

## CAPPS Desk Aid

# Common Exceptions in Time Administration

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Common Exceptions in Time Administration

## Overview

CAPPS includes timesheet edits that prevent employees from entering invalid time. In some cases, entries may appear valid when submitted but become invalid later due to timing or changes to related data. The Time Administration process, which runs overnight, identifies and flags these invalid entries.

## Exceptions vs. Timesheet Edits

### Timesheet Edits

Timesheet edits are built into Time and Labor (TL) to prevent common errors, such as:

- Entering more leave than currently available.
- Entering leave hours greater than the scheduled hours.
- Entering leave within the six-month probationary period for new employees.

### Exceptions

Exceptions are similar to timesheet edits in that they are also errors due to invalid timesheet entries. Exceptions are created during the Time Administration process.

### Key Points to Remember

- Resolving exceptions is a daily responsibility of TL super users.
- Exceptions lock the employee out of the timesheet, preventing them from editing the timesheet until the exceptions are cleared.
- All exception errors must be cleared before payroll.
- Some exceptions may be created after Time Administration runs each night.

To identify exceptions, the TL super user can run an exceptions query or check them online via the menu.

When there is an exception on the employee's timesheet, a red triangle warning icon appears in the information box at the top of each time-entry day.

This warning icon is also shown on the Time Summary page.

**Note:** Many errors for employees, managers and time administrators are warnings for super users due to super users' higher security level and the need to correct entries.

## Common Exceptions

There are several types of exceptions. Each exception should have an EXCEPTION ID and a SHORT DESCRIPTION. The most common exceptions include:

EXCEPTION ID	DESCR	DESCR SHORT	DESCR LONG	MESSAGE TEXT	MESSAGE SET NBR	MESSAGE NBR	SEVERITY
ARPTEDLV	Reported Hrs GT Scheduled Hrs	RptdGTSchd	Employee has reported total leave greater than their scheduled hours for the day. Please adjust employee's time entry.	Reported Leave is Greater Than Scheduled Hours	24100	1	H
TLX00001	Invalid Comp Time TRC/Balance	Comp Time	<ol style="list-style-type: none"> <li>1. Check Time Reporter's Comp Time balance</li> <li>2. Check Time Reporter's Comp Plan</li> <li>3. Verify that TRC is mapped to a Comp Plan</li> <li>4. Comp Time Earned may exceed Max Positive Hours Allowed on Comp Plan</li> <li>5. Comp Time Taken — a Negative Balance may not be allowed on the Comp Time Plan</li> <li>6. Comp Time Taken may exceed Max Negative Hours Allowed on Comp Plan</li> </ol>	Invalid Comp Time TRC, or Time Earned or Taken	13508	2	H
TXTL0007	Neg balance for Opt Holiday	NegBalHol	The balance for Optional Holiday Compensatory Time Off Plan is negative and the current date is in the next fiscal year.	Negative balance for Optional Holiday Compensatory Time Off Plan.	32010	130	H
TXTL0008	Lv Taken >= Sch Hrs on Hol	Paid Leave	The paid leave entered is equal to the day's scheduled hours on a holiday.	Leave taken is equal to the days scheduled hours on a holiday.	32010	132	H
TXTL0013	Insufficient amounts in cascade	Leave not	Insufficient amounts in any leave type in the cascade to cover scheduled hours over the authorized holiday hours.	Insufficient Leave to cover scheduled hours over the authorized holiday hours.	32010	256	H
TXTL0014	Paid TRC Past Termination Date	TXTL0014	Employee cannot have a paid TRC reported past termination date. Fix reported time and rerun Time Admin.	Employee has paid TRC code in Reported Time past termination date.	32010	260	H
TXTL0015	Sch. Ovr detected Inactive	Sch. Ovr d	Time Admin has detected a schedule override on a day an employee is not active. Please review and make necessary corrections and rerun Time Admin. to clear this exception.	Schedule Override detected when Employee is not active	24100	211	H
TXTL0020	AGYHW is invalid TRC for date	AGYHW Invd	This date is not an approved agency holiday date. Please change the date to an approved agency holiday date or use a different TRC for recording these hours.	This is not an approved day for AGYHW hours.	32010	307	H

