

Status of Punch Entries

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 Supervisor role (S) in the office.

Entries		Actions							
Status	Description	View		Edit*		Cancel*		Reject	
		E	S	E	S	E	S	E	S
Unvalidated	Entry has been saved and the system is checking the backend rules								
Pending	Entry has been saved and is awaiting review by supervisor	✓	✓	✓*				✓	✓
Approved	Pending entry has been reviewed and approved by supervisor and is ready for billing/payroll	✓	✓		✓		✓		
Canceled	An approved entry has been canceled by	✓	✓						
Rejected	Pending entry has been reviewed and rejected by supervisor and is not eligible for billing/payroll	✓	✓						
Batched	Approved entry has been included in a pending payroll batch	✓	✓		✓		✓		
Processed	Approved entry has been processed in a payroll batch	✓	✓		✓		✓		

Note: EVV (Electronic Visit Verification) = Yes (This means that the Client/Family has approved your hours.)

