

## How to Manage Team Time Exceptions



### Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile (the number of exceptions are listed on the Team Time tile).
3. Select **Manage Exceptions**.
4. Select the appropriate tab to display the exceptions: **Fix**, **Allow**, **All**.
5. For any exceptions on the **Fix**

Hard Stop Time Exceptions			
PS Exception ID	Description	Severity	Accepted
TLX00030	Inactive Time Reporter Status	High	No - Hard Stop
	Invalid Taskgroup	High	No - Hard Stop
	Invalid Task Profile	High	No - Hard Stop
	Task Profile not in Taskgroup	High	No - Hard Stop
	Invalid Account Code	High	No - Hard Stop

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