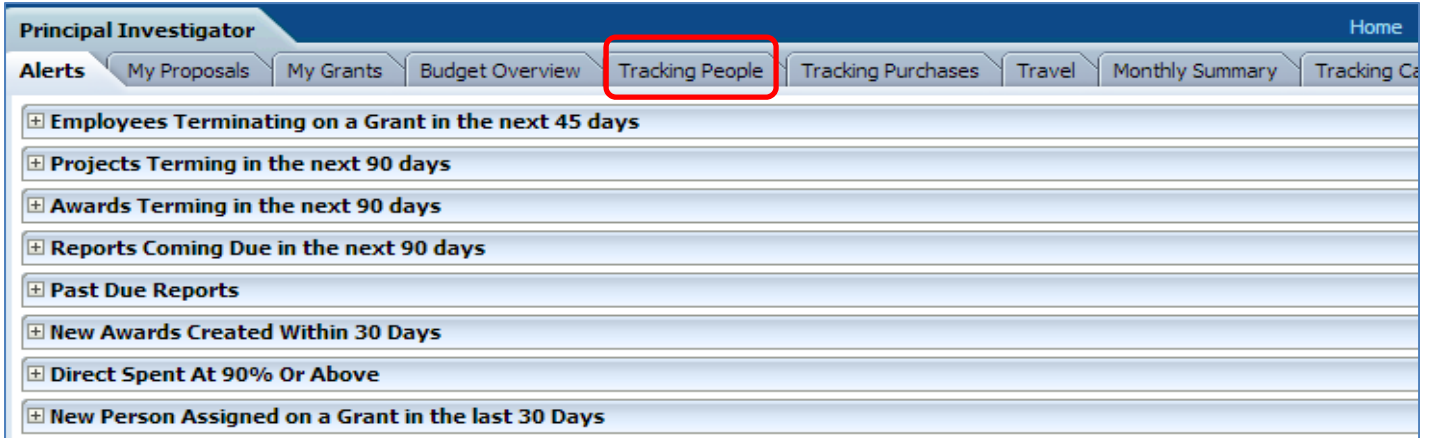


How do I verify payroll for an individual?

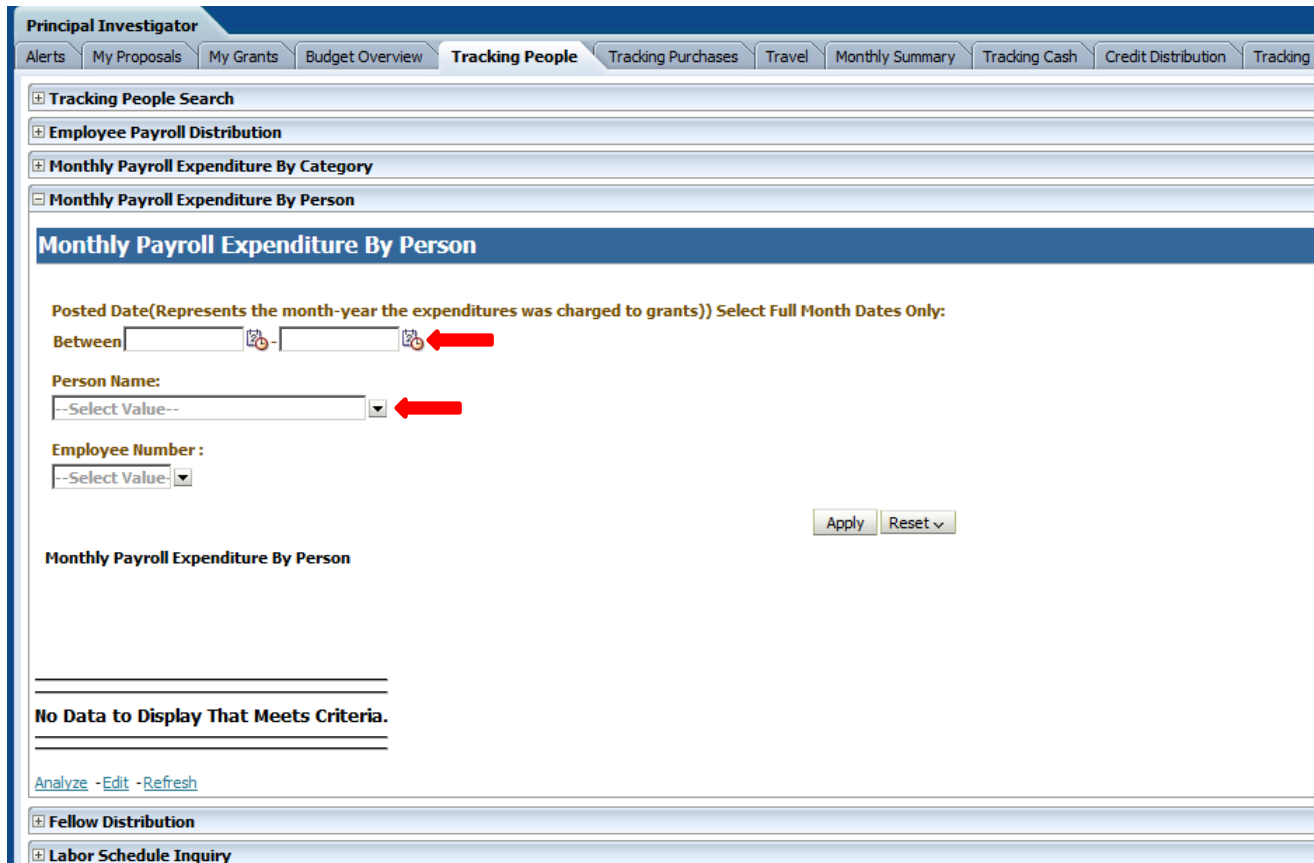
1. In the PI Dashboard, select the *Tracking People* tab



