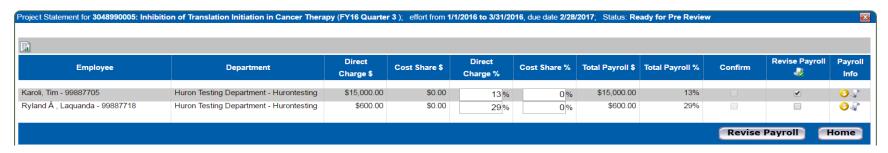
Missing Person on a Project Statement

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.



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.

Statements Awaiting Confirmation	Pending Payroll Tasks (1)	N/A	Associated Project Confirmations
Туре	Identifier	Name	Date
Project Statement Revision Requested	3048990005	Inhibition of Translation Initiatio	n 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