



**University of North Dakota  
Compensation Compliance  
(UNDCC)**

**Compliance Coordinator  
Training**

# COURSE AGENDA

- Overview
- The UNDCC System
- Your Role as Compliance Coordinator
- UNDCC Certification Process using Project Statements
  - Pre Review Period
  - Certification Period
- Reports
- Other Information
- Q&A



# Overview

# Compensation Compliance



- Uniform Guidance, 200.430 Compensation - (a)(1):
  - “Costs of compensation are allowable to the extent that they are reasonable for the services rendered and conform to the established written policy of the non-Federal entity . . .”
    - UND policy Direct Charging on Sponsored Project Activity
      - PI and/or Designee is responsible for ensuring that the budget and expenditures are consistent with the Uniform Guidance throughout the life of the project – from the proposal stage to award closeout. This includes ensuring that all direct costs are reasonable and allocable.
    - UND policy Cost Transfers for Sponsored Projects Activity
      - PI and/or Departmental Designee is responsible for reviewing all sponsored project expenditures on a monthly basis.
- State of North Dakota SBHE Policy 308.1 Officer and Employee Code of Conduct
  - SBHE members, officers and employees responsible for spending or approving expenditure of NDUS funds or incurring any reimbursable expenses shall comply with all applicable laws and policies . . .

# Effort Reporting vs. Payroll Confirmation

- Individual (exempt) certifies for self; supervisor certifies (non-exempt) using PAC forms
- Effort is the proportion of time devoted to sponsored projects expressed as a total of UND effort

- Principal Investigator confirms all employees on each sponsored project(s) using a project statement
- All salaries/wages charged to a sponsored project(s) are reasonable in relation to the work performed

Payroll confirmation is a methodology that is better aligned to the compensation regulations that were changed in the Uniform Guidance (UG) and issued by OMB.

# Previous Effort Certification at UND



One Employee

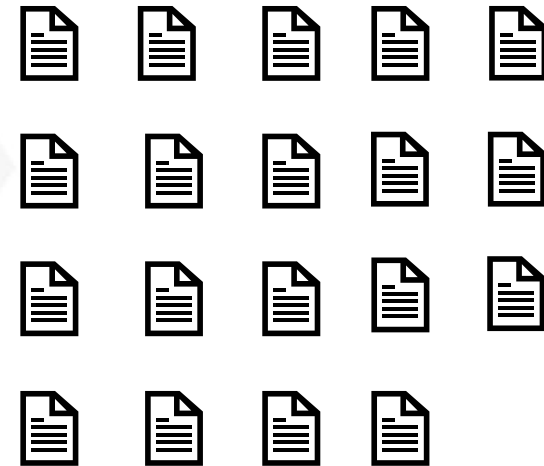
One Effort/PAC Report

**Example:**

One PI has 7 Projects  
that are staffed by:

- PI (Self)
- 15 Grad students
- 3 Post Docs

**Total: 19 Employees**



**19 Effort/PAC  
Reports**

# New Effort Certification at UND



One Project



One Project Statement

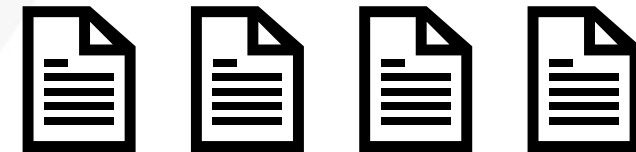


## *Example:*

One PI has 7 Projects  
that are staffed by:

- PI (Self)
- 15 Grad students
- 3 Post Docs

**Total: 7 Projects**



**7 Project  
Statements**

# New Effort Certification at UND



- Beginning May 1, 2023 Compliance Coordinators (CC) will be Pre Reviewing project statements using the University of North Dakota's Compensation Compliance (UNDCC) System.
- Principal Investigators will begin certifying their project statements in UNDCC on May 15, 2023 and will have until June 14, 2023 to complete their certifications.
  - **NOTE: While the Pre Preview Period ends on May 14, 2023, we understand that there will be departments that may need additional time to Pre Review and we will extend that deadline. However, the Certification Period is still scheduled to open on May 15, 2023.**
- UNDCC contains payroll data as of 8/16/2022 and the first certification period will be for Fall Semester 2022 (8/16/2022 – 12/31/2022).
- The certification process applies to all sponsored projects.



## Project Statements

All **Principal Investigators** will be required to certify their project statements on a semester basis:

- All employees that worked on that project will appear on a project statement





# The UNDCC System



# Huron Employee Compensation Compliance System

- Huron's Employee Compensation Compliance (ECC) System is one component of a broad Research Compliance Suite
- Developed in 2006
- 60 University and Healthcare Clients use ECC
- 28 of these clients have moved from traditional effort reporting to alternative approaches like payroll confirmation



# UNDCC System

PeopleSoft

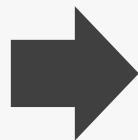


Department Data

Certifier (People) Data

Project Data / Sponsor Data

Payroll / Cost Share Data



UNDCC



Project Statements

Reports

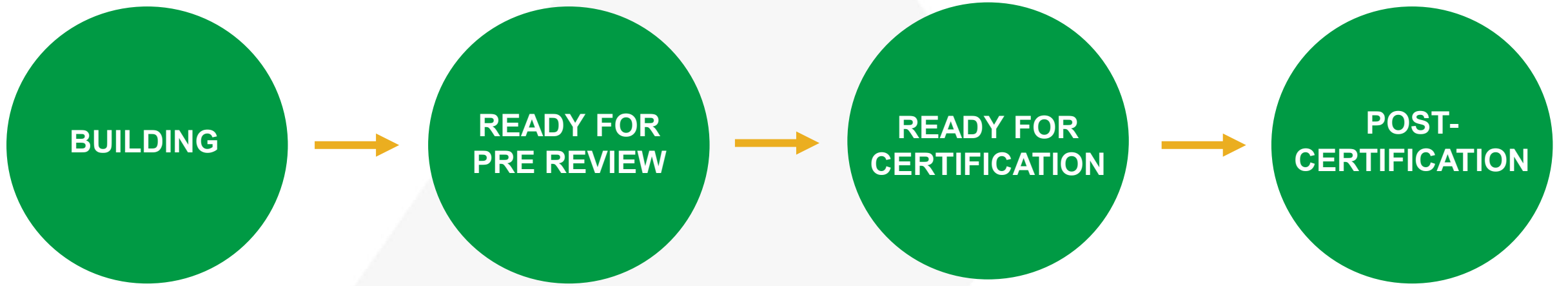
Data is loaded into UNDCC nightly to generate project statements



# The UNDCC System



The System has a standard workflow with statements moving from one status to another



# UNDCC Overview Video

Click on the image to play the video





# Your Role as Compliance Coordinator



# Your Role as Compliance Coordinator



As Compliance Coordinators, you are responsible for Pre Reviewing project statements within your Department(s) as well as monitoring the certification period to assist with timely certifications.

