

Missing Person on a Project Statement

When completing the Confirmation 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 Principal Investigator should select the revise payroll checkbox for any or all person(s) 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.

| Employee | Department | Direct Charge \$ | Cost Share \$ | Direct Charge % | Cost Share % | Total Payroll \$ | Total Payroll % | Confirm | Revise Payroll | Action |
|-------------------------------|-----------------------------------|------------------|---------------|-----------------|--------------|------------------|-----------------|--------------------------|-------------------------------------|--------|
| Karoli, Tim - 99887705 | UK Testing Department - UKtesting | \$30,000.00 | \$30,900.00 | 4% | 4% | \$60,900.00 | 9% | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$ |
| Ryland A, Laquanda - 99887718 | UK Testing Department - UKtesting | \$2,400.00 | \$0.00 | 22% | 0% | \$2,400.00 | 22% | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$ |

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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 Statements Awaiting Confirmation tab until the payroll has been updated and loaded to the ecrt system.

Once the change has been made in SAP, the payroll information will be updated in ecrt and the new person will appear on the project statement. The statement will again be visible on the Statements Awaiting Confirmation tab for the Principal Investigator to review and confirm.

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