UAB FINANCIAL AFFAIRS
The University of Alabama at Birmingham

The status of a document changes depending upon the actions taken by the employee, timekeeper, or central support.

Document Status	Explanation
Open	TEL documents created in this status are open for data entry. Documents will remain in "Open" status until they are submitted. Approvers that select RETURN TO REQUESTOR button in the workflow approval notification will also cause the status of the document to change to "Open."
Ready (Workflow)	TEL documents that are submitted and in an approval queue for Departmental approvals have this status. Updates are limited in this status. TEL documents in "Ready" (Workflow) status can only be returned to "Open" by the approver in whose queue it sits.
Ready (Non-Workflow)	Kronos TEL documents create in this status and data entry is unavailable pending electronic feed of time from Campus Time & Attendance. Once time feeds from Campus Time & Attendance, document status electronically changes to "Central Approved" for GL funded employees. Document status for GA funded employees will enter "Ready (Workflow)" status for departmental approvals.
User Approved	Once the document has received all required Departmental approvals, but is awaiting Central approval, it is in this status. Updates are limited in this status.
Central Approved	Once the document has received all required approvals, both Departmental and Central, it is in this status. It will remain in this status until it is uploaded for payroll processing. If the document needs to be returned to the "Open" status once it reads "Central Approved," the request must be made to Payroll Services. If the document is returned to "Open" status, it must be resubmitted and must follow the departmental approval path before it can be uploaded for payroll processing.
Electronic Approved	This document status appears on any TEL document that is fed electronically from Hospital Kronos with Reporting Method TAMS. These documents are only available for edit by Hospital Personnel Support Services and UAB Payroll Services.
Complete	Documents in "Complete" status have been uploaded for payroll processing. The document cannot be opened once "Complete." Changes may be made by selecting REPROCESS.