



# Timesheets & Invoices

## Timesheet / Invoice Statuses

- **Pending:** Invalid data on the timesheet/invoice that needs to be addressed (units will not be paid if there are no available units for the billed authorization).
- **In Process:** Timesheet/invoice received and is being run through validations against the budget and other timesheets/invoices received.
- **Processed for Payment:** Timesheet/invoice has been put on a payroll file/AP file
- **Voided:** Timesheet/invoice was voided (cancelled)

## What Are Possible Timesheet / Invoice Errors?

- Reached Budget Limit (**utilized available hours**)
- No Budget Line
- Multiple Budget Line Item - *most frequent alert that the SC will see*
- Date Outside Record Span
- End time before Start time