Process Project Statement Revision

When completing the Pre Review process or Confirmation process, it may be possible that a revision would be required to correct a project statement. Once you have completed the steps related to the Project Statement Revision Requested process and initiated the payroll change in SAP, the new payroll will be loaded to the ecrt system for your review. This will create a new task on the Pending Payroll Tasks tab called Process Project Statement Revision.

To route to the task, click on the hyperlink.

Review the information in the task. To resolve the task choose from the following:

- Use the Post & Maintain button if the payroll changes did not correct the statement as anticipated (additional revisions are required). Initiate any additional payroll changes that are required.
- Use the Post button if the payroll that loaded to the system accurately reflects the changes that were required. This will return the statement to either Ready for Pre Review status or Ready for Confirmation status depending on at what point in the process the revision was requested on the project statement.