## Viewing/Reviewing Exceptions

There are several ways to view and review exceptions. Each page displays the:

- Employee
- Exception type
- Exception date

### Running an Exception Query

#### Navigation

NavBar: Reporting Tools; Query, Query Viewer

1. Enter **TX\_TL\_EX** in the BEGINS WITH field (all Time and Labor queries begin with **TX\_TL**).

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name (dropdown) | begins with: TX\_TL\_EX (text input) | Search (button)

Search Results

\*Folder View: -- All Folders -- (dropdown)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TX_TL_EXCEPTIONS_ALL	TL Exceptions By All Companies	Public	TL	HTML	Excel	XML	Schedule	Lookup References	Favorite
TX_TL_EXCEPTIONS_BY_COMPANY	TL Exceptions By Company	Public	TL	HTML	Excel	XML	Schedule	Lookup References	Favorite
TX_TL_EXCEPTIONS_BY_EMPLOYEE	TL Exceptions by Employee	Public	TL	HTML	Excel	XML	Schedule	Lookup References	Favorite
TX_TL_EXCEPTION_COUNT_SUMMARY	Except Count by CO/PG/Exc ID	Public	TL	HTML	Excel	XML	Schedule	Lookup References	Favorite

2. Select **Search**.
3. Select any of the output options next to **TX\_TL\_EXCEPTIONS\_BY\_COMPANY**.
4. Enter the **COMPANY** number.
5. Select **View Results**.

The *TL Exception By Company* report displays.

TX\_TL\_EXCEPTIONS\_BY\_COMPANY - TL Exceptions By Company

\*Company: [ ] Q

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (10 kb)

View All

Row	COMPANY	Pay Group	Empl ID	Empl Record	Name	Employee Status	Term Date	Business Unit	Dept ID	Exception ID	Descr	Exception DUR	Severity	Msg Data1	Msg Data2	Msg Data3	Exception Create Date Time
1		MON		0		Active				TXTL0008	Lv Taken >= Sch Hrs on Hol	02/16/2026	H	The paid leave entered is >= to the scheduled hours for the day	8		02/13/2026 12:43:26AM
2		MON		1		Active				TLX00001	Invalid Comp Time TRC:Balance	12/09/2025	H	3	-3		02/13/2026 12:43:26AM
3		MON		0		Active				TLX00001	Invalid Comp Time TRC:Balance	02/02/2026	H	3	-8		02/13/2026 12:43:26AM

## Managing Exceptions

### Navigation

**Dashboard:** Time and Labor; **Tile:** Time Management

1. Select **Manage Exceptions** in the left menu.
2. Select the desired filter (COMPANY selection).
3. Select **Done**.  
The list of requested exceptions displays.

The screenshot shows the 'Time Management' interface. On the left is a navigation menu with 'Manage Exceptions' selected. The main area is titled 'Manage Exceptions' and shows a list of exceptions. At the top, there are filters for 'Fix (22)', 'Allow (0)', and 'All (22)'. The list contains several entries for 'TLX00001 - Invalid Comp Time TRC/Balance'. Each entry shows 'Explanation: Active' and 'Employee'. A red arrow points to the right-pointing arrow icon on the right side of the third entry, indicating that clicking it will expand the details.

4. Select the arrow to expand the details.

This screenshot shows the expanded details for an exception. It includes fields for 'Empl ID', 'Empl Record', and a 'Return to Manage Exceptions' link. The 'Submitted Time' is 'Thursday, Jan 22, 2026'. Below this, there are tabs for 'Elapsed' and 'Punch'. The 'Elapsed' section shows 'Sick Leave Taken 3.02 Hours' and a 'Total 3.02 hours' summary. At the bottom, the 'Exceptions' section shows 'TLX00001 - Invalid Comp Time TRC/Balance' with a 'High' priority.

