

Note: The most common timecard statuses include: New, Saved, Submitted, and Approved

Note: The status displayed on your timecard reflects the **most recent** action performed to the timecard.

This means your timecard status will change every time a new action is taken.

If for example the timecard is submitted at the end of the first week of the pay period, then more time is added during the second week, the status will change from Submitted back to Saved. This is normal.

