

Missing Person on a Project Statement

When completing the Pre Review on a Project Statement, it is possible that you may identify a person is missing from the list of people that should have charged the grant. When/If this does occur, the Primary Department Effort Coordinator (PDEC) should select the revise payroll checkbox for any person that is listed on the project statement and then click the Revise Payroll button to put the statement into Revision Requested Status. Add a note to the project statement to indicate the person that is missing.

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%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ryland A , Laquanda - 99887718	Huron Testing Department - Hurontesting	\$600.00	\$0.00	29%	0%	\$600.00	29%	<input type="checkbox"/>	<input type="checkbox"/>	

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 ecrt. This will move the statement from the Associated Project Confirmations tab to the Pending Payroll Tasks Tab on the homepage.

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 Project Statement Revision Requested and approve the task.

After requesting the revision, please work with the Payroll/HR person for the department the employee is assigned in order to make the changes necessary to add the person to the project through the cost distribution or Z4 document.

Once the change has been made in SAP, the payroll information will be updated in ecrt and will generate a new task for you on the Pending Payroll Tasks tab called Process Project Statement Revision. You will need to post this task to the project to move the statement back into the workflow process.

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