

eForm Status Definitions

- **Authorized** – The eForm has been approved by Human Resources/Payroll, but all further action is pending while HCM is on ‘component lockdown’. The HCM system is on ‘component lockdown’ for a period during each payroll cycle while the Payroll Office confirms the upcoming pay data. No eForms execute during this time, so the status remains as Authorized.
- **Denied** – The eForm has been rejected. The most common reason an eForm is denied is because the eForm is a duplicate.
- **Executed** – Your eForm was approved by Human Resources/Payroll and has been successfully executed in the system. This is the status you want to see!
- **Partially Approved** – A partially approved eForm has been ‘recycled’ by Human Resources/Payroll back to the initiator for edits. Once the initiator makes the edits and resubmits the eForm, the status will change to pending.
- **Pending** – Your eForm has been successfully submitted into the workflow but has not yet been approved.
- **Saved** – The eForm has been created and saved by the initiator but has not been submitted in the workflow. Saved eForms will not be reviewed or processed by Human Resources/Payroll. No action can be taken by Human Resources/Payroll until the eForm is submitted to the workflow.
- **Withdrawn** – The eForm has been removed from processing by the initiator or central administrator, meaning the request is no longer valid.