Timesheet Color Indicator Legend

The background color of the timecard changes, depending on who has approved it:

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee.

> **Note:** If a timecard has multiple job approvers and your timecard settings are configured to only show shading for approved jobs, then only the jobs that have been approved are shaded. Jobs that have not yet been approved are not shaded.

Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.

Exceptions Indicator Legend

Exception indicators

Icons are used as indicators within the timecard to call attention to these exceptions:

	The cell is solid red when there is a missed in or out punch.
⚠	Action is required for an exception on this day.
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence.
✓	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green.
	When an employee justifies a missing time exception, the icon color changes to red (with two white lines).
	If there is more than one exception, the color reflects the most severe state of all the exceptions, and the white lines are diagonal.
	If an absence has been excused, icon is blue with three horizontal lines.
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple.
‖	Holiday exceptions