

Payable Time Statuses Guide

SUMMARY

This guide is intended for Agency Payroll Staff to understand the various payable time statuses and when they occur in relation to the payroll cycle and processes that are run in STAR HCM.

KEY PROCESSES

Time Administration: The process that creates payable time for timesheet entries and exception time reporters. This is run nightly for all employees and individually when a timesheet or absence is submitted for an employee.

Time and Labor Load: The process that loads approved and estimated payable time to paychecks during a payroll calculation for payroll being processed.

Payroll Calculation: The collection of processes that loads Time and Labor, loads POTTs and calculates checks for payroll being processed.

HCM to FIN Stream: The collection of processes that sends paycheck earnings, taxes and deduction data to STAR FIN after payroll is confirmed.

PAYABLE TIME STATUSES

Status	Description	Explanation
NA	Needs Approval	Payable time created by Time Administration that requires approval before it can be sent to payroll. This time will update automatically when changes or deletions are made on the timesheet before being approved.
ES	Estimated	Payable time created by Time Administration for no approval exception time reporters.
AP	Approved	Payable time that is approved by a supervisor or payroll staff and is ready to be sent to payroll during the next Time and Labor Load. Once time is approved, any changes or deletions will create new payable time rows to supplement or offset the original rows. Absences default to approved status.
SP	Sent to Payroll	Temporary status while estimated and approved hours are being processed in a Time and Labor Load.
TP	Taken by Payroll	Payable time that has successfully loaded to a paycheck.
RP	Rejected by Payroll	Payable time that could not load to a paycheck for one of the following reasons: <ul style="list-style-type: none">• No paysheet for employee because they terminated in a previous pay period.• Employee is not in active payroll status in Job Data for payable time date.• Too many rows of payable time data to load to employee's paycheck.
CL	Closed	Payable time not loaded to a paycheck and is finished processing for one of the following reasons: <ul style="list-style-type: none">• TRC is not associated with an earnings code (e.g. WKCMP, CMPAD).• Contractor payable time that is not paid in STAR HCM.• Rejected by payroll hours that are manually closed by Central Payroll.
IG	Ignore	Payable time that has been manually shut off on its corresponding payline by Central Payroll in rare circumstances.
PD	Distributed	Payable time has finished processing when payroll is confirmed and HCM to FIN stream is completed.
RV	Reversed Check	Payable time that has been reversed in an off-cycle check reversal. These are offsets of original entries processed on the reversed check.

PAYABLE TIME FLOWCHART

