8.00	8.00	Holiday - HOL	+	-	
					8.00		8.00	185-Vacation Used - VAC	+	-	

To resolve the exception, the department needs to verify if the employee worked or was on vacation Wednesday, 11/24.

If the employee worked, remove the row with the vacation by using the negative button on the vacation row in the timesheet.

From Friday 11/19/2021 to Thursday 11/25/2021 ⓘ											
Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Total	Time Reporting Code			
8.00			8.00	8.00	8.00		32.00	120-Regular Faculty - FAC	+	-	
						8.00	8.00	Holiday - HOL	+	-	
					8.00		8.00	185-Vacation Used - VAC	+	-	

If the employee was on vacation 11/24, remove the 8 hours from the regular earnings Faculty row.

From Friday 11/19/2021 to Thursday 11/25/2021 ⓘ											
Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Total	Time Reporting Code			
8.00			8.00	8.00	8.00		32.00	120-Regular Faculty - FAC	+	-	
						8.00	8.00	Holiday - HOL	+	-	
					8.00		8.00	185-Vacation Used - VAC	+	-	

Hours Exceed 40 Example #2

In this example, the *Timesheet* shows 10 hours reported on Thursday, 11/18, making a total of 42 hours for that week. Change the 10 to 8 hours reported for 11/18.

From Friday 11/12/2021 to Thursday 11/18/2021									
Fri 11/12	Sat 11/13	Sun 11/14	Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Total	Time Reporting Code	
8.00			8.00	8.00	8.00	10.00	40.00	115-Regular TEAMS (S) - TMS	

Note: The employee would not be paid for any of the 10 hours and **would receive pay for 32 hours only**. The time must be corrected and the overnight (time administration process) to allow the employee to be paid correctly.

By reviewing exceptions before approving time, the employee can be notified of the error in a timely manner.

INVALID PUNCH ORDER (NON-EXEMPT EMPLOYEES)

The most common example is when the employee fails to enter an “out” punch.

The employee below has punched in on Friday, 2/11 and Monday, 2/14 but did not enter an out punch for those days.

From 02/11/2022 to 02/17/2022									
Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total
	Fri	2/11	Submitted		2:00:00PM				3.00
	Sat	2/12	New						
	Sun	2/13	New						
	Mon	2/14	Submitted		8:00:00AM				2.00
	Tue	2/15	New						
	Wed	2/16	Submitted						
	Thu	2/17	New						

MORE THAN 24 HOURS REPORTED IN A DAY (NON-EXEMPT EMPLOYEES)

- This is usually caused by invalid a.m./p.m. punches or misplacing the decimal point (i.e., 80.00 instead of 8.00)

INVALID TRCS

- Typically caused by a change in employee’s workgroup
- Verify the effective date of change in Job Data and use that date as the beginning date in *Timesheet*
- For leave entries, select the correct **TRC**
- For time entries, the “In” time of the offending entry needs to be changed by one minute, the change submitted, then changed back to the original time and submitted again. This is called “touching time” and allows the system to use the TRC from the current workgroup rather than the previous workgroup.

SPECIAL NOTES

- You cannot “Clean Up” or allow exceptions. The exception must be corrected.
- Any corrected exceptions for non-exempt employees will show the following day for approval. Only corrections made to leave time (i.e., VAC, SCK) for exempt employees require approval. Therefore, these corrections must be approved to complete the process.
- All forms required can be located at <https://www.fa.ufl.edu/departments/payroll-services/forms-resources/>

FOR ADDITIONAL ASSISTANCE

Payroll and Tax Services

352-392-1231

Payroll-Services@ufl.edu

<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits

352-392-2477

central-leave@ufl.edu – for leave inquiries

<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)