

Time Entry and Labor (TEL) Documentation
Document Status Explanation

The status of a document changes depending upon the actions taken by the employee, timekeeper, or central support.

Document Status	Explanation
Open	Documents that are automatically generated with the Reporting Method "TEL" are created with this status. Documents will remain in "Open" status until they are submitted. Approvers that select RETURN TO REQUESTOR button in the workflow approval notification will also cause the status of the document to change to "Open."
Ready	Documents that are submitted and are in an approval queue have this status. Updates are limited in this status. TEL documents in "Ready" status can only be returned to "Open" by the approver in whose queue it sits.
User Approved	Once the document has received all required User approvals, but is awaiting Central approval, it is in this status. Updates are limited in this status. When the OPEN button is selected by the responsibilities, Design Build or TAMS, the document is changed to "User Approved" status.
Central Approved	Once the document has received all required approvals, both User and Central, it is in this status. It will remain in this status until it is uploaded for payroll processing. If the document needs to be returned to the "Open" status once it reads "Central Approved," the request has to be made to Payroll Services. If the document is returned to "Open" status, it must follow the approval path again before it can be uploaded for payroll processing.
Electronic Approved	This document status appears on any TEL document that is fed electronically such as Design Build or TAMS. If the document needs to be returned to the "Open" status once it reads "Electronic Approved," the request has to be made to Payroll Services. If the document is returned to "Open" status, it must follow the approval path again before it can be uploaded for payroll processing
Complete	Documents in "Complete" status have been uploaded for payroll processing. The document cannot be opened once "Complete." Changes may be made by selecting REPROCESS .