

TRS TIMESHEET WORKFLOW STATUS LEGEND

Timesheet Tracking Status	
TRACKING STATUS CODES	DESCRIPTION
NONE	TRS has generated a timesheet but the employee has not taken action, entered work or leave hours, or saved the timesheet. There is nothing that needs to be done by the supervisor or the Payroll office.
SAVED	Employee has entered work/leave hours on their timesheet and saved the changes. This timesheet is still in the employee's queue and has not been submitted.
SUBMITTED_TO_SUPERVISOR	Employee has submitted their timesheet to their supervisor, or the supervisor has created a timesheet on behalf of the employee.
RECALLED_BY_EMPLOYEE	Employee has recalled a previously-submitted timesheet to a supervisor so that the employee can make changes. The employee will need to submit the corrected timesheet again to the supervisor.
RETURNED_BY_SUPERVISOR	Supervisor has returned the timesheet to the employee to make corrections. The employee will need to make the corrections and submit the timesheet again to the supervisor.
SUBMITTED_TO_DTA (DTA = Payroll Office)	Supervisor has approved the timesheet and it is awaiting approval by the Payroll office. The Payroll office can return the timesheet to supervisor if correction is needed. Timesheet will go back to "Submitted to Supervisor" status until the supervisor approves the timesheet again. Once the supervisor has approved the timesheet, the timesheet will go back to "Submitted to DTA" status, and will be ready for the Payroll Office to process the timesheet.
COMPLETED	The Payroll office has reviewed the timesheet and the timesheet has been successfully processed. This status code is displayed when there is successful electronic submission of a timesheet from TRS to PPS, or when a manual update is completed in PPS.

