

Project Statement Revision Requested

When completing the Pre Review on a Project Statement, it is possible to identify a payroll change is necessary to make the payroll accurate. When/if this does occur, the PDEC or PI should select the revise payroll checkbox for any or all persons listed on the project statement that require a revision and then click the Revise Payroll button (green box) to put the statement into Revision Requested status.

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"/>	\$

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 the ecrt system. This will move the statement from the Associated Project Confirmations (blue arrow) tab to the Pending Payroll Tasks tab (red arrow) on the homepage.


Statements Awaiting Confirmation	Pending Payroll Tasks (1)	N/A	Associated Project Confirmations
Type	Identifier	Name	Date
Project Statement Revision Requested	3048990005	Inhibition of Translation Initiation in Cancer Therapy	02/14/2017 12:56 PM

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Route to the task by selecting the hyperlink for the Project Statement Revision Requested (green arrow above). The PDEC should contact appropriate personnel to discuss the payroll on the project statements. PIs can request a revision during the Confirmation period; they have the option to modify the percentages to reflect the change they expect in the payroll for the individual. If placed in revision requested status by the PI, please alert the PDEC of the request to ensure the statement is corrected prior to the confirmation deadline.

Project Statement for 3048990005: Inhibition of Translation Initiation in Cancer Therapy (FY16 Quarter 3), effort from 1/1/2016 to 3/31/2016, Status: Revision Requested

Employee	Department	Direct Charge \$	Cost Share \$	Previous Payroll %	Direct Charge %	Previous Cost Share %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoi, Tim - 99887705	Huron Testing Department - Hurontesting	\$15,000.00	\$0.00	13%	13%	0%	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%	29%	0%	0%	\$600.00	29%	<input type="checkbox"/>	<input type="checkbox"/>	\$



If the revision is deemed necessary, click the Approve button (green arrow) on the task. This will then require communication with the HR Payroll Specialist to initiate the payroll change in the SAP system via a cost distribution change or Z4 document (dependent upon the Earliest Retroactive Date). Once this change has been loaded to ecrt, a new task called the Process Project Statement Revision task (please review the Quick Reference Card-Process Project Statement Revision) will be on the Pending Payroll tasks tab. Note, statements that are in revision requested status will not appear on the homepage and will stay in the revision requested status until a revision occurs or the statement is reopened by RFS. To verify if there are statements in revision requested status, please run the *Project Status Report* found below:

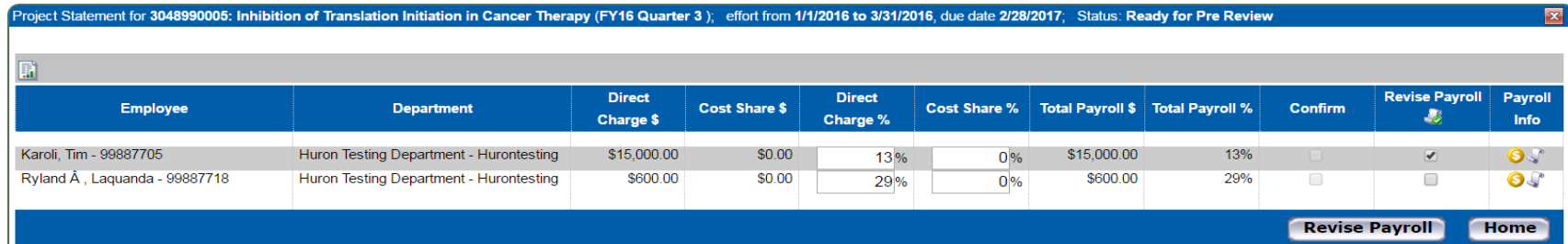
<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC-Project%20Status%20Report.pdf>



If the revision is not necessary, click the Reject button (red arrow) and this will return the statement to Ready for Pre Review status on the Associated Project Confirmations tab on the homepage.

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Missing Person on a Project Statement

When completing the Pre Review on a Project Statement a PDEC or PI may identify an individual is missing from the list of people that should have charged the grant. When/If this does occur, the PDEC or PI 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.



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

Please follow the steps listed on page 1 to move the statement through the revision requested steps.


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Completing a Statement Revision

Once the steps related to the Project Statement Revision Requested (page 1) have been completed and the HR Specialist has processed and initiated the payroll change in SAP, new payroll will be load to the ecrt system for your review. This will create a new task on the Pending Payroll Tasks tab (yellow arrow) called Process Project Statement Revision.

Work List for Michael Jordan

Welcome to the ecrt payroll confirmation system. The tabs below list all of the payroll confirmation tasks that require your attention - whether it is confirming statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.



Statements Awaiting Confirmation	Pending Payroll Tasks (5)	N/A	Associated Project Confirmations								
<table border="1"> <thead> <tr> <th>Type</th> <th>Identifier</th> <th>Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Process Project Statement Revision</td> <td>3048990009</td> <td>Wildcat Fusion Therapy</td> <td>12/27/2016 10:44 AM</td> </tr> </tbody> </table> <p style="text-align: center;"></p>				Type	Identifier	Name	Date	Process Project Statement Revision	3048990009	Wildcat Fusion Therapy	12/27/2016 10:44 AM
Type	Identifier	Name	Date								
Process Project Statement Revision	3048990009	Wildcat Fusion Therapy	12/27/2016 10:44 AM								

To route to the task, click on the hyperlink Process Project Statement Revision (blue arrow above).


Project Payroll Revision

The Project Payroll Revision page presents to administrators payroll transactions that impact open project statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the thresholds and the responsibilities assigned to the user's role.

Account Number: 3048990008 Account Name: Endocardium Formation During Heart Developmen
 Period of Performance: FY16 Quarter 1 Primary Investigator: Karoli, Tim - 99887705
 Department: Huron Training Department Grant Manager: Jordan, Michael - mjordan1 (PEC)

Project Payroll Reconciliation Transaction Break Down

Certifier	Object Code	Original Payroll Amount	Original Cost Share Amount	Certified Pct	New Payroll Loaded	New Cost Share Loaded	New Payroll Amount	New Cost Share Amount	New Cost Share Pct	New Payroll Pct	New Computed Pct
Edgington A, Bennett - 99887720	6010	\$ 7,000.00	\$ 0.00	100%	\$ -3,500.00	\$ 0.00	\$ 3,500.00	\$ 0.00	0%	50%	50%
Heims A, Irish - 99887721	6150	\$ 2,100.00	\$ 0.00	100%	\$ 600.00	\$ 0.00	\$ 2,700.00	\$ 0.00	0%	100%	100%

 View Project Statement

Review the information in the task. To resolve the task choose from the following:

- Use the Post & Maintain button if the payroll changes did not correct the statement as anticipated (additional revisions are required). Initiate any additional payroll changes that are required.
- Use the Post button if the payroll that loaded to the system accurately reflects the changes that were required. This will return the statement to the Ready for Pre Review or Ready for Confirmation status depending on at what point in the process the revision was requested on the project statement. From this point the statement will need to be completed.

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