University of South Carolina
Division of Human Resources
HCM eForm Status Definitions

Use this guide for quick reference of the different HCM eForm statuses. Initiators and approvers can view eForm status in their Aging eForm Dashboard, refer to the job aid for additional information. College/Division and Campus HR Contacts can run the *SC_HR_GT_WORKFLOW_COLLEGE_DEPT* query in HCM to monitor inflight eForms within their security scope. Lastly, anyone with security access as initiator or approver for that department can view eForms at any status through the ePAF homepage.

eForm Status	Definition
Authorized	The eForm has been approved by the final workflow approval step, but all further action is pending while HCM is on 'component lockdown'. The HCM system is on 'component lockdown' for a few days 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 until lockdown is lifted.
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!
Hold	The eForm was placed on pause by someone in the workflow approval. Only the person who placed the hold on the eForm can take action to continue through workflow.
Partially Approved	A partially approved eForm has been 'recycled' by a workflow approver back to the initiator for edits. Once the initiator makes the edits and resubmits the eForm, the status will change to pending. Comments should be included indicating the update/edit needed.
Pending	Your eForm has been successfully submitted into the workflow but has not yet been approved at the final workflow approval step.
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Withdrawn	The eForm has been removed from processing by the initiator or central administrator, meaning the request is no longer valid. If central HR has withdrawn an eForm they will add a comment with justification/additional information.