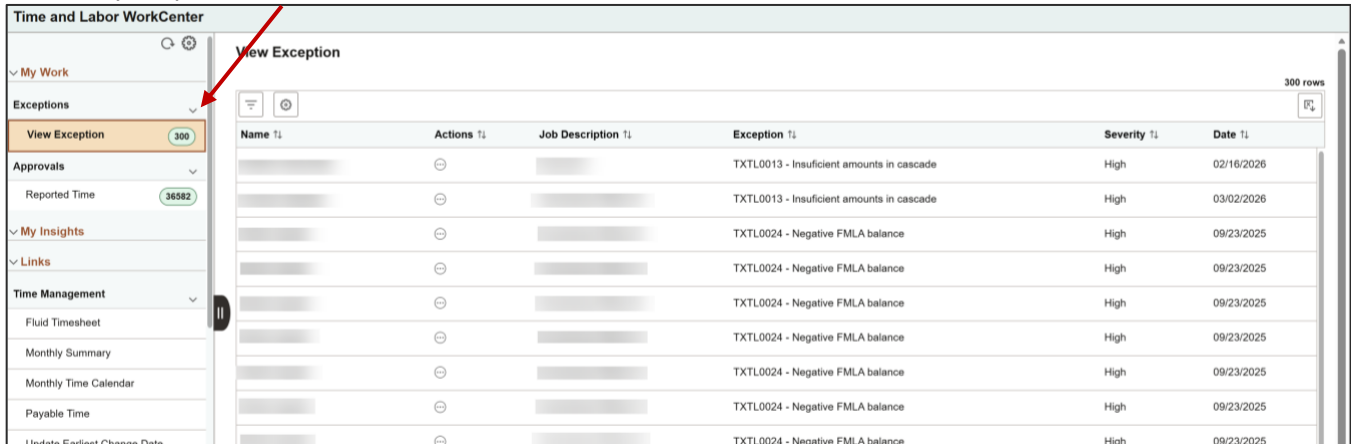
## Time and Labor WorkCenter

The Time and Labor WorkCenter contains all the tiles from the Time Management tile, all in one central location.

### Navigation

**Dashboard:** Time and Labor; **Tile:** Time Management; Time and Labor WorkCenter

Select any drop-down arrow to reveal the menu for each section.



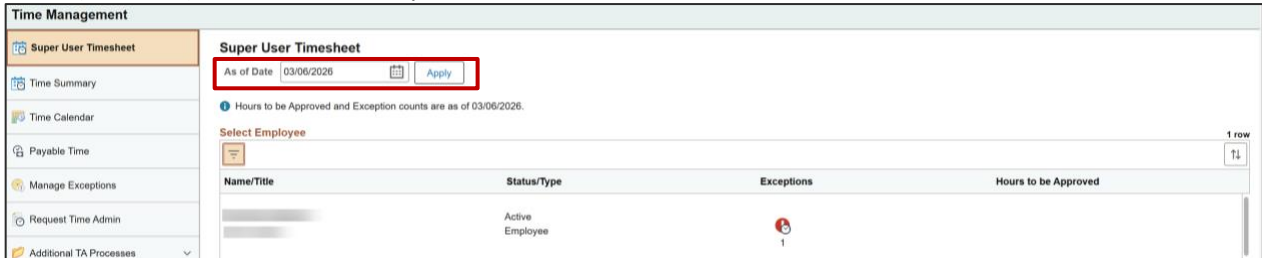
## Correcting Exceptions

The manager (or a Time and Labor super user) can access the employee’s timesheet to correct an exception. In most situations, the exception can be cleared by making the appropriate correction directly on the timesheet.

