

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.

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1), Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017, Status: Ready for Confirmation

| Employee | Department | Direct Charge \$ | Cost Share \$ | Direct Charge % | Cost Share % | Total Payroll \$ | Total Payroll % | Confirm | Revise Payroll | Action |
|--------------------------------|-----------------------------------|------------------|---------------|-----------------|--------------|------------------|-----------------|--------------------------|--------------------------|--------|
| Addington A , Leigh - 99887712 | UK Testing Department - UKtesting | \$400.00 | \$200.00 | 67% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Hurley A , Lesa - 99887709 | UK Testing Department - UKtesting | \$300.00 | \$200.00 | 60% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Kelley, Mike - 99887703 | UK Testing Department - UKtesting | \$100.00 | \$550.00 | 3% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Olander A , Magan - 99887710 | UK Testing Department - UKtesting | \$200.00 | \$300.00 | 40% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Stoll A , Karena - 99887711 | UK Testing Department - UKtesting | \$200.00 | \$300.00 | 40% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ting A , Kari - 99887708 | UK Testing Department - UKtesting | \$400.00 | \$0.00 | 44% | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Project Payroll Summary - FY17 Quarter 1

| Project Name | Total Payroll \$ | Total Payroll % |
|----------------------------------|-------------------|-----------------|
| 3048990001-Studies on being ... | \$650.00 | 20% |
| 3048990002-Training Program ... | \$550.00 | 17% |
| 3048990003-Molecular Electronics | \$650.00 | 20% |
| 3048990011-New Techniques i... | \$1,435.00 | 44% |
| Total: | \$3,285.00 | 100.00% |

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