![UF University of Florida logo]

University Payroll Services

Payable Time Detail – Status of Pay

Needs Approval

Time has been entered and processed but not approved. (Applies to exception time for exempt employees.)

Approved

Time has been approved. (Applies to exception time for exempt employees.)

Estimated (Exempt Only)

Approved but not yet taken by payroll.

Taken by Payroll

Approved time is processed by payroll.

Distributed

Pay has been paid/posted and is complete for the pay period.

<u>Closed</u> – **Time using the NoPay TRC's** will show as **"Closed"** after it is approved.

<u>Rejected by Payroll</u> – There are various reasons why time may be rejected by the system. The three most common are:

1. An employee transfers pay groups mid pay period and the pay group previously had time loaded.
2. Missing distribution information causes pay to be turned off and time is rejected.
3. Employee terminated during the current pay period after time was loaded for the entire pay period and there is unprocessed Payable Time.

Time will not pay out if is in this status. If you need assistance with time that is showing as "rejected", please contact Payroll Services at:

http://www.fa.ufl.edu/departments/payroll-services/contacts/

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