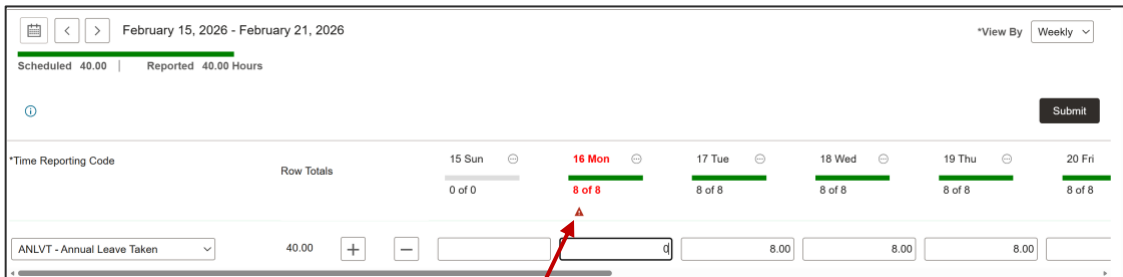
### Navigation

**Dashboard:** Time and Labor; **Tile:** Time Management; Super User Timesheet

1. Enter the EMPL ID.
2. Enter (or select) the date the exception occurred.

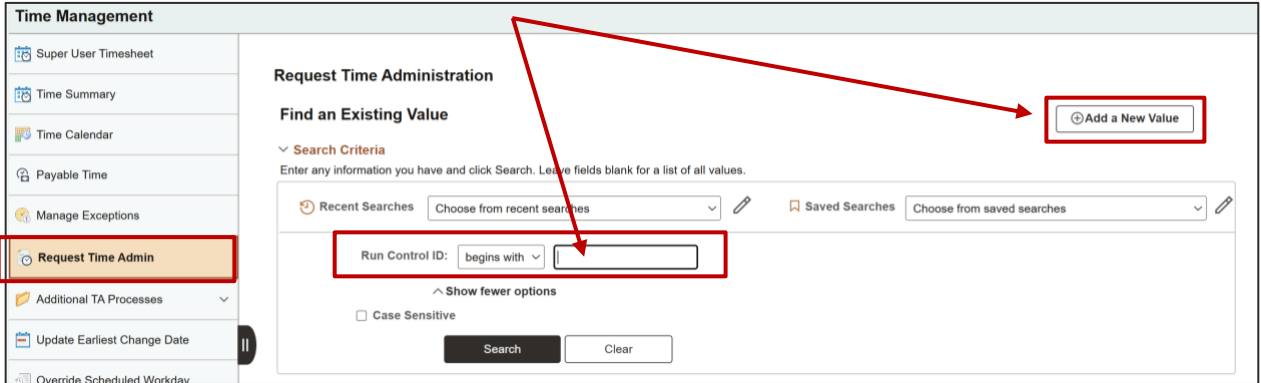


3. Enter 0 (zero) or delete the row if the entire row is an error.
4. Select **Submit**.

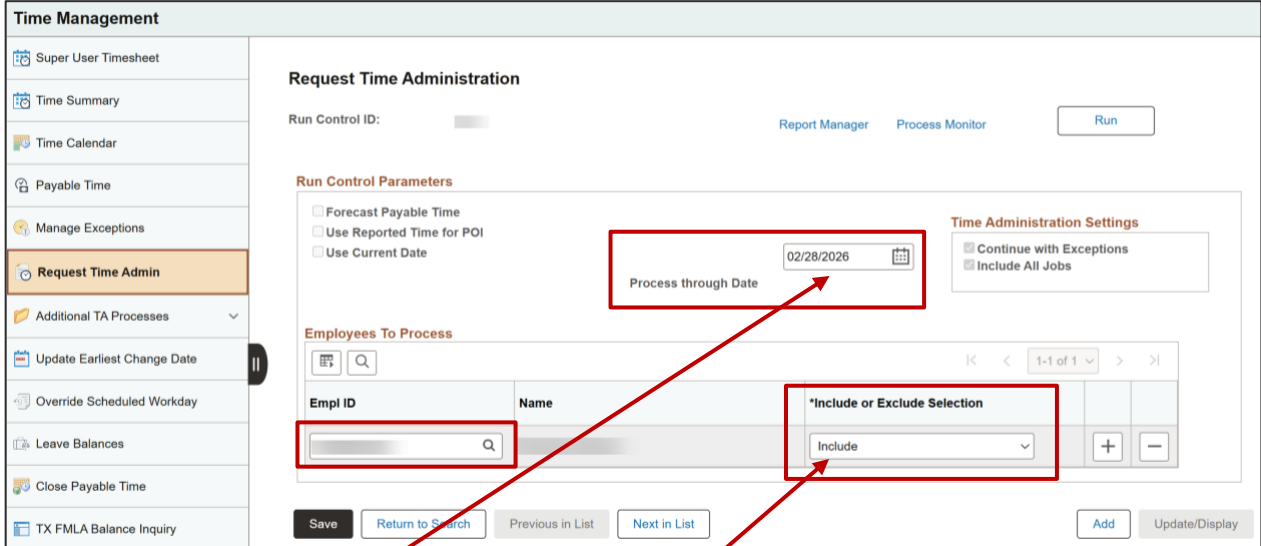


**Note:** You must run Time Admin for the error to clear and the employee to regain access to their timesheet.

5. Select **Request Time Admin** in the left-hand menu.
6. Enter a RUN CONTROL ID  
 –or–  
 Select **Add a New Value** to create one.



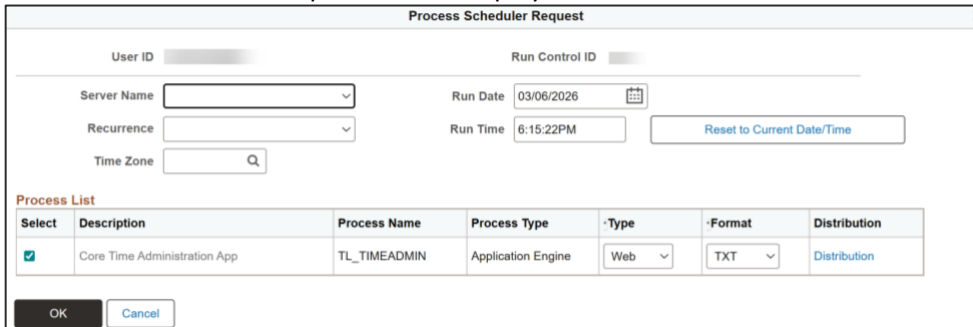
7. Enter the EMPL ID.



The PROCESS THROUGH DATE should default to a date for the end of the current month.

8. Select **Include** in the INCLUDE OR EXCLUDE SELECTION drop-down menu.
9. Select **Save**.
10. Select **Run**.

The *Process Scheduler Request* screen displays.



11. Select **OK**.

The *Process Instance* number displays.

**Request Time Administration**

Run Control ID: [ ]

Report Manager **Process Monitor** Run

Process Instance: 6216814

**Run Control Parameters**

Forecast Payable Time  
 Use Reported Time for POI  
 Use Current Date