- Access project statements at any time as they are built, after each pay period
- Pre Review all project statements in associated Department(s)
- Follow up on outstanding certifications
- Request Designees as needed
- Reopen statements for recertification if needed

There is **one Primary Compliance Coordinator** per Department. Additional Compliance Coordinators may also be added to a Department.



# **UNDCC Certification Process using Project Statements**





# New Payroll Confirmation at UND



One Project



One Project Statement

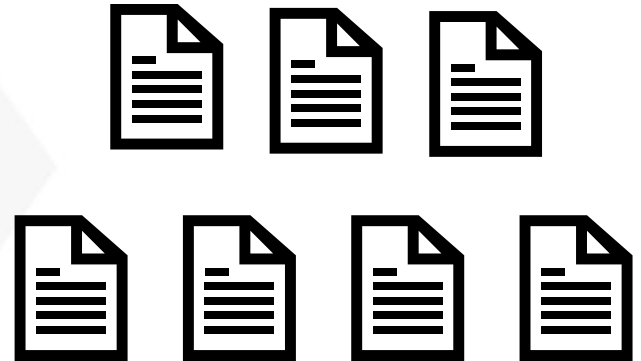


## *Example:*

One PI has 7 Projects  
that are staffed by:

- PI (Self)
- 15 Grad students
- 3 Post Docs

**Total: 7 Projects**



**7 Project  
Statements**

# Pre Review Period



Pre Review is a period before the Certification Period opens that gives Compliance Coordinators the opportunity to review project statements before they are routed to the PI for certification.

When the Pre Review period opens, **Primary Compliance Coordinators** will receive an email from UNDCC listing the project statements that they are responsible for Pre Reviewing.



From: [und.cc@und.edu](mailto:und.cc@und.edu)

To: PIs with Project Certification Statements

The Payroll Confirmation Pre Review Period is Now Open

The Payroll Confirmation Pre Review Period is now open in UNDCC. As the Compliance Coordinator, please review the project statements assigned to you. If adjustments are needed, please process these in PeopleSoft. Once changes have been made in PeopleSoft, they will update in UNDCC the following day.

UNDCC URL: <https://ecc.und.edu/undecc/>

List of Project Statements:

[Project Title – Period of Performance](#)

[Project Title – Period of Performance](#)

[Project Title – Period of Performance](#)

[Project Title – Period of Performance](#)

Example



All project statements for non-sponsored projects will Auto Approve

# Pre Review Period



Only **Primary** Compliance Coordinators will have a Work List (Associated Projects tab) that displays projects statements that are Ready for Pre Review.

Statements Awaiting Certification (0)		Assigned Projects (96)					
Principal Investigator	Project Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
Kelley, Mike A	UND0099996 - Demo Study	UND0099996	UND0099996	National Institutes of Health	Fall Semester 2022	🔔 Ready for Pre Review	●
Kelley, Mike A	UND0099997 - Demo Study	UND0099997	UND0099997	Global Lyme Alliance	Fall Semester 2022	🔔 Ready for Pre Review	●
Kelley, Mike A	UND0099998 - Demo Study	UND0099998	UND0099998	University of Kentucky	Fall Semester 2022	🔔 Ready for Pre Review	●
Kelley, Mike A	UND0099999 - Demo Study	UND0099999	UND0099999	National Institutes of Health	Fall Semester 2022	🔔 Ready for Pre Review	●

# Department Dashboard

- **All Compliance Coordinators** (Primary and Non Primary) can navigate to the Department Dashboard by clicking **Manage** > **Department Dashboard** to view all projects in the Department.
- From your Work List or the Department Dashboard, click on the Status or Status icon to route to the project statement.

UNIVERSITY OF NORTH DAKOTA

Enter Search Criteria   Hello, System

Look-up **Department Dashboard** Home Confirm **Manage** Reports Administration Links

Manage Effort Notifications Place Statements On Hold \*\*\*

### Department Dashboard for Huron Testing Department - Hurontesting

This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.

Search for Department :

Project Certifications Award and Project Department Information

Project Confirmation Summary Chart: Employee Type  Period

The default search is for project statements for all projects in this Department, for the current period of performance

Status	Project_Certifiers
Ready for Pre Review	6 100.00%

Project Statements   (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Project Nickname	Project Number	Grant Manager	PI	PI Department	Statements	Action
Studies on being a Scientist	3048990001	Duritz, Adam - HCG021	Kelley, Mike - 99887703	Huron Testing Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>
Training Program in Financial Management	3048990002	Smith, Cheryl - 11098405	Kelley, Mike - 99887703	Huron Testing Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>
Molecular Electronics	3048990003	Arnold, Beth - 99887702	Meadows, Steve - 99887704	Huron Training Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>
Quantitative Numbers and Math	3048990004	Smith, Cheryl - 11098405	Kelley, Mike - 99887703	Huron Testing Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>
Inhibition of Translation Initiation in Cancer Therapy	3048990005	Arnold, Beth - 99887702	Karoli, Tim - 99887705	Huron Testing Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>
National Space Biomedical Research Institute Core Research Program	3048990006	Arnold, Beth - 99887702	Karoli, Tim - 99887705	Huron Testing Department	0	<input type="button" value="Status"/> <input type="button" value="Print"/>

# Pre Review Period



Project Statements display all staff and students who were paid or cost shared by the project for the semester.

- **Payroll \$** – The total payroll for each employee charged to the project is shown in dollars.
- **Cost Share \$** – The total cost share for each employee charged to the project is shown in dollars.
- **Total \$** – Payroll \$ + Cost Share \$
- **Total %** – The percentage (Payroll \$ + Cost Share \$) of an employee’s salary to this project compared to an employee’s total payroll
- **Confirm** – Checkboxes for Certification
- **Details** – Links to payroll details for the employee (more info on the next slide)

Project Statement for **UND0099998: UND0099998 - Demo Study (Fall Semester 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 5/31/2023; Status: Ready for Pre Review

On Hold:

Employee	Department	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Details
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00	\$1,981.72	4%	<input type="checkbox"/>	\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00	\$428.41	3%	<input type="checkbox"/>	\$
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%	<input type="checkbox"/>	\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	<input type="checkbox"/>	\$

Pre Review Home





# Pre Review Period

Review the project statement(s) to confirm the payroll dollars and cost share dollars, if applicable, are correct.

- 100% (base salary) payroll distribution for an employee is available by clicking the document icon under the “Details” column.
- Payroll details for each employee for this project are available by clicking the dollar sign icon in the “Details” column.
- This generates a payroll report that displays the transactions by pay period for this project. This report can be exported to Excel.

