

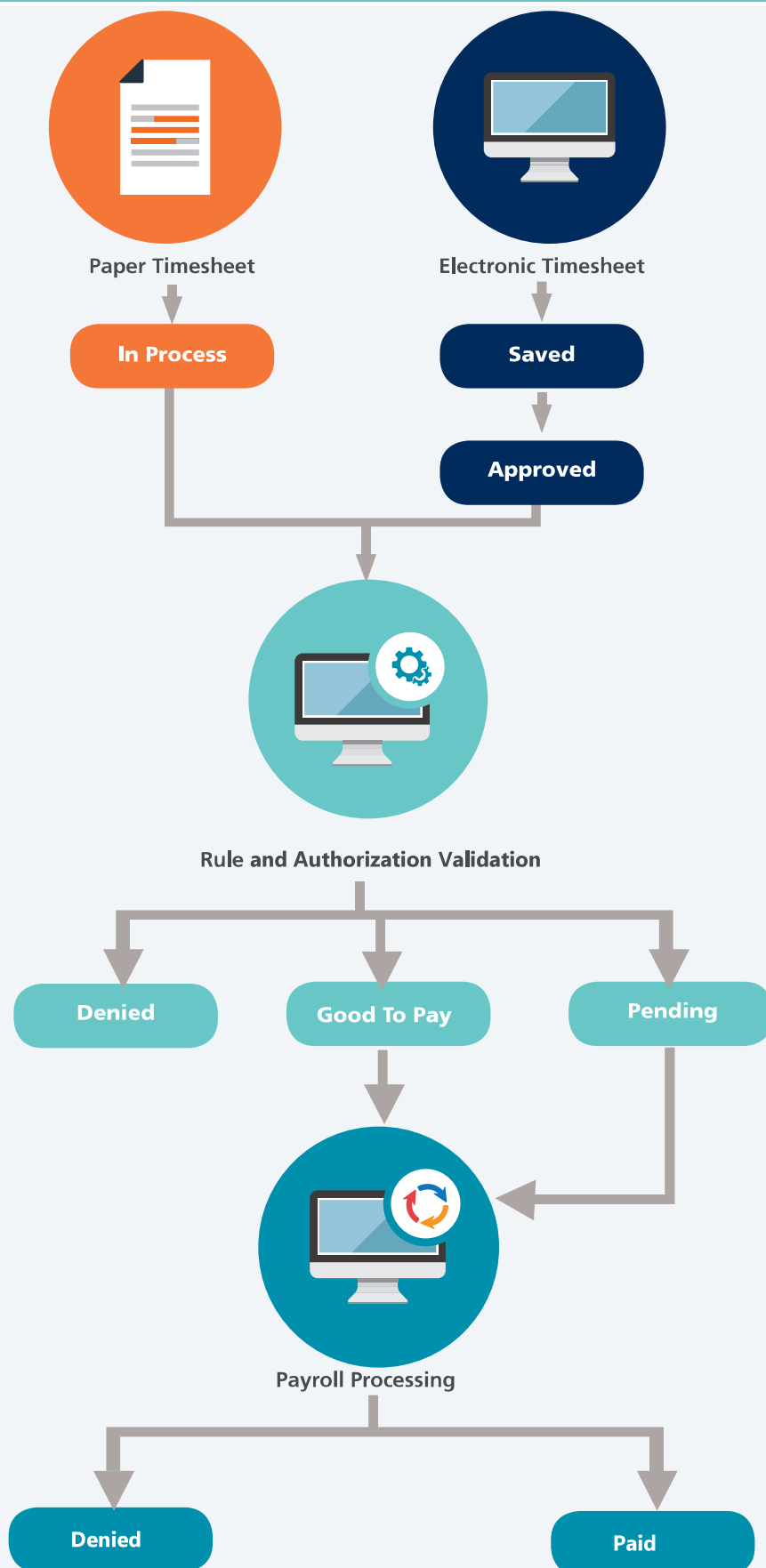
Understanding Timesheet Statuses

Timesheet Status Definitions

Please Note

These timesheet Status descriptions should not be considered a guarantee of payment. All payments are processed using specific rules and the available authorization information.

There are seven timesheet statuses and each serve a different purpose to help an Individual Provider understand where their timesheet is in the payment process.



1 **Saved:** (applies to electronic timesheets): A timesheet entry has been saved, but not yet submitted for processing.

2 **Approved** (applies to electronic timesheets): A submitted timesheet has been received and reviewed by the system and is approved to be processed.

3 **In Process** (applies to paper timesheets only): A paper timesheet has been submitted and received, but has not yet been reviewed for processing.

4 **Pending:** A timesheet is not approved and requires additional action to be taken to resolve the pend message. The "Error Message(s)" on the electronic timesheet will have specific instructions.

5 **Denied:** After all processing has been applied, the timesheet cannot be paid.

6 **Good to Pay:** A timesheet that is ready to be paid. *Caution: Do not edit a timesheet in Good to Pay status. This can cause delay in payment processing.*

7 **Paid:** Payment is on its way or the IP has been paid for a timesheet period in the past.