University of South Carolina
Time/Labor and Absence Management
Timesheet Icon Reference Guide

Timesheet Icon and Name	Brief Description
Saved	The **saved** icon appears when you enter time on the timesheet, and you click the Save for Later button. Days with this icon have not been submitted for approval.
Approved	The **approved** icon appears when days on your timecard have been successfully submitted and fully approved.
Pending Approvals	The **pending approvals** icon appears when you enter time for one or more days and click the Submit button. Days with this icon have been successfully submitted for approval.
Denied	The **denied** icon appears when you entered time and submitted a timesheet, but one or more of the days have been denied by either your manager or an authorized Time and Labor/Absence Management departmental approver.
Pushed Back	The **pushed back** icon appears when you have entered time and submitted a timesheet, but one or more of the days needs to be adjusted as determined by either your manager or an authorized Time and Labor/Absence Management departmental approver.
Exception	The **exception** icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are you entered more than 24 hours' time worked for one day, you claimed holiday work hours on a non-holiday, or you worked over 40 hours in the workweek and did not select the comp time indicator.
Absence	The **absence** icon appears when you submitted an absence request for one or more days in that timesheet. Days with this icon are not editable on the timesheet.
Timesheet Banner Color and Name	**Brief Description**
Reported	The banner on a scheduled workday appears green for **reported** when you accurately enter time and/or absence that equals the scheduled hours.
Reported Under Schedule	The banner on a scheduled workday appears red for **reported under schedule** when you have not yet reported any hours for that day, or you have reported a lesser number of hours than your schedule dictates. Note since exempt employees do not report daily time worked, the timesheet will always show the red and no action is needed.
Reported Over Schedule	The banner on a scheduled workday appears purple checkered for **reported over schedule** when you enter hours worked more than the schedule for that day. Note for non-exempt employees, overtime compensation (either overtime pay or compensatory time) is earned for hours above 40 worked in a workweek.
OFF Day	The banner on days not in your set schedule appear gray for **off day.**