Project Statement for **UND0099998: UND0099998 - Demo Study (Fall Semester 2022)** ; Effort from 8/16/2022 to 12/31/2022





Employee	Department	Payroll \$	Cost Share \$				
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00				
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00				
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%	<input type="checkbox"/>	
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	<input type="checkbox"/>	

Project Payroll Summary - Fall Semester 2022

Kendall M Mercury - 5905008

Project Name	Total \$	Total %
UND0099998-Demo Study	\$11,651.21	62%
UND0099996-Demo Study	\$7,074.01	38%
Total:	\$18,725.22	100.00%

Details

Pre Review Home

# Pre Review Period



- Review the project statement for accuracy:
  - Do all employees who were charged to the project for the semester appear on the statement?
  - Is the payroll for each employee accurate?
  - Is the total payroll for this project and time period accurate?
- Any payroll adjustments should be made during this period in PeopleSoft.
- Once the statement is accurate, click the “Pre Review” button. The statement will fall off your worklist and remain in the “Pre Reviewed” status until the certification period opens.

Project Statement for **UND0099998: UND0099998 - Demo Study (Fall Semester 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 5/31/2023; Status: Ready for Pre Review

On Hold:

Employee	Department	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Details
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00	\$1,981.72	4%	<input type="checkbox"/>	\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00	\$428.41	3%	<input type="checkbox"/>	\$
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%	<input type="checkbox"/>	\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	<input type="checkbox"/>	\$

**Pre Review** Home

# Certification Period



After the Pre Review period is over, the Certification Period opens. All Pre Reviewed statements will route to the PI when the Certification Period begins.

PIs will receive a system generated email with a link to their project statement(s). These notifications will route them to their Home Page.



**From:** [und.cc@und.edu](mailto:und.cc@und.edu)  
**To:** PIs with Project Certification Statements

**The Payroll Confirmation Period Has Begun**

Project Statements are now available for review and certification in the UND Compliance System (UNDCC). Certifications must be completed by the due date on the statement to meet University Regulations. Your certification(s) may be completed by logging into UNDCC using your UND logon and password.

Please work with your Compliance Coordinator if you are unsure if your statement is ready for certification, you receive errors when trying to certify, or if your statements is on hold.

**UNDCC URL:** <https://ecc.und.edu/undecc/>

**List of Project Statements:**  
[Project Title – Period of Performance](#)  
[Project Title – Period of Performance](#)  
[Project Title – Period of Performance](#)  
[Project Title – Period of Performance](#)

*Example*



# Certification Period



**PIs are provided with the following instructions:**

- You are responsible for certifying your project statement(s).
- Project Statements cannot be edited in UNDCC.
- If adjustments are needed, please contact your Compliance Coordinator using the “Get Help” Button.

Project Statement for **UND0099998: UND0099998 - Demo Study (Fall Semester 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 5/31/2023; Status: Ready for Certification

Employee	Department	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Details
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00	\$1,981.72	4%	<input type="checkbox"/>	\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00	\$428.41	3%	<input type="checkbox"/>	\$
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%	<input type="checkbox"/>	\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	<input type="checkbox"/>	\$

**Get Help** **Save** **Home**

# Certification Period



- You will be able to monitor Project Statement Certification progress from your Home Page under the Associated Projects Tab. As reports are Certified, they will fall off your worklist.
- You should follow up with the PI if their statements have not been certified within the certification period.

Statements Awaiting Certification (2)		Assigned Projects				
Project Statements						
<small>Top of Page   Related Projects (You are listed as the Award PI and there are projects assigned to other PIs to Certify)</small>						
Project Title	Account Number	Sponsor	Period	Due Date	Status	Staff
UND0099996 - Demo Study	UND0099996	National Institutes of Health	Fall Semester 2022	5/31/2023	★ Ready for Certification	●
UND0099997 - Demo Study	UND0099997	Global Lyme Alliance	Fall Semester 2022	5/31/2023	★ Ready for Certification	●

# Certification Period

- If a project statement needs an adjustment, you can place the project statement on hold to prevent the statement from being certified until the adjustment is loaded to UNDC.
- To place a statement on hold, route to the statement and check the “On Hold” box. This will send an email to the PI letting them know their project statement is on hold.
- ***The system will not notify you when the adjustment is loaded to UNDC. You will need to check the Transactions Log on the statement when you expect the adjustment to appear.***
- Once the adjustment is loaded, uncheck the “On Hold” box to remove the hold. This will send an email to the PI letting them know their statement is off hold and they can proceed with certifying the project statement.

Project Statement for **UND0099998: UND0099998 - Demo Study (Fall Semester 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 5/31/2023; Status: Ready for Certification

WARNING - This Project Statement was placed on hold by System User - 444-44-4444  
INFO - Check all certify checkboxes to show the certify button.

On Hold On Hold:

Employee	Department	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Details
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00	\$1,981.72	4%	<input type="checkbox"/>	\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00	\$428.41	3%	<input type="checkbox"/>	\$
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%	<input type="checkbox"/>	\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	<input type="checkbox"/>	\$

Home

# Certification Period



- Under certain limited circumstances, a Designee may need to be setup to certify a project statement. Please contact the Central Admin Team to request a designee.

**Designee** – a designated employee who can certify a project statement on behalf of the PI.



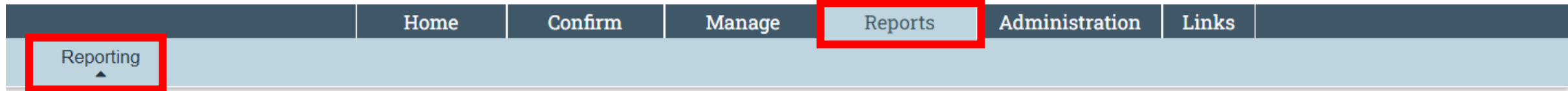
# Reports



# UNDCC Reports

To access Reports

- Click on Reports > Reporting
- Reports are listed by Category



## Reporting

This page lists all reports that are available through the application.

Category	Reports	Description
Management	Payroll and Cost Share Report	The Payroll and Cost Share Report is a summary report showing all payroll and cost share transactions for a specific individual and date range.  The date range can be set one of two ways. First the report can be run by selecting a Start Date and an End Date. This allows the user to run a report that crosses effort periods but is more relevant to the Project activity. The alternate way of setting the range is by selecting Employee Type. Selecting the employee type returns
Payroll/Cost Share	Payroll Report	
	PI and Staff Payroll Report	
	SPES Summary Report	

# Frequently Used Report

Frequently used reports are listed in the table below along with related queries in PeopleSoft that can be used to validate that the data in UNDCC matches Peoplesoft.

