



# CY14 Annual Payroll Distribution Certification

March 2015

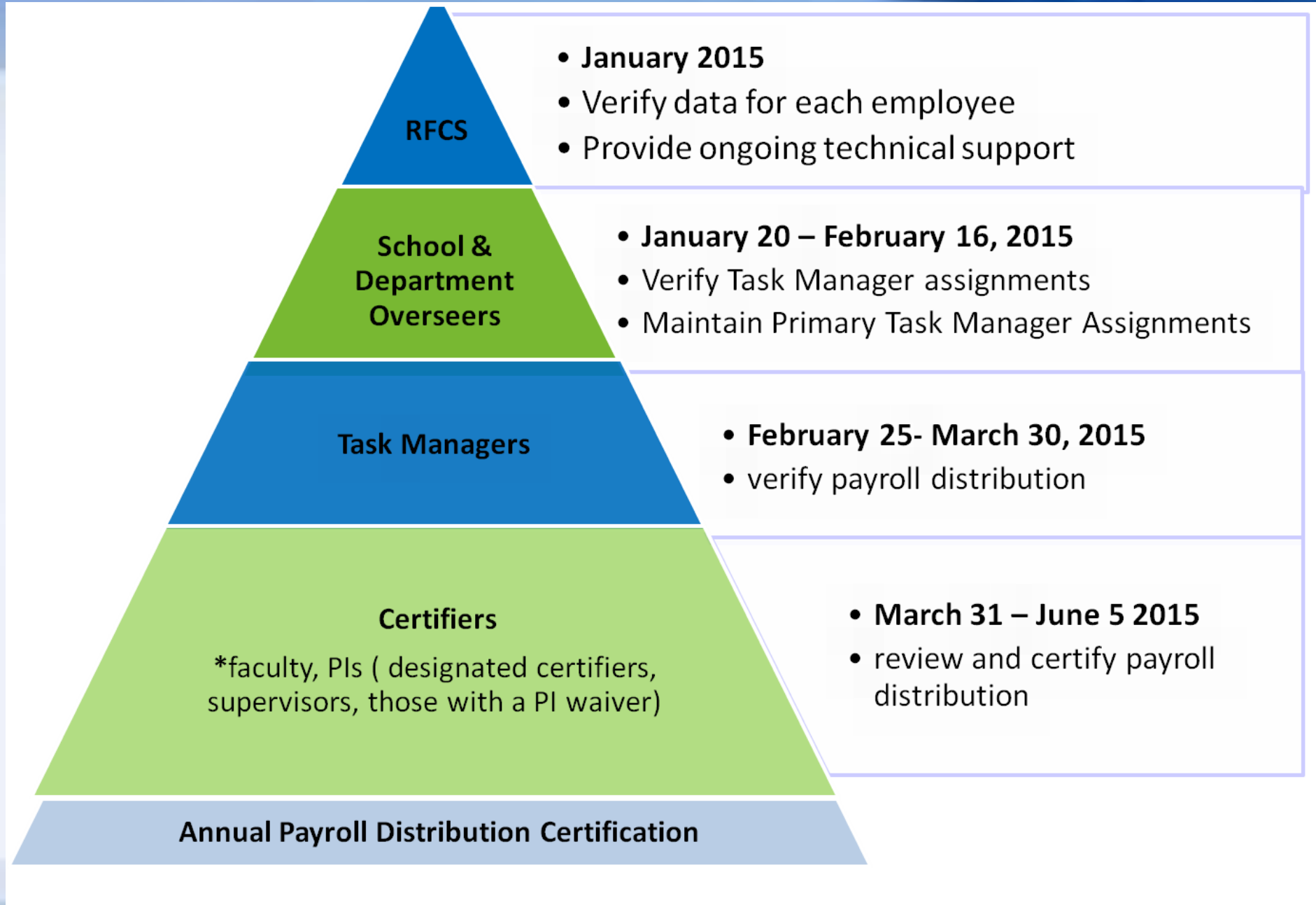


# S U C C E S S

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
  - Pls 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 30<sup>th</sup>**
- **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*