

How Do I View My Timesheet Exceptions?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service** page, click the **Time and Absence** tile.
3. On the **Time** page, click **Exceptions**.
4. The **Exceptions** page opens and lists any exceptions that currently exist.
 - a. If needed, you can click the **Expand** icon for **Filtering Options** to filter the list of exceptions.
5. The **Overview** tab shows any exceptions, a description of the exception and the date it applies to.
6. Click the **Details** tab to see additional information about the Exception.
7. You can work with your Manager or designated Time Approver to clear any exceptions through Manager Self Service.