Detailed descriptions and screenshots are in the following slides

UNDCC Report Name	Report Description	Related Queries in PeopleSoft
Project Status Report	Lists all Project Statements and their status at the time the report is run.	NDU_GM11_PROJ_INFO Or NDU_GM81_GCA_AWARDS *Note these queries do not provide the status of the project statements in UNDCC.
Payroll and Cost Share Report	A summary report showing all payroll and cost share transactions for a specific individual and date range.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
SPES (Sponsored Project Employee Summary) Report	The SPES Report lists all employees that had payroll and/or cost share charged to a specific project.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
PI and Staff Report	Lists all individuals charging a PI's accounts, and their monthly payroll distributions on every account they are charging. The cost share column displays "True" if at least one payroll transaction on that sponsored project is cost share.	There isn't a similar query in PeopleSoft but this report can be compared to information in these three queries: NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
Payroll Report	The Payroll Report is a payroll summary report for a specific individual, Departments or Account and date range.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO

*All Reports are exportable to Excel*



# Project Status Report

Parameters	Results								
Based on your report selection below are the results. Please note that you can <a href="#">sort the results</a> by clicking on the column header.									
Project Nickname	Project Number	Grant Department	Grant Manager	Grant Manager Email	PI Certifier	PI Certifier Email	PI Department	Nickname	Current Status
ARCHAEOLOGICAL INVESTIGATION OF THE RANDALL AND SARAH (SALLY) MCCOY SITE	GR9799868	Huron Biometrics	Griffin, Madeline - 21132361	MadelineGriffin@test.net	Curtis, Freddie - 97221485	FreddieCurtis@test.net	Huron Biometrics	Project Q1 2017	Ready for Pre Review
CENTRAL APPALACHIA INTER-PROFESSIONAL PAIN EDUCATION COLLABORATIVE	GR8077882	Huron Biometrics	Griffin, Madeline - 21132361	MadelineGriffin@test.net	Curtis, Freddie - 97221485	FreddieCurtis@test.net	Huron Biometrics	Project Q1 2017	Ready for Certification
CPC-001-07A PHASE II, SINGLE-BLIND, PLACEBO-CONTROLLED, SEQUENTIAL TREATMENT, MU	GR3529789	Huron Biometrics	Griffin, Madeline - 21132361	MadelineGriffin@test.net	Curtis, Freddie - 97221485	FreddieCurtis@test.net	Huron Biometrics	Project Q1 2017	Ready for Pre Review
DEVELOPMENT OF NOVEL INSECTICIDE SYNERGISTIC FOR RESISTANCE MANAGEMENT	GR7950617	Huron Biometrics	Herrera, Brenda - 44016931	BrendaHerrera@test.net	Gordon, Rudy - 31357115	RudyGordon@test.net	Huron Biometrics	Project Q1 2017	Ready for Certification

The Project Status Report shows a list of all Project Statements that have a specified status at the time the report is run.

## Related queries in PeopleSoft.

### List of projects - Fin Query GM11

NDU\_GM11\_PROJ\_INFO - Project , status & proj roles

\*\*Business Unit

\*Status Like A,I (%=All)

\*Department Like (%=All)

\*Team Member Like (%=All)

[View Results](#)

Row	Award	Project	Project Description	Project Start Date	Project End Date	Proj Type	Status	Department	Dept Description	Proj Role	Team Member Name	Project Manager	Sponsor	Sponsor Name	Contract Type	Ref Awd #	User 1
-----	-------	---------	---------------------	--------------------	------------------	-----------	--------	------------	------------------	-----------	------------------	-----------------	---------	--------------	---------------	-----------	--------

#### Instructions:

1. Enter Business Unit: UND01
2. Enter Proc. Status: A = Active; I = Inactive; % = All Active and Inactive
3. Enter Department like:
4. Enter Team Member Like: %
5. Filter spreadsheet by Prj Dept or Dept Name column

Note: Fields with \* are required

### List of projects - Fin Query GM81

NDU\_GM81\_GCA\_AWARDS - Proj/Cont by GCA Role

\*\*Business Unit

\*Proc. Status like (A,I or %)

\*GCA like (%=All)

[View Results](#)

Row	Contract	Project	Prj Dept	Dept Name	Contract Type	Begin Date	End Date	Funded Amount	Ref Awd #	Purpose	Project PI Empl ID	Project PI	Award PI Empl ID	Award PI	Sponsor ID	Sponsor Name	Award Title	Project Title	Processing Status	GCA Name
-----	----------	---------	----------	-----------	---------------	------------	----------	---------------	-----------	---------	--------------------	------------	------------------	----------	------------	--------------	-------------	---------------	-------------------	----------

#### Instructions:

1. Enter Business Unit: UND01
2. Enter Proc. Status: A = Active; I = Inactive; % = All Active and Inactive
3. Enter GCA like: %
4. Filter spreadsheet by Prj Dept or Dept Name column

Note: Fields with \* are required



# Related Queries in PeopleSoft

For UNDCC Reports:

- Payroll and Cost Share Report
- SPES Summary Report
- PI and Staff Report
- Payroll Report

## Employees that will appear on a project statement - HRMS Query

NDU\_CA\_GL\_RECON - Gross/Frng to Reconcile to GL

\*Bus Unit

\*From Check Dt

\*Thru Check Dt

Optional from DeptID

Optional TO DeptID

Optional FROM Proj/Grt

Optional TO Proj/Grt

Optional EMPLID

Optional FROM Fund

Optional TO Fund

Optional Check Nbr

View Results

Row	Dept ID	Fund	Project	Program	Acct	Descr	Pay Period End	Retro Date	ID	Empl Record	Position	Name	Hourly Rate	Total Salary	Total Fringe	Total Taxes	Earn Code	Reversed	Distribution Status	Retro Change	Form ID	Check Nbr	Check Dt
-----	---------	------	---------	---------	------	-------	----------------	------------	----	-------------	----------	------	-------------	--------------	--------------	-------------	-----------	----------	---------------------	--------------	---------	-----------	----------

Instructions:

1. Enter Bus Unit: UND01
2. Enter From/Thru Check Dt
3. Enter FROM Proj/Grt:
4. Enter TO Proj/Grt:

Note: Fields with \* are required

## Employee with cost share - HRMS Query

NDU\_EF\_COST\_SHARE\_INFO - Cost Share Info

Company

\*Pay Period End Date From

\*Pay Period End Date Through

Project

EmplID

View Results

Row	Name	ID	Pay Period End Dt	Report Per ID	Rep Prd Beg Dt	Rep Prd End Dt	Acct Cd	Project	CS Acct Cd	Cost Share %	Cost Share Amt	CS Fringe Amt
-----	------	----	-------------------	---------------	----------------	----------------	---------	---------	------------	--------------	----------------	---------------

Instructions:

1. Enter Company: UND
2. Enter Pay Period End Date From/Through
3. Enter EmplID

## Employee with cost share - Fin Query

NDU\_GM91\_COST\_SHARE\_INFO - Cost Share Info from HR

\*Company

\*\*Pay Period End Date From

\*\*Pay Period End Date Through

Project Like

Post Award Admin

EmplID

Status

View Results

Row	Name	Empl ID	Pay Period End Date	Report Per ID	Rep Prd Beg Dt	Rep Prd End Dt	Acct Cd	Project	CS Acct Cd	Cost Share %	Cost Share Amt	CS Fringe Amt	Name	Project Status
-----	------	---------	---------------------	---------------	----------------	----------------	---------	---------	------------	--------------	----------------	---------------	------	----------------

Instructions:

1. Enter Company: UND
2. Enter Pay Period End Date From/Through
3. Enter EmplID

Note: Fields with \* are required

# Payroll and Cost Share Report

The Payroll and Cost Share Report is a summary report showing all payroll and cost share transactions for a specific individual and date range.

