



Payroll Certification

Pilot Program Update

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University of California, Irvine
January 12, 2012



General Criteria

- **Project based certification**
- **Conducted annually**
- **Based on a project's budget year**
- **Signed by the Principal Investigator**
- **Charges are “reasonable in relation to work performed”**
- **Special costing requirements included**
 - **Clerical and administrative salaries**
 - **NIH & NSF salary limitations**
 - **Over 90% salary charged to sponsored projects**



Costing Requirements

- NIH salary cap
- NSF salary limitation for Sr. Personnel
- Clerical and administrative salaries
- Over 90% salary charged to sponsored projects

UNIVERSITY OF CALIFORNIA, IRVINE

ANNUAL SALARY CERTIFICATION

PAYROLL EXPENSE REPORT

PRINCIPAL INVESTIGATOR:	Hara, Akemi	BUDGET PERIOD:	2/1/2010	1/31/2011
SPONSOR:	National Science Foundation	PROJECT PERIOD:	2/6/2009	1/31/2014
AWARD NUMBER:	ABCDEF			
PROJECT TITLE:				
FUND NUMBER:	11111			
FUND TITLE:		COST SHARING REQUIRED:		NO
ADMINISTRATIVE DEPARTMENT:	Research Department	(-----Cost sharing description per system-----)		

NAME	ACCT.	PAYRL HOME DEPT	TITLE CODE	JOB TITLE	COST NOTES*	DIRECT PROJECT SALARY	COST SHARED SALARY	PERCENTAGE OF ANNUAL SALARY
Hara, Akemi	44XXXX	440000	1721	PROFESSOR-MEDCOMP-A	A	\$ 59,834.95	\$ -	28%
Astor, Jane	44XXXX	440000	3252	POSTDOC-EMPLOYEE		32,896.90		73%
Chen, Marta	44XXXX	440000	3394	ASST PROJECT____-FISCAL YEAR		24,192.83		47%
Earth, Tim	44XXXX	440000	4722	____ASSISTANT III	4	25,170.00		50%
Gonzales, Julio	44XXXX	440000	3252	POSTDOC-EMPLOYEE		19,048.77		49%
Mahla, George	44XXXX	440000	3392	ASSOC PROJECT____-FISCAL YEAR	3	58,158.31		96%
Olskaya, Katrina	44XXXX	440000	7275	PROGRAMMER/ANALYST III	3	63,970.06		100%
Zhou, Xin	44XXXX	440000	3390	PROJECT____-FISCAL YE		80,399.96		75%

TOTAL		\$ 363,671.78	\$ -	
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GRAND TOTAL (Direct Salaries and Cost Sharing)	<u>\$ 363,671.78</u>
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* KEY TO COST NOTES

- A** - The salary amount for this Senior Project Personnel met NSF's 2 month salary limit.
- B** - The NIH Salary CAP applied to this individual. Charges to the project were correct.
- 1** - The salary amount for this Senior Project Personnel exceeded NSF's 2 month salary limit
- 2** - Salary charges exceeded NIH Salary Cap requirements. Salary charges need to be adjusted.
- 3** - Over 90% of this individual's salary was charged to Sponsored Projects. Be sure non-research activities were minimal.
- 4** - This individual has a Clerical and Administrative Job Title which generally makes the charges unallowable. Be sure that the Federal exemption is documented.



Key to Cost Notes

- A** - The salary amount for this Senior Project Personnel met NSF's 2 month salary limit.
- B** - The NIH Salary CAP applied to this individual. Charges to the project were correct.
- 1** - The salary amount for this Senior Project Personnel exceeded NSF's 2 month salary limit.
- 2** - Salary charges exceeded NIH Salary Cap requirements. Salary charges need to be adjusted.
- 3** - Over 90% of this individual's salary was charged to Sponsored Projects. Be sure non-research activities were minimal.
- 4** - This individual has a Clerical and Administrative Job Title which generally makes the charges unallowable. Be sure that the Federal exemption is documented.

UNIVERSITY OF CALIFORNIA, IRVINE

ANNUAL PAYROLL CERTIFICATION CERTIFICATION REPORT

Principal Investigator: Hara, Akemi
 Project Title:
 Sponsor: National Science Foundation
 Award Number: ABCDEF
 Fund Number: 11111
 Fund Number Title:
 Administrative Department: Research Department
 Budget Period: 2/1/2010 – 1/31/2011
 Project Period: 2/6/2009 – 1/31/2014

I have reviewed the attached Annual Payroll Certification Report with project salary expenses totaling \$363,671.78 and I have determined that all salary and wage expenses have been correctly charged because:

- All salary and wage charges are reasonable in relation to work performed
- Proposal preparation activities were not charged to the project
- Senior project personnel who received salary payments from NSF projects met the restriction of having no more than 2 months of cumulative salary charged across all NSF projects during the 12 month budget period shown above (See note 1 on Payroll Expense Report for possible exception)
- Individuals, who had over 90% of their salaries charged to sponsored projects, were involved in minimal non-sponsored project activities, like instruction, department committees, etc. (See note 3 on Payroll Expense Report)
- Individuals performing "Clerical and Administrative" activities met the federal exception criteria, and exceptions are documented (See note 4 on Payroll Expense Report)

I understand that this is a final certification for this budget period and that no future adjustments (no reductions or no additions can be made.

		Akemi Hara		Principal Investigator		
Signature		Name Printed		Title		Date

OPTIONAL ADDITIONAL SIGNERS

Certification Responsibility:

Signature		Name Printed		Title		Date

Certification Responsibility:

Signature		Name Printed		Title		Date



Pilot Implementation

- **Preparation Steps**
 - ✓ Develop certification system
 - ✓ System testing
 - ✓ Training
 - ✓ Roll-out – August 25th
- **Pilot duration**
 - April 2011 – October 2012



Certification Process

- Currently, paper-based system
- Departments acquire list of projects
- Acquire certification reports
- PI signature required on report
- Document retention



Email Certification

- Email certification option
 - February 2012



Pilot Progress

- **Informal feedback to date**
 - Positive feedback – Faculty and Administrators
- **85% return rate**
- **Administrative Review**
 - Spring 2012
 - February 2013



Payroll Certifications



Questions?