Viewing Your Timesheet Exceptions as an Employee
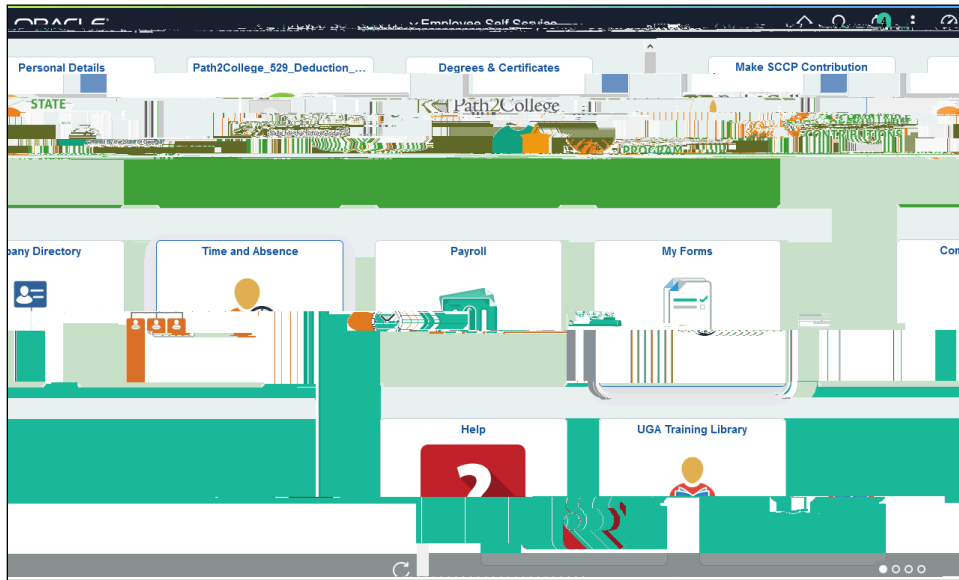
1.	From the Employee Self Service homepage in OneUSG Connect, click the tile.
2.	The Time page is displayed. Click the

3.	The Exceptions page is displayed including any current exceptions.
	There are two categories of exceptions: High and Medium/Low. High exceptions must be resolved in order for the time to be paid. Examples of high exceptions include invalid punch order or incomplete punch. Medium/Low exceptions can either be resolved or allowed. An example of a medium/low exception is a long shift. Medium and Low exceptions will not prevent the employee from being paid.
4.	The Sort button allows you to filter the list of exceptions by Explanation, Severity of Exception and Date.
	Click the button.

5.   You can view the exceptions on your timesheet by clicking the   button.

    : For High exceptions or other incorrect information on your timesheet, notify your