



Compensation and Payroll Certification

The Principal Investigator/Contact Principal Investigator (PI) of each project is responsible for annually certifying the compensation/payroll of all personnel paid on the project. This certification includes confirming the payroll charges are allowable, properly allocated and accurately reflects the work performed as described below.

Certifying Project Payroll through the Grants Portal

Principal Investigator/Contact Principal Investigator (PI) must view, request modification of, and certify their project payroll via the Portal. PI's should follow the instructions in this job aid to complete their payroll certifications. If the information in the portal is correct, the PI will certify. If changes are needed, the PI will follow the instructions under the Correcting Project Payroll Information section (page 3) of this job aid to alert SPA Pre-Award and their unit administrators/business staff. While PI, Co-PIs, and departmental staff will receive payroll certification notifications on the project's anniversary date, only the PI can certify the payroll information is correct.

Getting Started with Certification

1. Compensation & Payroll Certification policy can be found [here](#).
2. PIs must consider each employee, all of their sponsored and non-sponsored activities and estimated the portion of time spent for each activity and the portion of time spent on each sponsored project. Each employee's payroll should be allocated based upon these estimates.
3. Specifically, PIs will certify the following statement:

“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 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.”

UGA strongly encourages PI's to review each sponsored project monthly to ensure payroll charges are accurate. PIs and unit administrators can view payroll charges on the Payroll Transaction List tab in the [Project Status Report](#). Helpful Hints:

- Chrome & Firefox are preferred browsers. Report does not work in Explorer or Edge.
- Some personnel show being paid \$0 for the year and for the life of the project. This can happen for two reasons:
 - 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.
 - 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 03/31/2018 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 of the certification period.
- Please note payroll amounts reflect both salary and fringe.
- Turn Pop-up Blockers off.



Compensation and Payroll Certification

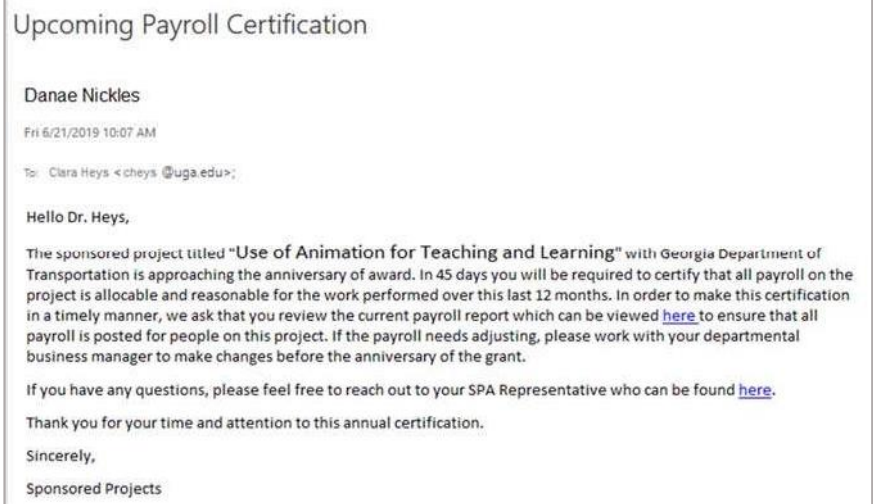
Certifying Project Payroll through the Grants Portal

1. You will receive an email message from UGA's *Office of Sponsored Projects Administration* regarding the Upcoming Annual Payroll Certification.

The email contains a personalized link that takes you to your project's *Payroll Certification* page.

Click the [here](#) link in your email message.

***Note:** If you have multiple sponsored projects, you will receive separate emails for each project. You are required to certify each project.



2. On the displayed Grants Portal page, click the *Login* button in the top right corner.

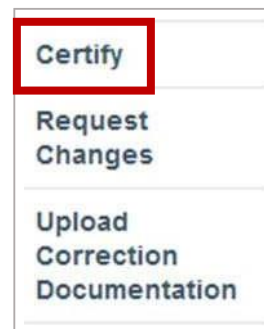
Log into the **Grants Portal** using your MyID and password.



3. On your Payroll Certification page, please consult with your unit administrator/business staff to ensure the accuracy of the information for the Fiscal Year to Date.

If you have confirmed that the payroll information is correct, click the **Certify** link in the left menu bar.

Note: If information is incorrect, follow the instructions below.





Compensation and Payroll Certification

- The Certify dialog box is displayed. After reviewing the message, click the **OK** button.

The state of your project Payroll Certification should be updated and reflect *Certified*.

State: **Certified**

Correcting Project Payroll Information

You should follow the steps below **ONLY IF** the project payroll information is incorrect. If you find incorrect project payroll information, you should correct before certifying your project payroll.

- On your Payroll Certification page, click the **Request Changes** link to submit modifications to the payroll information.

- In the Request Changes to Payroll Expenditures dialog box, add a request to modify payroll information in the *Request* box, then click the **OK** button.

This process will send a message to the appropriate parties who can help you correct the information. You will work with your department business manager to correct the information and collect appropriate documentation.



Compensation and Payroll Certification

3. Once the appropriate corrections have been completed, you will need to submit the corrected documents on the same Payroll Certification page. You can access the page again using the link in your email.

On the same Payroll Certification page, click the **Upload Correction Documentation** link.

Certify
Request Changes
Upload Correction Documentation

4. In the Upload Documentation of Corrected Payroll Charges dialog box, add attachments and enter any comments into the *Comments* box. Then, click the **OK** button.

Upload Documentation of Corrected Payroll Charges
Certification Documentation:
+ Add
Name Description
There are no items to display
Comments:
OK Cancel

5. Once all the corrections have been made in the financial system and your documentation has been uploaded to the portal, you can certify your project payroll following the original steps above. Please note, the info displayed in the portal will not change.

Certify
Request Changes
Upload Correction Documentation

Additional Information

- Resources and any additional details will be available on the **Office of Sponsored Projects Administration** website (<https://spa.uga.edu/>).
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2) or contact the SPA team at <https://spa.uga.edu/contact/>.