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## Payable Time Status

Last Updated: March 2019



*This job aid provides users with information about Payable Time Status in order to identify where time resides in the pay cycle process.*

### **Payable Time Status**

Payable Time has a status associated with it. As payable time is created and moved through the processing cycle the status changes. The information below can be used in auditing time and troubleshooting pay issues.

Status	Description	How Created	Explanation
<b>ES</b>	Estimated	Created from timesheet entries during Time Administration (Non self-service employees).	ES time has been validated and is ready to be picked up by Payroll.
<b>NA</b>	Needs Approval	Created from timesheet entries during Time Administration (self-service employees).	NA time has been validated but will not be picked up by Payroll.
<b>AP</b>	Approved	Status is updated from NA to AP as soon as it is approved (self-service employees). No additional processing is necessary.	AP time is ready to be picked up by Payroll.
<b>TP</b>	Taken by Payroll	Status is updated by the Load to Payroll process.	Time has been validated and loaded to Payroll module then paychecks are created.
<b>PD</b>	Distributed	Status is updated after pay confirm.	The pay period has been confirmed and the Paycheck information sent to Financials.
<b>RP</b>	Rejected	Time that has not passed validation during the Load to Payroll process and needs to be corrected (employee is inactive on Job Data or too many rows are being processed).	Load to Payroll process will continue to try loading the time. If the error is corrected the time will be sent to Payroll and the status updated to TP. If the error will not be corrected, the RP time needs to be closed in Adjust Paid Time.
<b>IG</b>	Ignore	Status is updated from RP to IG when rejected time is closed.	Load to Payroll will not attempt to process IG time.
<b>RV</b>	Reversed Check	Created when a paycheck is reversed (cancelled).	A negative row is inserted into Payable Time with a status of RV for the paycheck being reversed.
<b>CL</b>	Closed	Time entered in Adjust Paid Time . The informational Time Reporting Codes (those that start with 'I') are automatically set to a status of CL.	CL time will not be picked up by Payroll.