Note: Image below is a subset of the full report.

Parameters		Results					
Employee Name: Mike A Kelley - 7020020							
Department Name: Demo Department							
Department Code: 99999							
62 items found, displaying all items.							
Project	Pay Period	Statement Type	Payroll	Pay %	Cost Share	CS %	
	12/16/2022 to 12/31/2022	IBS	\$0.00	0.00	\$247.71	0.50	
<b>Subtotal</b>			<b>\$0.00</b>	<b>0.00</b>	<b>\$2,229.39</b>	<b>4.50</b>	
UND0099996 - Demo Study	08/16/2022 to 08/31/2022	IBS	\$990.84	2.10	\$0.00	0.00	
	09/01/2022 to 09/15/2022	IBS	\$990.83	2.10	\$0.00	0.00	
	09/16/2022 to 09/30/2022	IBS	\$990.83	2.10	\$0.00	0.00	
	10/01/2022 to 10/15/2022	IBS	\$990.84	2.10	\$0.00	0.00	
	10/16/2022 to 10/31/2022	IBS	\$990.84	2.10	\$0.00	0.00	
	11/01/2022 to 11/15/2022	IBS	\$990.83	2.10	\$0.00	0.00	
	11/16/2022 to 11/30/2022	IBS	\$990.84	2.10	\$0.00	0.00	
	12/01/2022 to 12/15/2022	IBS	\$990.83	2.10	\$0.00	0.00	
	12/16/2022 to 12/31/2022	IBS	\$990.83	2.10	\$0.00	0.00	
<b>Subtotal</b>			<b>\$9,917.61</b>	<b>19.90</b>	<b>\$0.00</b>	<b>0.00</b>	
UND0099997 - Demo Study	08/16/2022 to 08/31/2022	IBS	\$247.71	0.50	\$0.00	0.00	
	09/01/2022 to 09/15/2022	IBS	\$247.72	0.50	\$0.00	0.00	
<b>Subtotal</b>			<b>\$495.43</b>	<b>1.00</b>	<b>\$0.00</b>	<b>0.00</b>	
UND0099998 - Demo Study	08/16/2022 to 08/31/2022	IBS	\$247.71	0.50	\$0.00	0.00	
	09/01/2022 to 09/15/2022	IBS	\$247.72	0.50	\$0.00	0.00	
	09/16/2022 to 09/30/2022	IBS	\$247.72	0.50	\$0.00	0.00	
	10/01/2022 to 10/15/2022	IBS	\$247.70	0.50	\$0.00	0.00	
	10/16/2022 to 10/31/2022	IBS	\$247.71	0.50	\$0.00	0.00	
	11/01/2022 to 11/15/2022	IBS	\$247.72	0.50	\$0.00	0.00	
	11/16/2022 to 11/30/2022	IBS	\$247.72	0.50	\$0.00	0.00	
	12/01/2022 to 12/15/2022	IBS	\$247.72	0.50	\$0.00	0.00	
<b>Subtotal</b>			<b>\$1,981.72</b>	<b>4.00</b>	<b>\$0.00</b>	<b>0.00</b>	
UND0099999 - Demo Study	08/16/2022 to 08/31/2022	IBS	\$495.41	1.00	\$0.00	0.00	
	09/01/2022 to 09/15/2022	IBS	\$495.42	1.00	\$0.00	0.00	
	09/16/2022 to 09/30/2022	IBS	\$495.42	1.00	\$0.00	0.00	
	10/01/2022 to 10/15/2022	IBS	\$495.42	1.00	\$0.00	0.00	
	10/16/2022 to 10/31/2022	IBS	\$495.42	1.00	\$0.00	0.00	
<b>Subtotal</b>			<b>\$2,477.09</b>	<b>5.00</b>	<b>\$0.00</b>	<b>0.00</b>	
<b>Total</b>			<b>\$44,587.63</b>	<b>93.10</b>	<b>\$3,220.23</b>	<b>6.50</b>	
62 items found, displaying all items.							

# SPES Summary Report

The SPES Report lists all employees that had payroll and/or cost share charged to a specific project.

Parameters	Results							
Based on your report selection below are the results. Please note that you can <a href="#">sort the results</a> by clicking on the column header.								
<a href="#">Formatted PDF</a>								
Department Name:	Demo Department							
Department Code:	99999							
Project Name:	Demo Study							
Project Number:	UND0099998							
Project Type:								
Project PI Name:	Kelley, Mike A - 7020020							
Project Sponsor Name:	University of Kentucky							
Project Sponsor Number:	NONP_46000							
Project Sponsor Project Number:	NONP_46000 - 3200003246-20-284							
Project Start to End Date:	04/01/2020 to 03/31/2023							
Filter Start to End Date:	08/16/2022 to 12/31/2022							
Total:	\$15,456.12							
<b><i>Effort Statement Results</i></b>								
Nothing found to display.								
<b><i>Project Statement Results</i></b>								
<b>Persons Charged or Cost Shared to this Project</b>								
Employee Id	Department	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Total (\$)	Total (%)	Certified (%)
Kelley , Mike A	Demo Department	\$1,981.72	4.15	\$0.00	0.00	\$1,981.72	4.15	0
Marley , Bob C	Demo Department	\$428.41	3.33	\$0.00	0.00	\$428.41	3.33	0
Mercury , Kendall M	Demo Department	\$11,651.21	62.22	\$0.00	0.00	\$11,651.21	62.22	0
Villegas , Maria	Demo Department	\$1,394.78	6.33	\$0.00	0.00	\$1,394.78	6.33	0
<a href="#">Excel</a>   <a href="#">XML</a>   <a href="#">PDF</a>   <a href="#">RTF</a>								

# PI and Staff Report

This report generates a list of all individuals charging a PI's accounts, and their monthly payroll percentage distributions on every account they are charging. The cost share column will be populated with the word True to indicate that at least one payroll transaction on that sponsored project is cost share.

Parameters	Results
------------	---------

Results of the PI and Staff Payroll Report are displayed in a scrollable window.

