

# Salary Compensation Reports

## Quick Guide

Beginning this spring, UT will move away from our existing process of Effort Certification and will begin utilizing *Salary Compensation Reports* in place of the existing E-Cert System. Salary Compensation Reports will be provided three times a year, following the end of each academic term, to provide PIs and departments another tool to review personnel costs on sponsored accounts. The new reports will align with academic terms, which will make it easier for PIs and departments to identify if information is correct.

Salary Compensation Reports are available following the close of each academic term.

<u>Academic Term</u>	<u>Expenditure Record Dates</u>	<u>Report Availability</u>
<a href="#">Fall</a>	<a href="#">9/1 – 12/31</a>	Mid-month following end of academic term
<a href="#">Spring</a>	<a href="#">1/1 – 5/31</a>	Mid-month following end of academic term
<a href="#">Summer</a>	<a href="#">6/1 – 8/31</a>	Mid-month following end of academic term

### Step-by-step

1. When reports are ready to be reviewed, you will receive notice via email.
2. Click on the link provided. This will take you to your homepage within the system.
3. At the bottom of the page, any budget groups with reports will be listed.
4. Click on the first budget group listed. This will take you to the report for that budget group.
5. Each person who received compensation from the budget will be listed.
6. To review transaction details, click on the name of each individual, or click “Expand all transactions”.
7. To return to your homepage, click on your EID next to your name or click your browser’s back button.
8. Once all reports have been reviewed, click “Mark as Reviewed”. Once marked reviewed, a timestamp will be added to each budget group in the “Review Status” column. Please note, clicking the “Mark as Reviewed” button will add a timestamp to *all* reports listed at the same time.

Any salary corrections needed are made through the standard process in Workday by departmental employees. After reviewing reports, please work with your departmental administrative support staff to request any salary changes that may be needed.

Principal investigators are reminded that a withdrawal from a sponsored project, an absence from the university of more than three months, or a **25% (or greater) reduction** in time devoted to the project on the part of a principal investigator, project director, or other key personnel **requires prior approval** from the sponsor ([2 CFR 200.308\(c\)](#)).

<https://research.utexas.edu/osp/manage-awards-and-subawards/salary-compensation-reports/>