











Timesheet Status Icons

Status icons on the timesheet indicate the stage of processing for reported or payable time. Access the legend of status icons by hovering over the "Status" link.

Status Image	Status	In relation to Absences	In relation to Reported Time
	Submitted	N/A	The time has been submitted and no processes have run against it yet (runs daily at 4a, 9a, 11a, 1p, 3p and around 8p)
	Needs Approval	The absence has been submitted to supervisor for approval, but no action has been taken yet.	The time has been processed by Time Administration, and is awaiting supervisor approval.
	Approved	The time or absence has been approved by the manager and is awaiting the appropriate background processes to run in order to be picked up by the payroll calculation.	
	Taken by Payroll	The time or absence has been included in the most recent payroll process.	
	Rejected by Payroll	The time or absence was not included in the most recent payroll process due to an error in the employee's setup.	
	Pushed Back	The absence was not approved by the manager, it was pushed back by the manager and so is up to the employee to make appropriate edits.	N/A
	Denied	N/A	The time was not approved by the manager, it was denied by the manager and it is up to the employee to make appropriate edits.
	Closed	Hours that do not process for payment, such as ACAHW or auto lunch deductions, automatically are put into a Closed status. Time may also be closed if part of a Service Center manual adjustment. This time is not expected to be paid.	
	Multiple	There is more than one status on the day, click the link on the date to see the details of the multiple statuses.	
	Exception	There is an issue with the time that has been entered, preventing it from being processed correctly by the Time Administration process.	