

# 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.*

# PI Web Reporting System (PIWRS)

- ▶ 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

Welcome, Coordinator Linda Phi-Nguyen

Welcome Annual Cert: Fund 29006 Annual Cert: Fund 23506 Annual Cert: Fund 23936 Annual Cert: Fund 33209

Annual Payroll Certification Salary Expense Report - Budget Period End Date 09/30/2019 - Due Date - Political Science (D01029)

PI: Kevin Esterling Project Title: Institutional Transformation: Institutional R. Budget Period: 10/01/1  
 Sponsor: NATIONAL SCIENCE FOUNDATION Fund Number: 33209 Project Period: 10/01/1  
 Award Number: 1540440 Fund Title: NSF 1540440 ESTERLING/ETL 9/19 Cost Sharing Require  
 Latest Comment:

Comments (0) Supporting Docs How to Disagree Add Cost Sharing / Adjustments

|  | Employee Name | Edit                 | Job Title     | Cost Notes | Direct Project Salary | Direct Project Salary Adjust | Cost Shared Salary | Total Project Related Salary | Percent. DP&Total | Comments |
|--|---------------|----------------------|---------------|------------|-----------------------|------------------------------|--------------------|------------------------------|-------------------|----------|
| Graduate Division (4 rows)                 |               |                      |               |            |                       |                              |                    |                              |                   |          |
| 1  | [REDACTED]    | <a href="#">Edit</a> | RSCH DATA...  | 2          | \$3,806.56            |                              |                    | \$3,806.56                   | 100%              |          |
| 2  | [REDACTED]    | <a href="#">Edit</a> |               | 2          |                       |                              |                    |                              | 0%                |          |
| 3  | [REDACTED]    | <a href="#">Edit</a> | ACAD PRG ...  | 1          | \$17,556.42           |                              |                    | \$17,556.42                  | 20%               |          |
| 4  | [REDACTED]    | <a href="#">Edit</a> | GGR-PARTIA... |            |                       |                              |                    |                              | 0%                |          |
|  | <b>Totals</b> |                      |               |            | \$21,361.98           |                              |                    | \$21,361.98                  |                   |          |
| ~ Grand Totals for all Departments (1 row) |               |                      |               |            |                       |                              |                    |                              |                   |          |
|  | <b>Totals</b> |                      |               |            | \$21,361.98           |                              |                    | \$21,361.98                  |                   |          |

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# PI Web Reporting System (PIWRS)

## ▶ General Timeline

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

- 1<sup>st</sup> 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*)
- 2<sup>nd</sup> Notice: 8<sup>th</sup> 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*)
- 3<sup>rd</sup> Notice: 15<sup>th</sup> 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

- 4<sup>th</sup> Notice: 30<sup>th</sup> 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**
- 5<sup>th</sup> Notice: 37<sup>th</sup> 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)*

# PI Web Reporting System (PIWRS)

## ▶ General Timeline

- 6<sup>th</sup> and Final Notice: 45<sup>th</sup> 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*

# PI Web Reporting System (PIWRS)

## ▶ Direct Salary Adjustments

- Include salary data only (no benefits)
- Should be infrequent and are typically related to pending Salary Cost Transfers (SCTs)
- Comments are required for salary adjustments and assists PIs as they perform their certifications; add comments under the “Comments” tab
- Upload backup documents (e.g. ServiceLink SCT request, emails)

# PI Web Reporting System (PIWRS)

## ▶ 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

The screenshot shows a web form titled "Add Employee Salary Details". The form is divided into several sections:

- Employee Name:** A text input field with a dropdown arrow. Below it, red text reads: "Select an employee (Last, First) or type Net ID:". A second instruction says: "Begin typing (Last, First) of net id you wish to add. As you type, matching employee selections are presented. When you find the individual you want to add, click or tab out of field."
- Salary Adjustment:** This section contains three rows:
  - DIRECT PROJECT SALARY ADJUSTMENT:** A text input field. To its right is a note: "Note to PIWRS Coordinator: For all Direct Project Salary Adjustments entered, please ensure the corresponding payroll entry (e.g payroll cost transfer, LX, RX) are promptly entered into the Payroll Personnel System (PPS) [More info.](#)"
  - SALARY ADJUSTMENT REVERSAL REQUIRED?:** A checkbox. To its right is a note: "To avoid overstating/understating salary expenditures, check this box to have the system automatically insert a reversing entry into the NEXT (future) payroll certification report as appropriate. The reversing entry should offset against the pending PPS transaction. [More info.](#)"
  - SALARY ADJUSTMENT REVERSAL DATE:** A text input field with a placeholder "mm/yyyy". To its right is a note: "The related PPS transaction should be promptly initiated. Please indicate the month and year that the related transaction will be entered into PPS. [More info.](#)"
- Comments:** A text input field with red text: "Provide a description of the salary adjustment and/or cost shared amounts entered above:".

At the bottom right of the form, there are two buttons: "Save" and "Cancel".



# PI Web Reporting System (PIWRS)

## ▶ 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: ██████████<br>Sponsor: NATIONAL SCIENCE FOUNDATION<br>Award Number: 1540440<br>Latest Comment: |               |                                 |                |                                 | Project Title: Institutional Transformation: Institutional R..<br>Fund Number: 33209<br>Fund Title: NSF 1540440 ██████████ |  |                    |                              |                    |
|--|---------------|---------------------------------|----------------|---------------------------------|--|--|--------------------|------------------------------|--------------------|
| <a href="#">Comments (0)</a>   |               | <a href="#">Supporting Docs</a> |                | <a href="#">How to Disagree</a> |  | <a href="#">Add Cost Sharing / Adjustments</a> |                    |                              |                    |
|  | Employee Name | Edit                            | Job Title      | Cost Notes                      | Direct Project Salary  | Direct Project Salary Adjust                   | Cost Shared Salary | Total Project Related Salary | Percent: DPS/Total |
| - Graduate Division (4 rows)   |               |                                 |                |                                 |  |  |                    |                              |                    |
| 1  | ██████████    | <a href="#">Edit</a>            | RSCH DATA ...  | 2                               | \$3,806.56   |  |                    | \$3,806.56                   | 100%               |
| 2  | ██████████    | <a href="#">Edit</a>            |                | 2                               |  |  |                    |                              | 0%                 |
| 3  | ██████████    | <a href="#">Edit</a>            | ACAD PRG M...  | 1                               | \$17,555.42  |  |                    | \$17,555.42                  | 20%                |
| 4  | ██████████    | <a href="#">Edit</a>            | GSR-PARTIAL... |                                 |  |  |                    |                              | 0%                 |
| <b>Totals</b>  |               |                                 |                |                                 | \$21,361.98  |  |                    | \$21,361.98                  |                    |
| ~ Grand Totals for all Departments (1 row)   |               |                                 |                |                                 |  |  |                    |                              |                    |
| <b>Totals</b>  |               |                                 |                |                                 | \$21,361.98  |  |                    | \$21,361.98                  |                    |

# PI Web Reporting System (PIWRS)

## ▶ 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*

# PI Web Reporting System (PIWRS)

- ▶ 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*

# PI Web Reporting System (PIWRS)

## ▶ 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 an administrative employee*
- *Employee "X" has an administrative title, but was approved on grant budget*

# PI Web Reporting System (PIWRS)

## ▶ 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!**