Name	Department	Type	Project	CostShare	Aug (\$)	2022 Aug (%)	2022 Sep (\$)	2022 Sep (%)	2022 Oct (\$)	2022 Oct (%)	2022 Nov (\$)	2022 Nov (%)	2022 Dec (\$)	2022 Dec (%)	2022 Total	% of Total
Bob Marley - 0862011	Demo Department	IBS	UND0099999		\$642.60	45%	\$1,285.20	45%	\$1,285.20	45%	\$0.00	0%	\$0.00	0%	\$3,213.00	25.00%
			UND0099998		\$0.00	0%	\$0.00	0%	\$0.00	0%	\$285.61	10%	\$142.80	5%	\$428.41	3.33%
			UND0099996		\$785.40	55%	\$1,570.80	55%	\$1,570.80	55%	\$2,570.39	90%	\$2,713.20	95%	\$9,210.59	71.67%
Bob Marley - 0862011 Totals:					\$1,428.00	100%	\$2,856.00	100%	\$2,856.00	100%	\$2,856.00	100%	\$2,856.00	100%	\$12,852.00	100%
Kendall Mercury - 5905008	Demo Department	IBS	UND0099998		\$1,456.41	70%	\$2,912.80	70%	\$2,912.80	70%	\$2,912.80	70%	\$1,456.40	35%	\$11,651.21	62.22%
			UND0099996		\$624.17	30%	\$1,248.36	30%	\$1,248.36	30%	\$1,248.36	30%	\$2,704.76	65%	\$7,074.01	37.78%
			Kendall Mercury - 5905008 Totals:					\$2,080.58	100%	\$4,161.16	100%	\$4,161.16	100%	\$4,161.16	100%	\$18,725.22
Maria Villegas - 5944008	Demo Department	IBS	UND0099998		\$0.00	0%	\$0.00	0%	\$587.27	12%	\$538.34	11%	\$269.17	6%	\$1,394.78	6.33%
			UND0099997		\$611.74	25%	\$1,052.20	22%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,663.94	7.56%
					\$856.44	35%	\$1,712.88	35%	\$1,712.88	35%	\$1,712.88	35%	\$1,712.88	35%	\$7,707.96	35.00%
					\$978.78	40%	\$2,128.84	43%	\$2,446.95	50%	\$2,446.95	50%	\$2,716.11	55%	\$10,717.63	48.67%
					\$0.00	0%	\$0.00	0%	\$146.82	3%	\$195.75	4%	\$195.76	4%	\$538.33	2.44%
Maria Villegas - 5944008 Totals:					\$2,446.96	100%	\$4,893.92	100%	\$4,893.92	100%	\$4,893.92	100%	\$4,893.92	100%	\$22,022.64	100%
Mike Kelley - 7020020	Demo Department	IBS	UND0099999		\$495.41	10%	\$990.84	10%	\$990.84	10%	\$0.00	0%	\$0.00	0%	\$2,477.09	5.18%
			UND0099998		\$247.71	5%	\$495.44	5%	\$495.41	5%	\$495.44	5%	\$247.72	2%	\$1,981.72	4.15%
			UND0099997		\$247.71	5%	\$247.72	2%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$495.43	1.04%
			UND0099996		\$990.84	19%	\$1,981.66	19%	\$1,981.68	19%	\$1,981.67	18%	\$1,981.66	18%	\$8,917.51	18.65%
				True	\$247.71	5%	\$495.42	5%	\$495.42	5%	\$495.42	5%	\$495.42	5%	\$2,229.39	4.66%
				True	\$1,238.54	24%	\$2,477.03	24%	\$2,477.08	24%	\$2,477.03	23%	\$2,477.07	23%	\$11,146.75	23.32%
				True	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$495.42	5%	\$495.42	5%	\$990.84	2.07%
		\$1,733.96	33%	\$3,467.93	33%	\$3,467.92	33%	\$3,467.94	32%	\$3,467.93	32%	\$15,605.68	32.64%			
		\$0.00	0%	\$247.72	2%	\$495.41	5%	\$1,486.26	14%	\$1,733.96	16%	\$3,963.35	8.29%			
Mike Kelley - 7020020 Totals:					\$5,201.88	100%	\$10,403.76	100%	\$10,403.76	100%	\$10,899.18	100%	\$10,899.18	100%	\$47,807.76	100%



# Payroll Report

The Payroll Report is a payroll summary report for a specific individual, Departments or Account and date range. The default view is by Account. But you can also view by Pay Period by selecting the hyperlink at the top of the report.

Parameters		Results										
<ul style="list-style-type: none"> <li>Pay Period View</li> <li>Account View</li> </ul>												
27 items found, displaying all items.												
Employee Id	First Name	Middle Init	Last Name	Department	Department Number	Pay Period	Grant	Payroll	Pay %	Pay Type	Employee Type	Statement Type
5905008	Kendall	M	Mercury	Demo Department	99999	08/16/2022 to 08/31/2022	UND0099996 - Demo Study	\$624.17	3 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099998 - Demo Study	\$1,456.41	8 %	U435008015UND0024368R	Project Certifiers	IBS
						<b>Subtotal</b>		<b>\$2,080.58</b>	<b>11 %</b>			
						09/01/2022 to 09/15/2022	UND0099996 - Demo Study	\$566.57	3 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099996 - Demo Study	\$57.61	0 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099998 - Demo Study	\$1,321.96	7 %	U435008015UND0024368R	Project Certifiers	IBS
							UND0099998 - Demo Study	\$134.44	1 %	U435008015UND0024368R	Project Certifiers	IBS
						<b>Subtotal</b>		<b>\$2,080.58</b>	<b>11 %</b>			
						09/16/2022 to 09/30/2022	UND0099996 - Demo Study	\$624.18	3 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099998 - Demo Study	\$1,456.40	8 %	U435008015UND0024368R	Project Certifiers	IBS
						<b>Subtotal</b>		<b>\$2,080.58</b>	<b>11 %</b>			
						10/01/2022 to 10/15/2022	UND0099996 - Demo Study	\$624.18	3 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099998 - Demo Study	\$1,456.40	8 %	U435008015UND0024368R	Project Certifiers	IBS
						<b>Subtotal</b>		<b>\$2,080.58</b>	<b>11 %</b>			
						10/16/2022 to 10/31/2022	UND0099996 - Demo Study	\$451.33	2 %	U435008015UND0026914R	Project Certifiers	IBS
							UND0099996 - Demo Study	\$172.85	1 %	U435008015UND0026914R	Project Certifiers	IBS
						<b>Subtotal</b>		<b>\$2,080.58</b>	<b>11 %</b>			
						<b>Subtotal</b>		<b>\$18,725.22</b>	<b>100 %</b>			
						<b>Total Of All Certifiers</b>		<b>\$18,725.22</b>	<b>100 %</b>			

# Salary Cap Audit Report

The Salary Cap Audit Report assists when reviewing salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap. The columns of the report are defined as:

