Staff - Entry Status Quick Reference Guide

Purpose: This Quick Reference Guide covers the different time entry statuses a time entry can have in OR PTC DCI, and what actions a staff member or provider can take for each status.
Outcome: Staff are aware of the entry statuses and what actions are available.

Entries		Available Actions	
Status	**Description**	**Providers can do the following: (Employee)**	**Staff can do the following: (Supervisor Role)**
Open	An active entry (clock in has occurred but not clock out).	• View	• View • Reject
Unverified	An entry that was created/edited on behalf of a provider by a staff member. *Note: These entries **must** be verified by the provider or **another** staff member to initiate the approval process.*	• View • Verify • Reject	• View • Verify* • Reject *If they did not create/edit the entry*
Pending	An entry that has been successfully saved and is waiting for review (through the automated approval process).	• View • Edit • Reject	• View • Approve • Edit • Reject
Approved	An entry that has been approved by either auto-approval or a staff member and is eligible to be batched for payment.	• View	• View • Edit • Cancel
Batched	An approved entry that was pulled in a pending payroll batch.	• View	• View • Edit • Cancel
Processed	An approved entry that was pulled into a processed payroll batch.	• View	• View • Edit • Cancel

Entries		Available Actions	
Status	**Description**	**Providers can do the following: (Employee)**	**Staff can do the following:(Supervisor Role)**
Rejected	An entry that, upon review, fails a business rule(s) or is otherwise inaccurate and has been either manually rejected by a staff member or consumer or was rejected by a system process.	• View	• View
Canceled	An approved entry that crosses the midnight hour. Once approved, the original entry is shown as canceled and the system creates new entries to reflect each calendar day (starting time – 11:59pm and 12:00 am – ending time). *Note: When an entry is manually canceled, the status does not change to canceled. The status remains the same, the entry is flagged as compensated, and a new entry for a negative amount is created to counter the original entry.*	• View	• View