

Payroll Confirmation Report PI Directions

1. This link will direct you to the [Payroll Confirmation Application](#)
2. You'll arrive at a login screen. Please enter credentials using your UTSA ID (abc123) and email/password.
3. The second screen will display the name, position, department, certification period, and report status.
4. 'Sponsored Project payroll report' will appear at the center of the second page.
5. On your Payroll Report, you must verify the payroll details of employees paid from your projects and their allocation percentage (Salary from Project/Total Salary in that certification period).
6. For each project, you can approve or deny (if you don't agree with payroll information on the project) and click submit to register your response.
7. If approved, then congratulations, you are done! If you deny any payroll information in the report, then your Research Administrator will contact you to address the concern.