
GRANT PAYROLL CERTIFICATION

What is Project Payroll Certification?

An alternative to traditional effort reporting that uses a project based methodology and utilizes the concept that “charges are reasonable in relation to the work performed”. Grant Payroll Certification will be used to demonstrate actual payroll expenses per project as opposed to individual statements per person.

How often do projects need to be Pre Reviewed and/or Certified?

Projects must be pre reviewed and/or certified on an **annual** basis.

How will I know when it is time to complete the pre review and/or certification of my assigned project?

The grant payroll certification system will automatically generate emails to the Pre-Reviewer when the pre review period is open. Principal Investigators will also receive a system generated email when the certification task is open for approval.

I am not seeing all of the payroll that I expected. How often is the grant payroll certification form updated?

The grant payroll certification system will be loaded and updated after each fiscal year to ensure that department administrators have the most up to date and valid information possible. The information is pulled from Banner to reflect ACTUAL salaries and wages paid from the project. To verify the salaries and wages are correct, please run the WebFocus Payroll Distribution report (reportcentral.uncc.edu) to confirm the information is the same on both the report and the grant payroll certification form.

What projects must be Pre Reviewed and Certified?

All sponsored projects, both federally funded and non-federally funded, must be pre reviewed by the Pre-Reviewer and certified by the Principal Investigator.

What am I supposed to do during pre-review?

As the Pre-Reviewer, you will receive an email for each project that needs to be reviewed. You will click the link inside each email which will take you to the grant payroll certification form. You will then review the payroll expenses for each employee that was paid from the specific project during the reporting period.

What if a person is missing on the grant payroll certification form?

Please verify the salaries and wages in the grant payroll certification form against the WebFocus Payroll Distribution Report. If the individual is listed on the payroll distribution report and not the grant payroll



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certification form, please email the GCA Cost Analysis Group at gca-payroll-cert@uncc.edu about this situation. We will then work with the University Imaging Team to resolve the issue.

What happens if a revision is needed on a project?

If the salaries and wages are correct based on what was **actually** paid on the project, you will still need to pre-review and certify the grant payroll. Any revisions that need to be made can be made but will reflect in the next fiscal year payroll. Please work with your department administrator to make any corrections.

Will Department Pre-Reviewers be responsible for notifying the Principal Investigators of grant payroll certification tasks?

No, the system will automatically generate an email that there is a project that needs certifying. We encourage you to work closely with your Principal Investigators should they have questions regarding salaries and wages.

If a Principal Investigator does not certify the grant payroll certification form, does the form route back to the Pre-Reviewer to revise and resubmit?

No. When the Principal Investigator clicks the “Do Not Certify” button, the task is routed to the GCA Cost Analysis Group workflow queue in Perceptive Content. The Cost Analyst will contact the Pre-Reviewer, Department Research Officer, and Principal Investigator, and GCA Research Administrator to discuss. The paper method, previously used, will have to be used.

My Principal Investigator certified a project, but now recognizes there are some payroll charges that are incorrect. What should I do?

Please email the GCA Cost Analysis Group at gca-payroll-cert@uncc.edu about this situation. The grant payroll certification form cannot be reopened. The Pre-Reviewer and PI will have to work with their respective GCA Research Administrator to correct any errors.

My Principal Investigator is not on campus to certify his/her project.

The grant payroll certification form can be accessed if the user has an internet connection.

My Principal Investigator has left the University. What should I do to ensure the payroll is certified timely?

Please email grant-payroll-cert@uncc.edu to notify the GCA Cost Analysis Group of the situation. If the project has ended, we will need to reassign the certification task to another individual, usually the department chair. If the project has not ended, you will have to complete a PI change request by emailing grants-contracts@uncc.edu. The GCA Cost Analysis Group will evaluate the situation and work with the department pre-reviewer and/or the department research administrator to resolve.