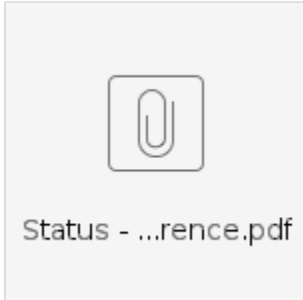# Status - Quick Reference

Description: In this quick reference article, the user will learn about the different status options in DCI.

Roles Required: Super User, Supervisor

Permissions Required: N/A

Status - ...rence.pdf

Contents:

Related articles

Employment Status

Description: Identifies the employment status of the user

Edit: Employee Details-> Actions-> Edit Employee-> Employee Information

Employment Status	Description	Employee Actions	Supervisor Actions
Registered	A profile has been created, but the user has not yet confirmed the activation email.	The employee must confirm registration using the email link before being able to log in	• No new service accounts or entries can be created for the employee until the status is changed to Active
Pending	The user has activated their profile using the email link and is ready to be changed to Active.	Log in Create entries for training punches Change Password/Pin/ Security Question/ Email	Edit employee Manage employee roles and permissions *No new service accounts can be created for the employee until the status is changed to Active*
Active	The user can log in and perform all actions per the assigned roles and permissions	All employee actions (view entries /accounts, create entries, change password/pin/security question/email)	• All supervisor actions (manage service accounts, add entries, manage roles and permissions, review pending punches, etc.)
Suspended	The user is suspended, and the profile cannot be logged into (authentication status has been disabled).	None	Supervisors can perform all supervisor actions for this user Entries can still be processed for payroll
Terminated	The user is no longer an employee, and the profile cannot be logged into (authentication status has been disabled).	None	Supervisors can perform all supervisor actions for this user Entries can still be processed for payroll
Extended Leave	The user is on a leave of absence. Users are still able to log in if the authentication status remains active, but the status will read as Extended Leave.	Dependent on the authentication status	• Dependent on the authentication status

Authentication Status

Description: Identifies the user's ability to log into the profile

Edit: Employee Details->Actions->Edit Employee-> Authentication Information

Authentication Status	Description	Automatic Status For:	Optional Status For:
Active	The user can log in	None	Pending Active Extended Leave
Disabled	The user cannot log in	Registered Suspended Terminated	Pending Active Extended Leave
Locked	The user cannot log in until the profile is unlocked by a supervisor or other administrator	When a user failed login attempts exceeding the number set by the organization	Pending Active Extended Leave

Client Status

Description: Identifies the status of the client. All system tasks can be done for the client regardless of client status. However, no new entries can be entered past the specified discharge date or when a client is in suspended status.

Edit: Client Details->Actions->Edit Client->Client Information

Client Status	Description
Active	The client is actively receiving services
Deceased	The client has passed away and no longer receives services
Inactive	The client is not actively receiving services
Discharged	The client has exited the agency and will no longer receive any services
Suspended	The client has temporarily ended services but plans to resume, i.e., hospitalizations. No new entries can be made on a client while the status is suspended.

Client Authentication Status

Description: Identifies the client's ability to log into a client profile to complete Client Sign-Off

Edit: Client Details->Actions->Edit Client->Authentication Information

Client Authentication Status	Description	Status For:
Active	The client can log in	• Optional status if Enable Client Login is checked Yes
Disabled	The client cannot log in	• Automatic status if Enable Client Login is checked Yes

Locked	The client cannot log in until the profile is unlocked by a supervisor or other administrator	When a user failed login attempts exceeding the number set by the organization Optional status if Enable Client Login is checked Yes

Punch Entries Status

Description: The following outlines the actions that can be taken when an entry is in each status by an employee (E) and by a user with a Supervisor role (S) for the Cost Center that the entry was made in.

*Please note: In FI mode, Employer is equivalent to Supervisor throughout.

Punch Entries Status	Punch Entries Description	View E	View S	Edit* E	Edit* S	Cancel* E	Cancel* S	Reject E	Reject S
Pending	The entry has been saved and is awaiting review by the supervisor. Most pending entries can be edited except for Residential and Day program entries, which can only be edited or rejected by the employee if True Clock In/Out is set to No on the associated employee service account.	X	X	X*	X			X*	X
Open	A true clock in/out entry that has started but has not been clocked out of	X	X						X
Approved	The pending entry has been reviewed and approved by a supervisor and is ready for billing/payroll	X	X			X	X		
Rejected	A pending entry that has been reviewed and rejected by the employee or supervisor or an original entry that has been edited	X	X						
Canceled	An approved entry that has been backed out. Has been paid and/or billed correctly.	X	X						
Compensated	An original entry that has already been approved, batched, or paid that has been edited. Does not necessarily indicate the entry has been paid.	X	X			X			
Unvalidated	If a phase 2 business rule is enabled, the entry may be in unvalidated status after the entry was created, and before the business rule runs.	X	X						X
Unverified	The entry was made/edited on behalf of an employee and must be verified or rejected by the employee before further action can be taken. Only applicable to punch entries.	X	X					X	X
Batched	An approved entry that has been included in a pending payroll batch	X	X			X	X		
Processed	An approved entry that has been processed in a payroll batch	X	X			X	X		
Paid	An approved entry that has been paid out (salaried punches that have been processed automatically show a status of Paid; all other entries change to Paid status 3 days after payroll was transmitted)	X	X			X	X		
Write Off	An approved entry was not billable and has been written off by processing in a Write Off batch	X	X						
Void	An approved, paid, and reconciled entry that was incorrect. No further action can be taken (cannot be canceled, edited, or billed).		X						

