PIWRS Annual Payroll Certification Overview
For C&G Analysts and FAOs

PI Web Reporting System (PIWRS)

> **Annual Payroll Certifications**

- Performing Annual Payroll Certifications (APC) via the PIWRS has been approved as a Federal Demonstration Project and is mandatory for federal and federal flow through funds.

- During annual payroll certification, the PIs certifies that salaries and wages are:
  - Reasonable in relation to the work performed
  - Directly benefited the sponsored project
  - Adhere to the terms and conditions of the award

- Verify salaries and wages by running UCRFS Totals and SuperDOPE and upload into PIWRS under "Supporting Docs" tab to provide clear and verifiable information to the PI.

  - *NOTE: Totals may differ from DOPE due to manual JRV salary adjustments as those type of entries does not show up in DOPE.*

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- Mandatory certifications are required annually for federal and federal flow through funds.

- PI certification indicates that he/she has a "reasonable belief" that the payroll information in the report is accurate.

- Certifications are based on the sponsored award's project period. For example, an Award with a project period of 7/1/2012 through 6/30/2015 would require three annual certifications:

  ◦ 7/1/2012 to 6/30/2013
  ◦ 7/1/2013 to 6/30/2014
  ◦ 7/1/2014 to 6/30/2015

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> **General Timeline**

Effective the 1st day following the budget year's end date,
the following will occur:

- 1st Notice: Department coordinator notified to begin validating salary data and gathering cost sharing information *(e.g., budget year's end date 4/15/12, noticed generated 4/16/12)*

- 2nd Notice: 8th day of the month, APC generated and available for department coordinator's review prior to distribution to PI *(e.g., budget year ending 4/1/12 – 4/30/12, notice generated 5/8/12)*

- 3rd Notice: 15th day of the month, APC distributed to PI requesting certification within the next 21 days *(e.g., budget year ending 4/1/12 – 4/30/12, notice generated 5/15/12)*

* Annual Payroll Certification (APC)

PI Web Reporting System (PIWRS)

- General Timeline

- 4th Notice: 30th day of the month following the budget end date, reminder sent to PI and department coordinator - APC due within the next 7 days. *(e.g., budget year ending 4/1/12 – 4/30/12, notice generated 5/30/12)*

  ✓ **Uncertified payrolls may be subject to transfer to an unrestricted funding source within your department and/or organization**

- 5th Notice: 37th day of the month following the budget end date, uncertified reports escalated to your Department Chair and subject to transfer to an unrestricted funding source (*e.g., budget year ending 4/1/12 – 4/30/12 notice generated 6/6/12)*

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▸ **General Timeline**

○ 6th and Final Notice: 45th day of the month following the budget end date, APC past due. Uncertified salary expenditures are considered unallowable charges and an unrestricted FAU must be provided within 7 days for transfer of uncertified salaries *(e.g., budget year ending 4/1/12 – 4/30/12, notice generated 6/13/12)*

✓ Note: Notice will be sent to the following recipients: CFAO, Chair, PI, Coordinator, Accounting Office

Home department is responsible for coordinating the certification of a grant that is run through another department or center

− *confirm certification is done on time*
− *enter brief comment to identify which department/center is doing the payroll review*
− *give alternate department or center PIWRS access to upload documents*

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▸ **Direct Salary Adjustments**

o Include salary data only (no benefits)

o Should be infrequent and are typically related to pending Salary Cost Transfers (SCTs)

o Comments are required for salary adjustments and assists PIs as they perform their certifications; add comments under the "Comments" tab

o Upload backup documents (e.g. ServiceLink SCT request, emails)

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> ▸ **Direct Salary Adjustments**

- ○ Salary adjustment reversals – if an award is not ending and required a Direct Salary Adjustment for the current period, it will require a reversal in the next certification period.

  - ✓ Be sure to mark the reversal check box and enter the month and year that the salary cost transfer will be processed

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- ▸ **Cost Shared Salaries**

- ○ Only the cost shared salaries should be entered (no benefits)

- ○ FAU associated with the cost shared salaries is required and must be from a non-federal source. Upload backup documents (cost sharing report)

- ○ Comments are required for salary adjustments and assists PIs as they perform their certifications; add comments under the "Comments" tab

PI: ██████████					Project Title: Institutional Transformation: Institutional R..				
Sponsor: NATIONAL SCIENCE FOUNDATION					Fund Number: 33209				
Award Number: 1540440					Fund Title: NSF 1540440 ██████████████				
Latest Comment:									

	Employee Name	Edit	Job Title	Cost Notes	Direct Project Salary	Direct Project Salary Adjust	Cost Shared Salary	Total Project Related Salary	Percent: DPS/Total
💬 Comments (0)	📄 Supporting Docs	👥 How to Disagree	📋 Add Cost Sharing / Adjustments						
Graduate Division (4 rows)									
1	████████	Edit	RSCH DATA …	2	$3,806.56			$3,806.56	100%
2	████████	Edit		2					0%
3	████████	Edit	ACAD PRG M…	1	$17,555.42			$17,555.42	20%
4	████████	Edit	GSR-PARTIAL…						0%
	Totals				$21,361.98			$21,361.98	
~ Grand Totals for all Departments (1 row)									
	Totals				$21,361.98			$21,361.98	

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‣ **Cost Notes**

‣ Cost Notes should be reviewed to ensure adherence to agency terms and conditions. Add comments to confirm the appropriateness of the charge and/or to provide information on pending corrections. This will assist the PI in his/her review of the report.

‣ **Cost Note 1: NSF Sr. Project Personnel 2 months salary restriction**

  ✓ Data should be reviewed to ensure that no more than 2 months of senior project (PI/Co-PI) personnel cumulative salaries were charged across ALL NSF projects for the budget period in question.

  Comment Examples:
  ▪ *Expense charged is less than 2-month salary*
  ▪ *Expense charged exceeds 2-month salary, but was preapproved by Sponsor*

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▸ **Cost Notes**

▸ **Cost Note 2:   90% + salaries to sponsored projects**

    ✓ The situation should be reviewed to ensure that the individual activities were primarily sponsored project related.

    Comment Example:

       ■ *Employee "X's" duties are strictly related to grant project and not administrative duties*

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▸ **Cost Notes**

▸ **Cost Note 3:   Clerical & Administrative Exception**

✓ Charging clerical and administrative salaries to a federal fund is an exception. The salaries should have been proposed in the award budget and explicitly approved by the funding agency.

Comment Examples:
- ▪ *Employee "X" is a student and not and administrative employee*
- ▪ *Employee "X" has an administrative title, but was approved on grant budget*

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‣ **Cost Notes**

‣ **Cost Note 4:   NIH Salary Cap**

    ✓ Salaries should be reviewed to ensure compliance with NIH Salary Cap.

Comment Examples:
- ▪ *Rate does not exceed NIH Salary Cap*
- ▪ *Rate exceeds NIH Salary Cap but is being adjusted*

PI Web Reporting System (PIWRS)

▸ **Training Courses**

▸ The following informational materials are available in the UCR Learning Center – search for PIWRS.

◦ PIWRS: Principal Investigator Web Reporting System Online Tutorial
◦ PIWRS: Monthly Expenditure and Payroll Review Tutorial
◦ PIWRS: Annual Certification Online Tutorial

Thank you for your time and attention!

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