



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)

RFCS

- January 2015
- Verify data for each employee
- Provide ongoing technical support

School & Department Overseers

- January 20 February 16, 2015
- Verify Task Manager assignments
- Maintain Primary Task Manager Assignments

Task Managers

- February 25- March 30, 2015
- verify payroll distribution

Certifiers

*faculty, PIs (designated certifiers, supervisors, those with a PI waiver)

- March 31 June 5 2015
- review and certify payroll distribution

Annual Payroll Distribution Certification

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