*Additional Notes

- Pending residential and day program entries *cannot* be edited by the employee unless True Clock In/Out is set to No on the associated employee service account, in which case the employee can edit or reject the pending entry.
    - All other types of entries can be edited by the employee while in pending status
- When a pending entry is edited, two entries are created:
    - The original entry moves to a rejected status
    - The new (reference) entry reflects the correct shift and has a status of unverified
- When an entry is canceled, a new entry for a negative amount that zeroes out the original entry is created and is automatically approved. Both the canceled entry and the reference entry show an approved status.
- When an entry that spans 2 days (crosses midnight) is approved the following occurs:
    - The original entry is canceled
    - Two new entries are created in the Approved status
        - One entry for the first date, ending at midnight
        - One entry for the second date, starting at midnight

Attendance/Absence Entries Status

Description: The following outlines the actions that can be taken when an attendance/absence entry is in each status.

Attendance /Absence Entries Status	Attendance/Absence Entries Description	View	Edit*	Cancel*	Reject	Approve
Pending	The entry has been saved and is awaiting review by the supervisor	X			X	X
Approved	The pending entry has been reviewed and approved by a supervisor and is ready for billing/payroll	X	X*	X		
Canceled	An approved entry has been canceled, or rejected, by the supervisor which creates a new entry for a negative amount that zeroes out the original entry. Both entries show a status of approved.	X				
Rejected	The pending entry has been reviewed and rejected by the supervisor and is not eligible for billing/payroll	X				
Batched	An approved entry has been included in a pending billing batch	X				
Processed	An approved entry has been processed in a billing batch	X				

Paid	An approved entry has been paid (non-billable entries that have been processed automatically show a status of Paid; all other entries change to Paid status after the billing batch is reconciled)	X				
Write Off	An approved entry was not billable and has been written off by processing in a Write Off batch	X				

*Additional Notes

- Approved residential and parenting program entries *cannot* be edited, but they can be canceled. Day program attendance/absence entries can be edited.
- When an entry is edited, two new entries are created that need to be approved
    - One entry for a negative amount that zeroes out the original entry
    - One entry for a positive amount that reflects the correct shift
- When an entry is canceled, a new entry for a negative amount that zeroes out the original entry is created and is automatically approved. Both the canceled entry and the reference entry show an approved status.

Payroll/Billing Entries Status

Description: Payroll and Billing Entries are created when a batch is processed based on the punch entries in the batch.

Payroll /Billing Entries Status	Description	Batch Status	Actions
Pending	Entries have been created and are awaiting review before being approved	InProcess or Processed	• Edit entries using Payroll or Billing overrides as needed
Approved	Entries have been reviewed and approved for transmitting	Approved or Transmitted	• No changes can be made to approved payroll entries • Billing comments can be added to entry using "Edit Entry" • Original punch can be edited (ref entry on punch entry referenced on payroll/billing entry)
Paid	Entries are non-payable or non-billable, have been paid (status changes from Approved to Paid 3 days after payroll batch is transmitted or when billing batch is reconciled)	Approved or Transmitted	• No changes can be made to paid payroll entries. • Billing comments can be added to entry using "Edit Entry" • The original punch can be edited (ref entry on punch entry referenced on payroll/billing entry)

Payroll/Billing Batch Status

Description: Payroll and Billing Batch status allow the user to know what actions can be taken and where the batch is in the process.

Payroll/Billing Batch Status	Description	Punch Status	Billing/Payroll Entry Status	Actions
Pending	A batch has been created	Batched	N/A	• Add/remove punch entries • Process Batch
Canceled	All entries have been removed from a pending batch	N/A	N/A	None
InProcess	The batch is in process. This step can take anywhere from a few minutes to a few hours to complete.	Batched/ Processed	Pending	• None • Users can perform other tasks in the system while this step finishes
Processed	The batch has been processed and payroll/billing entries are ready for review	Processed	Pending	• Billing/Payroll Entries • Approve Batch
Approve InProcess	Approval is in process. This step can take anywhere from a few minutes to a few hours to complete.	Processed	Pending/ Approved	• None • Users can perform other tasks in the system while this step finishes

Approved	The batch has been reviewed, approved, and is ready to be transmitted to payroll/billing.	Processed/ Paid	Approved	• Transmit Batch
Transmitted	The batch has been approved and transmit files have been generated	Processed/ Paid	Approved	• Download Files • Reconcile Batch
Reconciled	Billing/Payroll Entries in the batch have been paid	Paid	Paid	• Edit Billing/Payroll Entries

Related articles

- [Status - Quick Reference](#)
- [Mobile App Offline - Admin](#)
- [Mobile App Offline - Employee](#)
- [Can I delete an object in DCI?](#)
- [Why is the "No Active Authorization Error" alert showing on my punch entry?](#)