Total Payroll for Individual on a Project Statement

When completing a review of the project statement, it is possible to have employees working in other departments that the reviewer is not familiar with the payroll of that employee. To determine the appropriateness of the payroll charged to the project statement, use the Hover Over 100% Payroll Report to view the total payroll for the individual for the quarter in review.

To route to this report:

- On the project statement, go to the Action Column at the far right.
- Select the Scroll Icon (looks like a piece of paper).
- A pop-up window will appear to show every cost object that the employee has charged during the quarter.
- Review information for appropriateness and accuracy.

If you have questions or concerns, please email ecrt.help@uky.edu