Certifier	Department	Compliance Coordinator	Period of Performance	Annual salary cap	Project Number	Semester		Cost share \$	Total \$	Total %	Calculated project salary cap	Additional amount needed to be moved from payroll to cost share
						salary cap	Payroll \$					
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099990	77015.34	12400.3	0	93543.23	13.26	10209.33	2190.97
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099991	77015.34	34369.84	4774.68	98654.63	39.68	30558.41	3811.43
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099992	77015.34	22913.28	25757.19	237459.16	20.5	15785.34	7127.94
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099993	77015.34	1691.94	1907.94	237459.16	1.52	1167.55	524.39
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099994	77015.34	12086.89	8587.68	204469.11	10.11	7787.28	4299.61
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099995	77015.34	7622.55	0	91885	8.3	6389	1233.55
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099996	77015.34	2412.88	0	78597.27	3.07	2364.32	48.56
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099997	77015.34	3818.43	7207.31	306793.54	3.59	2767.83	1050.6
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099998	77015.34	2538.42	0	92380.14	2.75	2116.23	422.19
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0099999	77015.34	31161.24	28420.47	183994.77	32.38	24939.33	6221.91
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100000	77015.34	3887.72	0	183994.77	2.11	1627.3	2260.42
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100001	77015.34	8145.08	1131.76	98654.63	9.4	7242.02	903.06
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100002	77015.34	20360.89	16861.84	237459.16	15.68	12072.48	8288.41
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100003	77015.34	27157.17	26257.28	204469.11	26.12	20119.09	7038.08
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100004	77015.34	-1319.42	0	37602.87	-3.51	-2702.34	1382.92
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100005	77015.34	66469.97	3910	91885	76.6	58990.45	7479.52
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100006	77015.34	19961.21	0	78597.27	25.4	19559.45	401.76
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100007	77015.34	30547.42	54886.64	306793.54	27.85	21446.78	9100.64
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100008	77015.34	21128.4	0	92380.14	22.87	17614.29	3514.11
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100009	77015.34	4204.86	0	111768	3.76	2897.42	1307.44
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100010	77015.34	5370.37	0	87835.6	6.11	4708.81	661.56
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100011	77015.34	5370.41	0	87835.6	6.11	4708.84	661.57
Principal Investigator - 0000000	Dean's Office Med-8275	Primary CC Name - email	Fall 2022	203700	UND0100012	77015.34	14250.06	0	88589.16	16.09	12388.35	1861.71

# Salary Cap Audit Report

The Salary Cap Audit Report assists when reviewing salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap. The columns of the report are defined as:

- **Certifier** - the employee whose salary is subject to the salary cap.
- **Department**- the home department of the certifier.
- **Compliance Coordinator** - the Primary Compliance Coordinator of the department.
- **Period** - the reporting period of the statement.
- **Project Number, Project start and end dates** – the Project information subject to Salary Cap.
- **Base** – the employee’s base salary for the project statement period.
- **Prorated salary cap** - the salary cap at time of expense for the reporting period of 6 months.
- **Payroll \$**- the amount of payroll charged to the sponsored Project.
- **Cost Share \$** - provides the amount of payroll allocation for salaries over the cap.
- **Total \$** - the total payroll dollars associated with the Project, directly charged to the sponsored Project and Cost Share allocations.
- **Total %** - percent of payroll to Project.
- **Calculated Project Salary Cap** –  $\text{Total\%} * \text{Prorated Salary Cap}$ .
- **Difference - UND Cost Share** - amount of payroll that needs to be adjusted from the sponsored Project to the Cost Share portion of the Project. This should be done via a payroll adjustment in PeopleSoft.



# Other Information





# Other Important Notes

As a Compliance Coordinator, you will be assisting and answering questions from PIs:

- **Why do I need to certify?**
  - At UND, all PIs who are charged or cost shared to a sponsored project are responsible for certifying project statements.
- **How often do I need to certify?**
  - Project Statements are certified after each semester.
- **Can I certify on my mobile phone?**
  - Yes, through your phone's mobile browser and if mobile phone is connected to the VPN Network.
- **Is UNDCC compatible with Safari?**
  - Yes – additionally, we recommend using Chrome or Firefox.
- **Where can I find additional UNDCC training materials?**
  - <https://campus.und.edu/finance/Projects-contracts-accounting/undcc.html>

# Other Important Notes



- **Preferred browsers are Chrome and Firefox.**
- **UNDCC Maintenance Period**
  - Occurs every third (3<sup>rd</sup>) Saturday of the month.
  - System could be down at any time.
  - Users will receive error message if attempting to login to UNDCC when system is down.
- **Turn off your browser pop-up blockers.**
- **Users will receive an UNDCC pop-up message if they are about to be timed out of UNDCC.**

# Contact Information



**URL: <http://ecc.und.edu/undcc/>**

*\*NOTE: If you cut and paste this link, please be sure it includes the ending “/”*

**Email: [und.cc@und.edu](mailto:und.cc@und.edu)**



# Q&A





# Additional System Features







# Statement Details



Additional details are available about project statement.

- Notes – add a note that can be viewed by the PI/Co-PI/Faculty
- Attachments – add an attachment that can be viewed by the PI/Co-PI/Faculty
- Transactions – view all payroll transactions that have been loaded to the statement. The status updates will also be listed here.
- Activity Log – view when the statement was Pre Reviewed, Viewed, and Certified.
- Email Log – view when UNDCC sent an email related to the statement.

▶ Notes 
▶ Attachments 
▶ Transactions 
▶ Activity Log 
▶ Email Log









# Department Dashboard Award and Project Tab



From the Department Dashboard, you will be able to access all Projects that are assigned to the Department whether *active* or *inactive*, in a single list.

- Active – the project's end date is after today's current date
- Inactive – the project's end date is before today's current date
- This distinction is relevant for reporting purposes

All Award and Project names are hyperlinks that will route you to the Summary Page

Effort Certifications	Project Certifications	Award and Project	Organization Information				
Filters  <input type="text"/>  							
Award Number	Project Number	Name	Sponsor	PI	Start Date	End Date	SPES
AWARD123 - 1		<a href="#">Biological Science Award</a>	NIH - NIH	Pamela Paul	01/31/2016	12/31/2024	
AWARD789 - 1	PRV000 - 1	<a href="#">Building A Phase</a>	VCU Sponsors - UT System	Art Rooney	01/01/2019	06/30/2025	
AWARD000 - 1		<a href="#">Chemistry Scholarly Activities</a>	NIH - NIH	Pamela Paul	01/31/2018	12/31/2026	

# Award and Project Summary

The Project Summary Page may include a link to the related Award Summary Page. Click the hyperlink next to the Award name to route to that Award's summary page.



