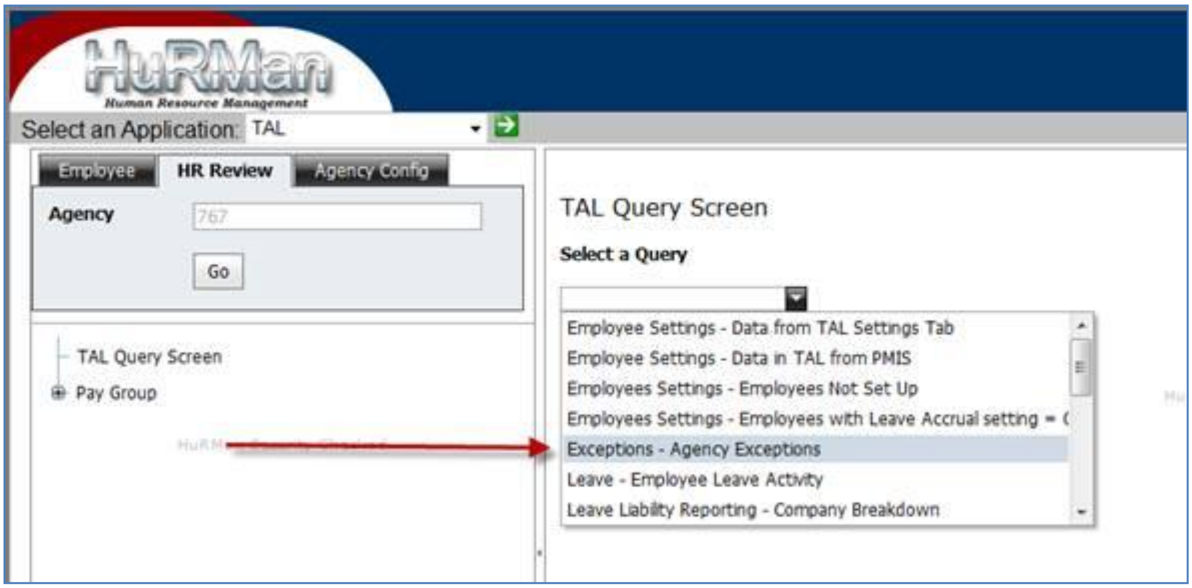
Exceptions are things that TAL "writes" down as it spots them – things like an employee's position lacked a reports to position, or an employee didn't have the expected hours showing on a timesheet. You can see your agencies exceptions (and should check them every 1 to 2 days) by running the "Exceptions – Agency Exceptions" query shown in the following screenshot:



We recommend that you use the attached spreadsheet template to keep a running list of those exceptions and the actions that you take to resolve them. You might put this spreadsheet in a network location shared by those responsible for agency exception handling.

Features of this spreadsheet:

- Additional columns added at the end
- Reference tab allowing the addition of status codes and names of users that are responsible for exception resolution
- Drop down selection of the reference data listed in the reference tab in two of the additional columns on the Master tab

The steps to populating the spreadsheet are:

1. HR User runs query Agency Exceptions for dates from last run to end of prior day
2. Download query results to spreadsheet.
3. Select all rows other than header which have data
4. Copy the rows
5. Open the Agency Exceptions Master.xlsx

6. Insert the copied rows into the Master tab of the master spreadsheet.

If you have any questions on any of this information, please refer to the section titled Agency Exceptions and Reportable Events in the TAL Training Guide for Privileged Users, or contact the TAL Help Desk if the manual does not cover your topic.