Payroll Certification Reports

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Payroll Certification Reports

• What is the Payroll Certification Report and when did UGA start using it?

• What are the benefits?

• Demo

• Helpful Links

• Questions
Payroll Certification Report

• Uniform Guidance – December 2014
  • Lays out rules and regulations governing sponsored projects
  • Removed requirement for direct effort reporting

• Monthly Personnel Activity Reporting vs. Annual Payroll Certification
  • Reducing administrative burden
  • Ensures compliance with Uniform Guidance
Payroll Certification Report

• Reduced Administrative Burden by 90%
  • One annual certification by lead PI vs monthly certification by each PI, Co-PI, technician, and graduate student on every project
• PI is best positioned to say the payroll is allocable and reasonable for work performed
• Report is in the Grants Portal
  • Always available and visible for faculty associated with the project and departmental support staff
  • Automatic emails alert PI when certifications are due
  • Ability of PI to email support staff from the Portal for assistance
  • Supporting documents – budget and justification are readily available in Grants Portal
Step 1 – Email from the Grants Portal

Upcoming Payroll Certification

Fri 6/21/2019 10:07 AM
To: Clara Heyes <cheyz@uga.edu>

Hello

The sponsored project titled “__________________________” with Georgia Department of Transportation is approaching the anniversary of award. In 45 days you will be required to certify that all payroll on the project is allocable and reasonable for the work performed over this last 12 months. In order to make this certification in a timely manner, we ask that you review the current payroll report which can be viewed here. To ensure that all payroll is posted for people on this project. If the payroll needs adjusting, please work with your departmental business manager to make changes before the anniversary of the grant.

If you have any questions, please feel free to reach out to your SPA Representative who can be found here.

Thank you for your time and attention to this annual certification.

Sincerely,

Sponsored Projects
What does the Report look like?

Payroll Certification
PC00054321

State:
Needs Certification

Project Title: Ga Dept Of Transportation
Sponsor Name: 18 – 07 TO 2015 – 19
Sponsor Award ID: ABCDE0000123456
Project ID: 10/1/2018 - 9/30/2019
Certification Period: annual
Period Type: 1
Period Number: AWD00001234
Associated Award: Budget Pay.xls
Award Budget Document: budget justification.pdf
Award Budget Justification Document:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Payroll (Annual)</th>
<th>Cost Share (Annual)</th>
<th>Payroll (Project)</th>
</tr>
</thead>
<tbody>
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<td>Co-PI</td>
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<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
What if I need a change?

Certify

Request Changes

Payroll Certification

If you find incorrect project payroll information, do not click the Certify link to proceed with the certification process.

Click the Request Changes link instead to submit a modification to the payroll information.

Associated Award:
Award Budget Document:
Award Budget Justification Document:
Email to departmental staff for changes

Request Changes

Request Changes to Payroll Expenditures

This action will send an email to the responsible parties notifying them of your request.

* Request:
Upload Supporting Documents

Payroll Certification

Project Title:
Sponsor Name:
Sponsor Award ID:

You are returned to the Payroll Certification page.

Once you work with your business manager to make appropriate corrections to your project payroll information and those changes have been completed, there will be documentation that you will need to upload to the Portal.

To upload any necessary documents, click the Upload Correction Documentation link.
How do I certify?

Once all incorrect information has been corrected and your documentation has been uploaded, you can certify your project payroll by clicking the Certify link. Press [Enter] to continue.
What am I certifying?

“Your annual after the fact review attestation/approval constitutes that a scientific programmatic review and/or research financial compliance review has been conducted.

The payroll charged to this award and any accompanying cost share showing personnel dollars is reasonable with respect to the work performed, allocable to the project, and consistent with the terms and conditions of this award, inclusive of Uniform Guidance (2 CFR Part 200) when applicable.”
Helpful Hints:

1. Chrome and Firefox are preferred browsers. Report does not work in explorer or edge.

2. Some personnel show being paid $0 for the year and for the life of the project. This can happen for two reasons:
   1. When an individual's payroll is charged and later removed, $0 appears on the report. If you believe this to be inaccurate, please contact your business manager who will partner with SPA to assess and resolve.
   2. If a person is paid on a project during a pay period outside of the certification period, the individual will appear for $0. For example: If the certification period ends 3/31/2018 and Jane Doe is paid $3,000 on the project in May 2019, Jane Doe will appear on the annual certification report for $0 because her pay falls outside the certification period.

3. Please note payroll amounts reflect both salary and fringe.

4. Turn Pop-Up Blockers Off
Helpful Links

• Online, on-demand step by step tutorials for faculty and staff

• Online policy documents - https://spa.uga.edu/forms-policies/compensation-payroll-certification/

• Job Aid – Project Payroll Certification
Questions?

http://spa.uga.edu