












Enterprise - Timecard Icons and Their Meanings

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When adding time to a timecard, some very handy tools include the icons attached to a working timecard. These are displayed next to the timecards that are associated with a specific time entry session. Each one has a different definition and knowing these definitions can guide you through your time entry process with ease.

Below is a table defining each of these icon's roles for your use and, in no time, you will be a master of your timecard craft!

Icon	Summary	Description
	Claimed Timecard	This timecard has been edited by a service rep and is attached to a proofing session.
	Sent to Payroll	This timecard is attached to a payroll run but is not currently attached to an invoice run.
	Sent to Invoicing	This timecard is attached to a invoice run but is not currently attached to an payroll run.
	Sent to Payroll and Invoicing	This timecard is attached to a payroll run and an invoice run.
	Archived Record - Read Only	This timecard has been processed through payroll and invoicing and has been posted, marking it as a complete transaction. These transactions cannot be edited.
	UnSubmitted WebCenter Timecard	This timecard has been created but has not yet been submitted by the employee to the timecard approver for approval in WebCenter.
	UnApproved WebCenter Timecard	This timecard has been submitted to the timecard approver, but has not yet been approved in WebCenter.
	Approved WebCenter Timecard	This timecard has been approved by the timecard approver in WebCenter and is ready for payroll.

	Overridden WebCenter Timecard	This timecard was approved but was then edited in Enterprise after approval.
	Rejected WebCenter Timecard	This timecard has been submitted by the employee and rejected by the timecard approver.
	Timeclock Timecard	This timecard is created via Timeclock.

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