Process through Date: 02/28/2026

**Time Administration Settings**

Continue with Exceptions  
 Include All Jobs

**Employees To Process**

Empl ID	Name	*Include or Exclude Selection
[ ]	[ ]	Include

Buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display

12. Select **Process Monitor**.

13. Select **Refresh** until the RUN STATUS shows *Success* and the DISTRIBUTION STATUS shows *Posted*.

**Process List** Server List

View Process Requests

User ID [ ] Type [ ] Last [ ] [ ] Days [ ] **Refresh** Clear

Server [ ] Name [ ] Instance [ ] Range [ ]

Run Status [ ] Distribution Status [ ]  Save On Refresh Report Manager Reset

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	6216814		[ ]	Application Engine	TL_TIMEADMIN	[ ]	03/06/2026 6:15:22PM DST	Success	Posted	Details	Actions

After running Time Admin, the exception is cleared.

The exception icon is no longer visible on the employee's timesheet.

February 15, 2026 - February 21, 2026

Scheduled 40.00 | Reported 32.00 Hours

\*Time Reporting Code

Row Totals	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri
	0 of 0	0 of 8	8 of 8	8 of 8	8 of 8	8 of 8

ANLVT - Annual Leave Taken 32.00

## Revision History

Date	Description of Change	Changed By
May 7, 2026	Initial release.	E. Alvarado