University of Connecticut

Payable Time Statuses

Purpose: Use this reference material as a guide to understand the various payable time statuses to determine where in the payable time processing cycle the time is. Once payable time is approved by a time approver, it is ready to be loaded to the Payroll module for paycheck calculation. This information can be used in auditing time and troubleshooting pay issues.

Status	Description	When It's Created	Explanation
ES	Estimated	Estimated status means time is created from the estimated (scheduled) timesheet entries during Time Administration	Estimated time has been validated and is ready to be picked up by Payroll.
NA	Needs Approval	Needs Approval status means time is created from timesheet entries during Time Administration, after the timesheet is submitted.	Needs Approval time has been validated via Time Administration but has not been approved by a time approver and has not been picked up by Payroll.
AP	Approved	Time is updated to an Approved status once the Needs Approval (NA) time has been approved by time approvers. Once in Approved status, no additional processing is necessary.	Time with Approved status is ready to be picked up by Payroll to generate paychecks.
PD	Distributed	Status is updated after pay confirm.	The pay period has been confirmed and the Paycheck information sent to Financials.
SP	Sent to Payroll	Once time is Approved (AP), it is sent to payroll to be picked up and generated into a paycheck.	Sent to Payroll status means the Approved (AP) time is sent to Payroll, where it can either be Taken by Payroll (TP) or Rejected (RP).
TP	Taken by Payroll	Taken by Payroll status is created once the Approved time is loaded to Payroll.	Taken by Payroll time has been validated and loaded to Payroll.

Status	Description	When It's Created	Explanation
RP	Rejected by Payroll	Rejected by Payroll status is created if time has not passed validation during the Load to Payroll process. This status is not always a part of the payable time process.	The Load to Payroll process will continue to try loading payable time. If time is created with a Rejected by Payroll status, the error must be corrected before the employee can be paid for that time. If the error is corrected, the time will be sent to Payroll and the status will update to Taken by Payroll (TP). If the error is not corrected, the time needs to be closed in Adjust Paid Time.
IG	Ignore	Ignore status is created when Rejected by Payroll (RP) time is closed. This status is not always a part of the payable time process.	The Load to Payroll process will not attempt to process Ignore (IG) time.
RV	Reversed Check	Reversed Check status is created when a paycheck is reversed (cancelled). This status is not always a part of the payable time process.	The Reversed Check status means a negative row is inserted into Payable Time with a status of RV for the paycheck time being reversed.
CL	Closed	Closed time is created in two ways: Time entered in Adjust Paid Time or when an employee is inactivated after payable time has already been processed.	Closed time will not be picked up by Payroll.