The screenshot shows the 'Principal Investigator' dashboard. The 'Tracking People' tab is highlighted with a red box. Below the navigation tabs, there is a list of alerts and reports, each with a plus sign icon to expand it:

- Employees Terminating on a Grant in the next 45 days
- Projects Terming in the next 90 days
- Awards Terming in the next 90 days
- Reports Coming Due in the next 90 days
- Past Due Reports
- New Awards Created Within 30 Days
- Direct Spent At 90% Or Above
- New Person Assigned on a Grant in the last 30 Days

2. Expand the *Monthly Payroll Expenditure By Person* section and enter:
 - a. Expenditure Dates
 - b. Employee Name



The screenshot shows the 'Monthly Payroll Expenditure By Person' section. The 'Tracking People' tab is selected. The section is expanded, showing the following fields:

- Posted Date**(Represents the month-year the expenditures was charged to grants)) Select Full Month Dates Only:
Between - (Red arrow points to the second date field)
- Person Name:**
 (Red arrow points to the dropdown arrow)
- Employee Number :**

Buttons:

Monthly Payroll Expenditure By Person

No Data to Display That Meets Criteria.

[Analyze](#) - [Edit](#) - [Refresh](#)

- Fellow Distribution
- Labor Schedule Inquiry

How do I verify payroll for an individual?

3. The results will show the payroll expenditures for the person and period selected

Principal Investigator Home

Alerts | My Proposals | My Grants | Budget Overview | **Tracking People** | Tracking Purchases | Travel | Monthly Summary | Tracking Cash | Credit Distribution | Tracking Account Receivables

Tracking People Search

Employee Payroll Distribution

Monthly Payroll Expenditure By Category

Monthly Payroll Expenditure By Person

Monthly Payroll Expenditure By Person

Posted Date(Represents the month-year the expenditures was charged to grants)) Select Full Month Dates Only:
Between 01/01/2015 - 03/06/2015

Person Name:
[Dropdown]

Employee Number:
[--Select Value--]

Apply | Reset

Select View:
Award

Employee Name	Employee Number	Award Number	Award Name	Award End Date	Expenditure Category	January - 2015	February - 2015	Total Expense Amount
				30-Jun-2015	Salaries and Wages Regular	1,695.62	1,695.62	3,391.24
Total						1,695.62	1,695.62	3,391.24
Grand Total						1,695.62	1,695.62	3,391.24

Analyze - Edit - Refresh - Print - Export

Fellow Distribution

Labor Schedule Inquiry