University of Kentucky – Payroll Confirmation Workflow-Principal Investigators Statement status updates to 'Confirmed' PI clicks "I Agree" for the Attestation Statement **Ready for Confirmation** No Revision Required Project statement PI confirms payroll is correct – PI selects routes to <u>PL</u>for → all checkboxes in the Confirm column and review in 'Ready for clicks the **Confirm button** Confirmation' status PI selects checkbox under the PI selects checkbox Revise column for any individual under the **Confirm** needing a revision (if person is column for any individual missing, select any person) that is correct Ready for Confirmation Partially Confirmed Project statement PI should enter estimated routes to PL for percentages for changes in the review in 'Ready "Direct Charge" or "Cost Share" percent columns status PI selects "I agree" to the PI selects "Confirm and attestation statement. Revise" button Statement in Revision Requested and PI is done until PDEC makes necessary payroll adjustments PI should enter estimated PI selects checkbox under the Revise column for any individual needing a revision (if person is missing, select any person) percentages for changes in the "Direct Charge" or "Cost Share" percent columns Ready for Confirmation Revise Payroll Project statement routes to **PL**for review in 'Ready PI selects "Confirm and for Confirmation' Revise" button status Statement in Revision Requested and PI is done until PDEC makes necessary payroll adjustments