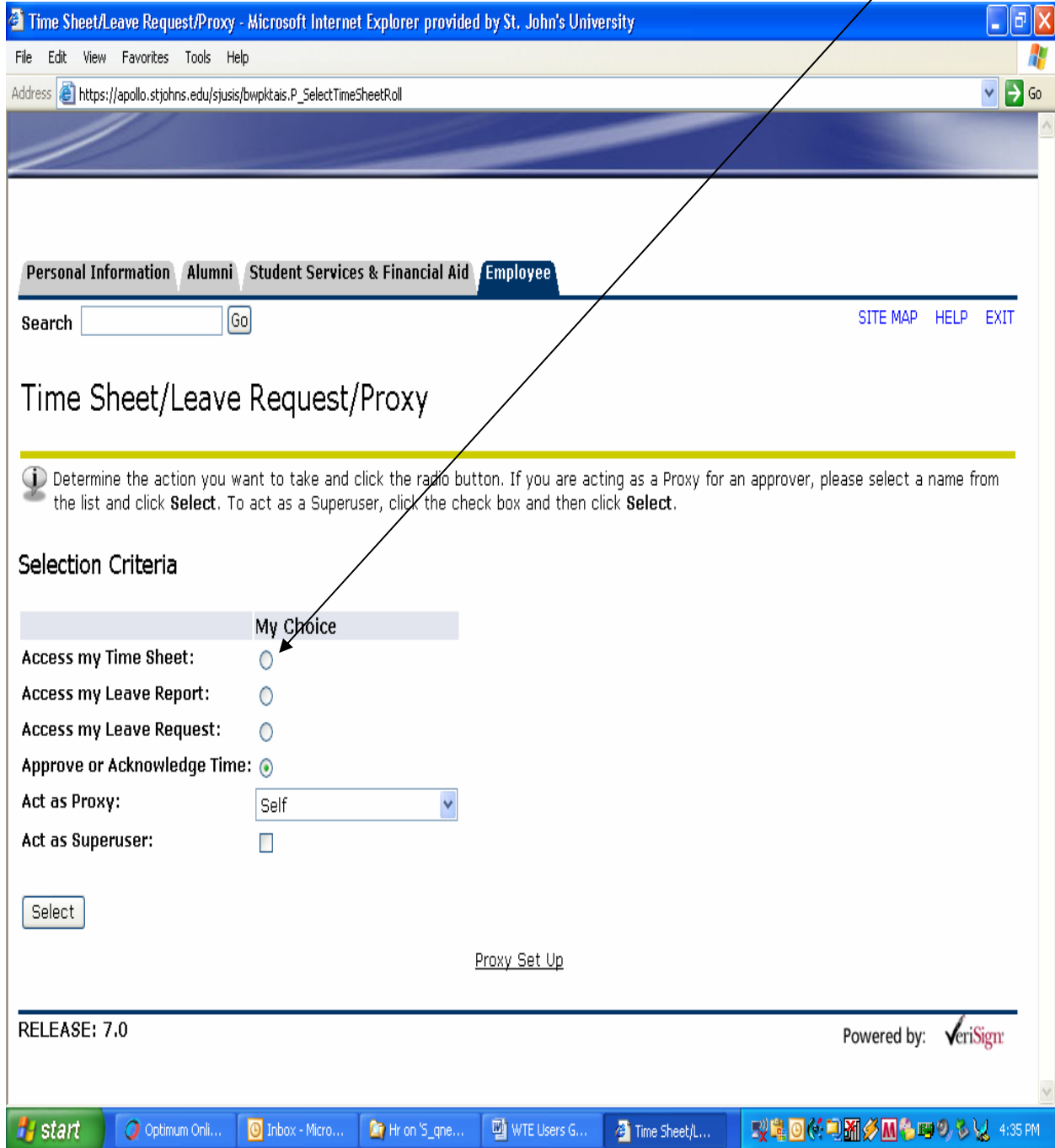
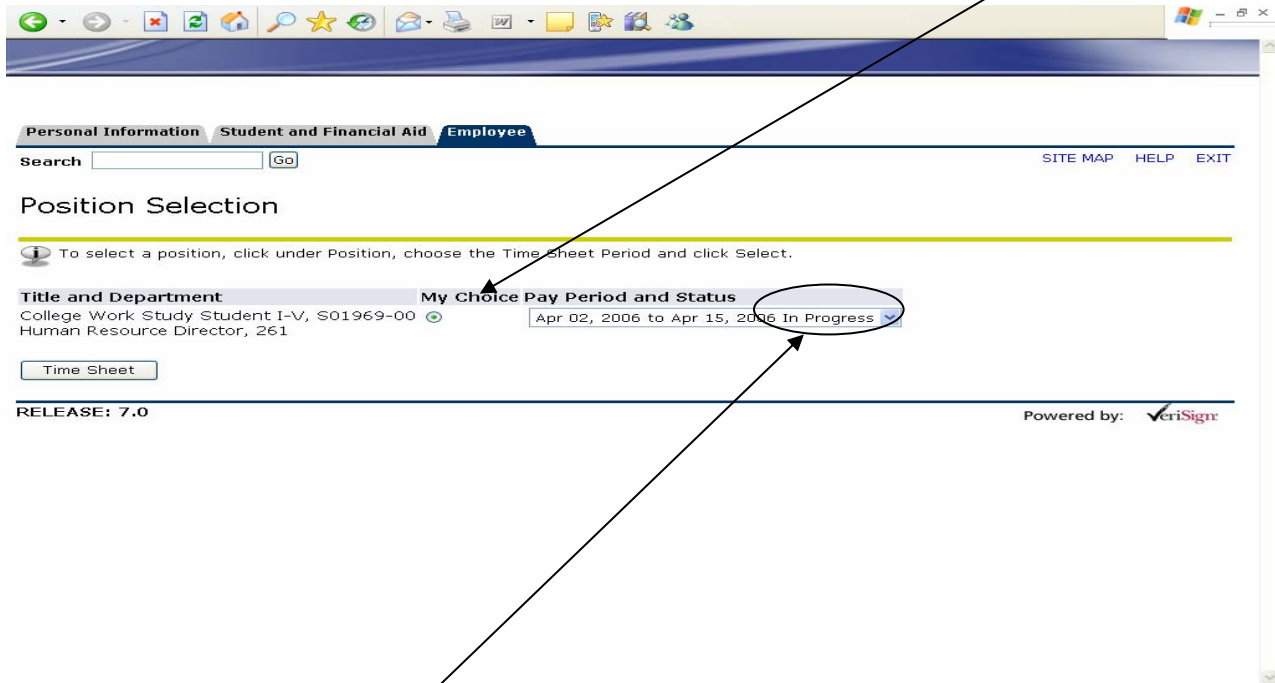


D. Selection Criteria

The Selection Criteria Page is displayed for employees to enter their time sheet, select "Access my Time Sheet". Approvers will select "Approve or Acknowledge Time".



All current and previous positions will be displayed on this screen. Selects the **position and pay period** for the current pay period (status *Not Started* or *In Progress*).



Select the correct active pay period from the pull-down menu. Previously completed pay periods will also appear in the pull-down menu.

After selecting the correct pay period, click on the **Time Sheet** button. This will initialize your time sheet.

E. Status Definitions for Time Sheets:

Status	Definition
Not Started	The time sheet has not been initialized.
In Progress	The time sheet has been initialized by the employee but is not completed or ready for submission to the approver. Hours may or may not have been entered.
Pending	The time sheet has been submitted for approval. It will remain in pending status until all Approvers have taken action.
Approved	A time sheet has been approved and is ready for processing by Payroll.
Awaiting Approval	The time sheet was returned for correction while it was in the approval process.
Error	The time sheet contains one or more errors. Contact Payroll extension 6345.
Completed	The time sheet has been fully processed by Payroll.