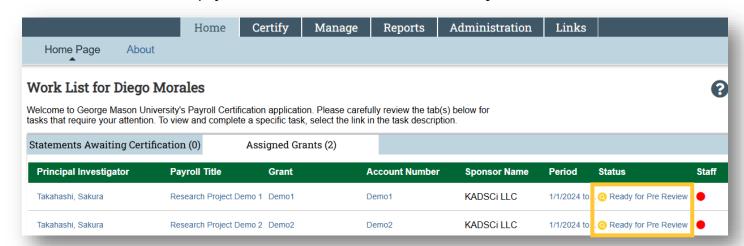## Payroll Certification Pre-Review

As a Primary Payroll Coordinator, you are responsible for reviewing payroll certification statements that you are assigned to for projects within your department(s).
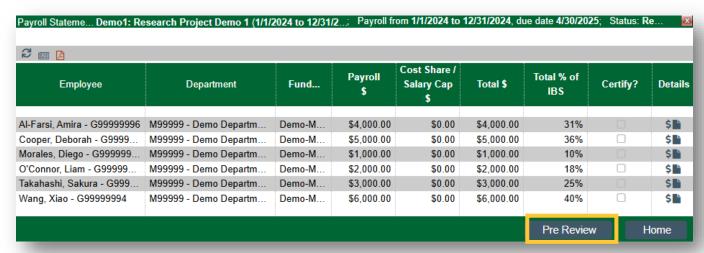
If the payroll certification statement does not accurately reflect salary charged and work performed on the project, please make a note it in the comments on the payroll certification statement and then submit any necessary reallocations through Banner Self Service.

Payroll certification statement Pre-Review

To complete the pre-review for a payroll certification statement:
From the Work List, select a payroll certification statement in the **Ready for Pre-Review** status.
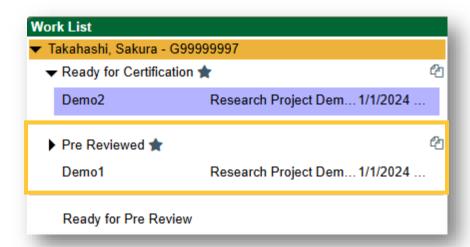

This will open the payroll certification statement. Review the payroll information for the project.
Click **Pre-Review** to complete the pre-review.

On the Work List, the statement will now appear in the **Pre Reviewed** status, and will remain in this status until email notifications are sent in the daily email schedule. The email notification promotes the status from **Pre Reviewed** to **Ready for Certification** status.

The statement will now appear in the PI's Work List with the **Ready for Certification** status. If you need to review this statement again, please refer to the Department Dashboard guide for details on how to find the statement.