Status Codes

INIT (Initial) – when a form is initiated on HRS.

INC (Incomplete) – when a form is initiated this is the status it is in; changes to the form can be made at this time.

BAL (Balanced) – a form becomes balanced when all account information has been entered and is equal to the total amount authorized on the Header screen. If changes are made to the form or a document is attached the form will become unbalanced and be in an INC status and will need to be BAL again. If the account is an unrestricted account it will not balance until a SOF has been added, the form will ask for this at the top of the page, once added go back to the ACCT tab and click the purple highlighted account code and then hit balance. SOF (Source of Funds) – this screen is required if payment is being made from an unrestricted account; this has been pre-established by Budget and Planning.

HIST (History) – the status a form changes to when the prior form becomes current.

RAPR (Department Route) – the form has been routed to reviewers; additional reviewers can be added at this stage

RAPP (Department Route Approve) – all reviewers have approved the form (department paying for add comp and the home department of the employee performing the add comp)

RDAP (Department Route Disapprove) – the form has been disapproved by an individual who has release authority. To make a change the form will need to be INC

RHRS (Release to HR) – the form has been released to Human Resource Management for further processing.

RHRW – (Waiting) – the form has been released to Human Resource Management for further processing, but all the required documents have not been completed/attached.

RGRAD (Release to Grad School) – the form has been released to the Graduate School for further processing (GA’s)

FRTE (Funding Route) – the form is routing to SPA or B & P for funding approval

FAPP (Funding Route Approve) – the appropriate funding approval has been received

FDAP (Funding Route Disapprove) – the funding reviewer has disapproved the form

RPAY (Release to Payroll) – the form has been released to Payroll for the payment schedule to be loaded and the form to be paid

CAN (Cancel) – the form has been cancelled and no data can be changed and the status of the form cannot be altered

CURR (Current) – this status indicates that the Payroll office has processed the form for payment; a version 2 of the form can now be created if changes need to be made

COMP (Complete) – this status indicates that the authorized amount has been paid in full; a version 2 can be made at this time

DEL (Deleted) – a form can be deleted if the form is in an INC status and no additional action can be taken on the form.