

- **Pending:** Timesheet has been submitted by the employee and is waiting for approval. The approver may return for correction
- **In Progress:** Timesheet has been started by the employee, but has not been submitted for approval.
- **Returned:** Timesheet was not approved and has been returned by the approver (or proxy) to the employee for correction.
- **Error:** Timesheet has errors that must be corrected prior to approval.
- **Approved:** Timesheet has been approved and electronically sent to payroll for processing.
- **Completed:** Timesheet has been processed by payroll.
- **Cancelled:** Timesheet has been cancelled.
- **Not Started:** Timesheet has not been started by the employee yet.

Time sheet status categories	Description	Who can make changes					
		During the pay period			During the Approval Period		
		Employee	Approver	Super User	Employee	Approver	Super User
Not Started	The pay period is open but the employee has not started a time sheet yet	Start Time	N/A	Start Time	N/A	N/A	Start Time
In Progress	The time sheet has been started and the employee is actively entering hours worked	Enter/Update Time	N/A	N/A	Update if returned	Enter/Update Time	Enter/Update Time
Pending	The time sheet has been submitted to the approval queue and is awaiting approval	Recall	Approve/Return (Acknowledge)	Approve/Return	N/A	Approve/Return (Acknowledge)	Approve/Return
Returned	The Approver has found an issue and sent the timesheet back to the employee for correction	Make corrections and resubmit	N/A	N/A	Enter/Update Time	Enter/Update Time	Enter/Update Time
Pending – Approved	The time sheet has more than one Approver and has been approved by one but not all Approvers	N/A	Approve/Return (Acknowledge)	Approve/Return	N/A	Approve/Return (Acknowledge)	Approve/Return
Approved	The time sheet has been approved and is awaiting payroll processing	N/A	N/A	Return for correction	N/A	Recall	Recall
Acknowledged	A person in the queue has FYI access only and has reviewed the timesheet	N/A	N/A	N/A	N/A	N/A	N/A
Complete	Payroll has started processing hours worked to be paid out	N/A	N/A	N/A	N/A	N/A	N/A