## Project Summary

 Sponsored Project Employee Summary Report 

Project Name:	Building A Phase	Associated Department(s):	Testing Department-1
Project Nickname:	Building A Phase	Award Name:	<a href="#">Downtown Construction Project</a>
Project Number:	PRV000 - 1	Start to End Date:	01/01/2019 to 06/30/2025
Project Type:		Project PI:	Art Rooney - V82060101 (Primary Effort Coordinator: Carrie Right - V82060301 )
Project Manager:	Carrie Right - V82060301 (PEC) 		

## Award Summary

 Sponsored Project Employee Summary Report 

Award Name:	Downtown Construction Project	Associated Department(s):	Testing Department-1
Award Nickname:	Downtown Construction Project	Award Number:	AWARD789 - 1
Start to End Date:	07/01/2014 to 06/30/2021 	Award Type:	
Award PI:	Pamela Paul - V82060001 (Primary Effort Coordinator: Carrie Right - V82060301 )	Award Manager:	Carrie Right - V82060301 (PEC) 

# Department Information



- There is one Primary Compliance Coordinator per Department.
- Additional Compliance Coordinators may also be added to a Department.
- The Primary Compliance Coordinator will be highlighted in yellow on the Department Information tab.

**Organization Dashboard for 24200-BioSciences - 24200**

This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.

Search for Organization :

**Effort Certifications** | **Project Certifications** | **Award and Project** | **Organization Information**

**Department Basic Information:**

Name:	Testing Department-1	Type:	
Description:	Testing Department	Code:	Testing Department-1
Active:	Yes		

**Department Payroll Coordinator(s)**

Name	Address	Phone	Email	Action
Paul, Pamela - 820600			PamelaPaul@tuftstest.edu	<a href="#">✎</a> <a href="#">✉</a> <a href="#">🔍</a> <a href="#">🗑️</a>
Rooney, Art - 820601			ArtRooney1@tuftstest.edu	<a href="#">✎</a> <a href="#">✉</a> <a href="#">🔍</a> <a href="#">🗑️</a>
Smith, Tammy - 820621			TammySmith1@tuftstest.edu	<a href="#">✎</a> <a href="#">✉</a> <a href="#">🔍</a> <a href="#">🗑️</a>



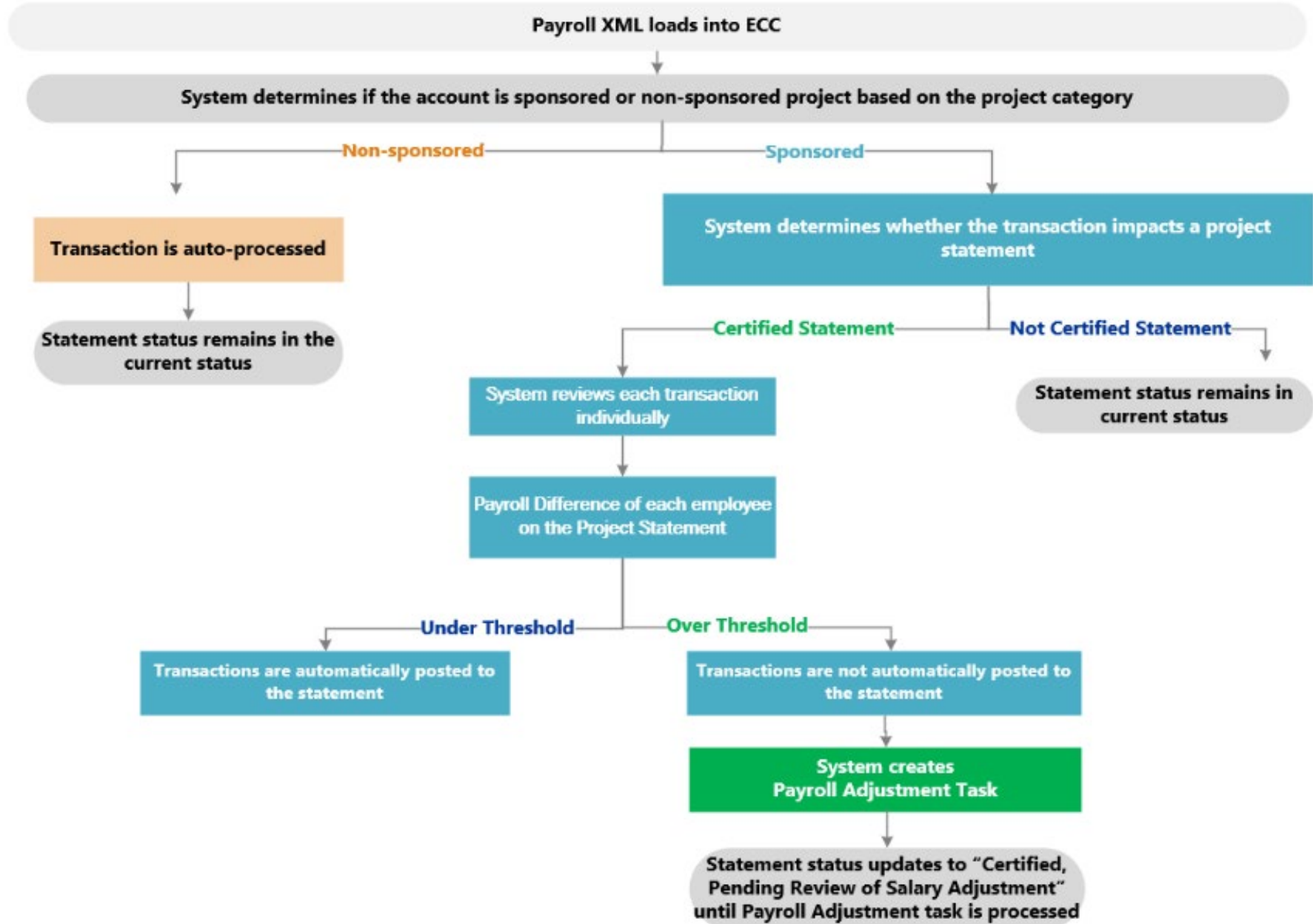
# Post Certification

Payroll Adjustments After Project Statement is Certified



# Payroll Data Load Process

This is a review of how the UNDCC System process payroll transactions and updates Project Statements.



# Payroll Adjustment Task



- This is an example of a payroll adjustment task
- It highlights in yellow where payroll has been changed since certification
- If the variance is greater than the threshold determined by UND, the only option available is to post these transactions to the project statement and force it to be reopened and recertified by the PI

Employee	Object Code	Summarized Adjustment	Original Payroll + Cost Share	New Payroll + Cost Share	Certified Percentage	Certified Percentage vs New Payroll + Cost Share Variance
BELSON, RYAN - 00948554		\$ 10,371.43	\$0.00	\$10,371.43	0.00 %	(72.53)%
MERENINI, PRINCESS - 00941860		\$ 8,957.14	\$0.00	\$8,957.14	0.00 %	(62.64)%
CHOI, KYOUNG-SHIN - 00736692			\$688.44	\$688.44	0.61 %	0.00%
NAM, DO-HWAN - 00835309			\$21,715.65	\$21,715.65	76.27 %	0.00%
<b>Total</b>		<b>\$19,328.57</b>				

[\\$ Value](#)

[View Project Statement](#)

[Post & Reopen](#)