Time Entry Period Open

PHATIME

What you can do to a timesheet based on your role…					
Timesheet Transaction Status	Originator Functions	Approvers	Superuser (extracted time)	Superuser (did not extract time)	Acknowledger
Not Started	Extract		Extract		
In Progress	Restart Update Submit		Restart Update Submit	Submit	
Returned for Correction	Restart Update Submit		Restart Update Submit	Submit	
Pending		Update Approve Return	Update Approve Return	Update Approve Return	Acknowledge
Approved					Acknowledge

Employee Self-Service

What you can do to a timesheet based on your role…				
Timesheet Transaction Status	Employee Functions	Approvers	Superuser	Acknowledger
Not Started	Extract			
In Progress	Update Restart Submit		Submit	
Returned for Correction	Update Restart Submit		Submit	
Pending	Return	Approve Return Update Delete	Approve Return Update Delete	Acknowledge
Approved	Return	Return	Return	Acknowledge

Time Entry Period Closed

PHATIME

What you can do to a timesheet based on your role…				
Timesheet Transaction Status	**Originator**	**Approvers**	**Superuser**	**Acknowledger**
Not Started			Extract	
In Progress			Submit	
Returned for Correction	Restart Update Submit			
Pending		Approve Return Update	Approve Return Update	Acknowledge
Approved				Acknowledge

Employee Self-Service

What you can do to a timesheet based on your role…				
Timesheet Transaction Status	**Employee Functions**	**Approvers**	**Superuser**	**Acknowledger**
Not Started			Extract	
In Progress			Submit	
Returned for Correction	Restart Update Submit		Submit	
Pending		Approve Return Update Delete	Approve Return Update Delete	Acknowledge
Approved				Acknowledge