CY14 Annual Payroll Distribution Certification
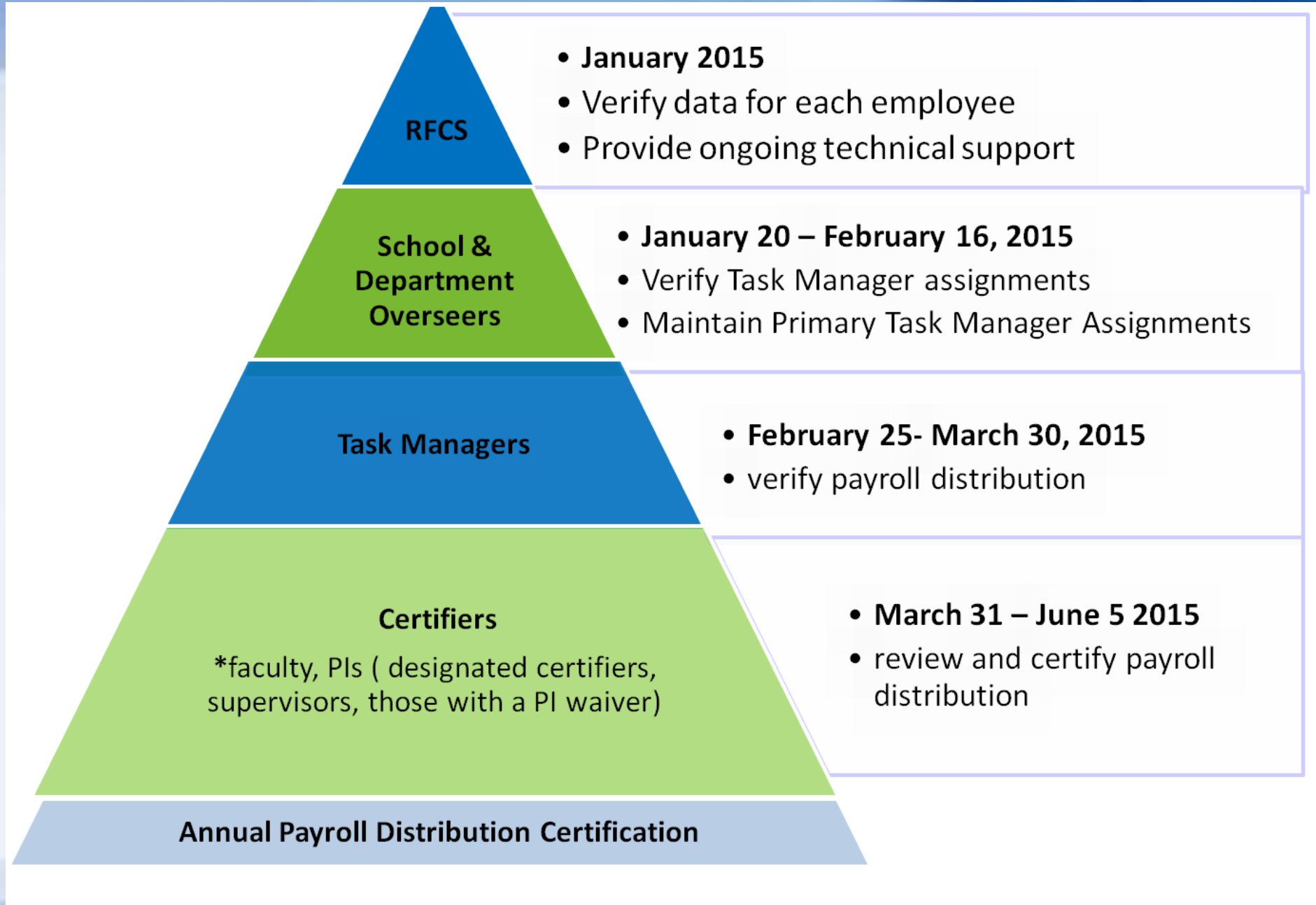
March 2015

SUCCESS
Because you too can own this face of pure accomplishment

Enhancements to
Annual Payroll Distribution Certification

- **Increased FTE Visibility on the Additional Information page**

- **Improved Landing Page**
  - Returning Users can read shortened overview
  - PIs will only see Annual Payroll Distribution Certification page

- **Primary Task Managers can be assigned by school overseer**

- **Ability to toggle between Certification Periods (2013, 2014)**

Current Status

- **Task managers are verifying**
  - **Review the list of your PIs**
  - **Review the list of employees**
  - **Review each employee's payroll distribution**
  - **Record your review**
  - **Revise task names if desired in PTA Manager**
  - **Meet with your PIs while they certify**
  - **Recertification may be triggered by a labor distribution adjustment made after your PI certifies**
- **Monitor PI progress once certification begins**
- **Record your review by March 30th**
- **Remember to recertify when notified of labor adjustments**

Current Status

- **Task Managers**
  - **15% Complete**
  - **15% Partially Complete**
  - **70% Need to get going**

- **Remember verifying your review is required**

- *Thanks*