

# QRG - Entry Status



**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.



Staff - Entry Status QRG 2.1.pdf

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).	<ul style="list-style-type: none"><li>View</li></ul>	<ul style="list-style-type: none"><li>View</li><li>Reject</li></ul>
Unverified	An entry that was created/edited on behalf of a provider by a staff member. <b>Note: These entries <u>must</u> be verified by the provider or <u>another</u> staff member to initiate the approval process.</b>	<ul style="list-style-type: none"><li>View</li><li>Verify</li><li>Reject</li></ul>	<ul style="list-style-type: none"><li>View</li><li>Verify*</li><li>Reject</li></ul> <i>*If they did not create/edit the entry</i>
Pending	An entry that has been successfully saved and is waiting for review (through the automated approval process).	<ul style="list-style-type: none"><li>View</li><li>Edit</li><li>Reject</li></ul>	<ul style="list-style-type: none"><li>View</li><li>Approve</li><li>Edit</li><li>Reject</li></ul>
Approved	An entry that has been approved by either auto-approval or a staff member and is eligible to be batched for payment.	<ul style="list-style-type: none"><li>View</li></ul>	<ul style="list-style-type: none"><li>View</li><li>Edit</li><li>Cancel</li></ul>

<b>Bat ched</b>	An approved entry that was pulled in a pending payroll batch.	<ul style="list-style-type: none"> <li>• View</li> </ul>	<ul style="list-style-type: none"> <li>• View</li> <li>• Edit</li> <li>• Cancel</li> </ul>
<b>Pro ces sed</b>	An approved entry that was pulled into a processed payroll batch.	<ul style="list-style-type: none"> <li>• View</li> </ul>	<ul style="list-style-type: none"> <li>• View</li> <li>• Edit</li> <li>• Cancel</li> </ul>
<b>Rej ected</b>	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.	<ul style="list-style-type: none"> <li>• View</li> </ul>	<ul style="list-style-type: none"> <li>• View</li> </ul>
<b>Can celed</b>	<p>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).</p> <p><b>Note:</b> <i>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.</i></p>	<ul style="list-style-type: none"> <li>• View</li> </ul>	<ul style="list-style-type: none"> <li>• View</li> </ul>

## Related articles

- [Guide - OR PTC User Settings Guide](#)
- [Staff Learning Materials Catalog](#)
- [Guide - Time Entry Management](#)
- [Online Learning - Recovering a Forgotten Password](#)
- [Business Process - Managing Staff Profiles](#)