Project Statement Revision Requested

When completing the Pre Review on a Project Statement, it is possible that you may identify that a payroll change is necessary to make the payroll accurate. When/if this does occur, the PDEC should select the revise payroll checkbox for any or all persons listed on the project statement that require a revision and then click the Revise Payroll button to put the statement into Revision Requested status.

Project Statement for 3048990005: Inhibition of Translation Initiation in Cancer Therapy (FY16 Quarter 3);   effort from 1/1/2016 to 3/31/2016, due date 2/28/2017;   Status: **Ready for Pre Review**

Employee	Department	Direct Charge $	Cost Share $	Direct Charge %	Cost Share %	Total Payroll $	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	$15,000.00	$0.00	13%	0%	$15,000.00	13%	☐	☑	
Ryland Å , Laquanda - 99887718	Huron Testing Department - Hurontesting	$600.00	$0.00	29%	0%	$600.00	29%	☐	☐	

Revise Payroll   Home

Using the Revision Requested status allows for the payroll change to be made in SAP while keeping the statement on hold until the correction has been loaded to the ecrt system. This will move the statement from the Associated Project Confirmations tab to the Pending payroll tasks tab on the homepage.

Statements Awaiting Confirmation	Pending Payroll Tasks (1)	N/A	Associated Project Confirmations

Type	Identifier	Name	Date
Project Statement Revision Requested	3048990005	Inhibition of Translation Initiation in Cancer Therapy	02/14/2017 12:56 PM

Route to the task by selecting the hyperlink for the Project Statement Revision Requested. If you need to have conversations to determine if the revision is necessary, contact any people needed to discuss the payroll on the project statements. (Please note: Principal Investigators can request a revision during the Confirmation period. Principal Investigators have the option to modify the percentages to reflect the change they expect in the payroll for the individual.)

Project Statement for 3048990005: Inhibition of Translation Initiation in Cancer Therapy (FY16 Quarter 3); effort from 1/1/2016 to 3/31/2016;   Status: **Revision Requested**

Employee	Department	Direct Charge $	Cost Share $	Previous Payroll	Direct Charge %	Previous Cost Share	Cost Share %	Total Payroll $	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	$15,000.00	$0.00	13%	13%	0%	0%	$15,000.00	13%	☐	☑	
Ryland Å , Laquanda - 99887718	Huron Testing Department - Hurontesting	$600.00	$0.00	29%	29%	0%	0%	$600.00	29%	☐	☐	

Reject   Approve   Home

If the revision is not necessary, click the Reject button and this will return the statement to Ready for Pre Review status on the Associated Project Confirmations tab on the homepage.

If the revision is deemed necessary, click the Approve button on the task. This will then require communication with the HR Payroll Specialist to initiate the payroll change in the SAP system via a cost distribution change or Z4 document (dependent upon the Earliest Retroactive Date). Once this change has been loaded to ecrt, a new task called the Process Project Statement Revision task (please review the Quick Reference Card-Process Project Statement Revision) will be on the Pending Payroll tasks tab.