

Policy 60.1: Grant Payroll Certification

<i>Effective Date:</i>	January 1, 2019
<i>Last Updated:</i>	February 28, 2019
<i>Responsible Office:</i>	Office of Grants & Contracts Administration (GCA)
<i>Contact:</i>	Cost Analysis & Cash Management

Reason for Policy

As a recipient of federal funding, UNC Charlotte is required to comply with cost accounting requirements located in section [2 CFR 200.430 - Compensation-Personal Services](#) for certifying payroll on sponsored projects. The purpose of this policy is to ensure that grant payroll certifications completed in connection with UNC Charlotte sponsored projects are accurate. This method requires the Principal Investigator (PI) to annually certify that the salary and wages charged to their sponsored project, including committed cost share, is accurate and reasonable in relation to the work performed.

Policy Statement

The University is committed to ensuring that grant payroll certifications completed in connection with sponsored projects are accurate. Grant payroll certification is required when any portion of compensation is paid from a sponsored project or cost share is committed to a sponsored project.

All faculty and staff who are involved in charging salaries and wages to sponsored projects, managing sponsored projects, or completing grant payroll certification are responsible for understanding the principles of accurate and timely certification.

Grant payroll certification is for all employees with compensation paid from a sponsored project during the reporting period. Principal Investigators, faculty, or a person with first-hand knowledge of individual activities certifies payroll for individuals whose salaries and wages are charged to sponsored projects. Grant payroll certification forms are generated and distributed within a reasonable time frame following the close of the reporting cycle. Certification of payroll must be completed within six (6) weeks of distribution.

Procedures

UNC Charlotte annually certifies payroll after the fact, ensuring that charges made to sponsored funds is accurately paid on sponsored funds. At the end of each fiscal year, grant payroll certification forms are generated in the UNC Charlotte Imaging System from data uploaded from BANNER Payroll. These forms are released to department or college administrators for pre-review.

A grant certification form is generated only grants that have salaries and wages to employees for the fiscal year. Any differences between the payroll certification form and departmental records should be documented and reported to the college research office staff and the Cost Analysis staff in GCA. In addition, the department or in some cases the college research office staff, is responsible for initiating payroll redistributions to correct the differences in order to ensure accurate reporting of salaries and wages.

For additional assistance and information regarding the completion and certification of grant payroll certification, see [Grant Payroll Certification](#) found under Cost Analysis & Cash Management on the Grants & Contracts Administration website.

Exclusions/Exceptions

None.

Failure to Comply

Grant payroll certification is a high-risk audit item because salary charges to sponsored funds are significant. Financial penalties, expenditure disallowances, and harm to the University's reputation could result from failure to provide accurate grant payroll certifications or failure to comply with the University's reporting requirements. Failure to comply with this policy may result in suspension of proposal submission privileges for the PI, suspension of work on a sponsored project, and/or disallowance of a salary cost and transfer to a departmental fund.

Related Information

UNC Charlotte [Policy Statement# 101.15](#) - *Additional Compensation for Professional Services to the University*

UNC Charlotte [Policy Statement# 602.6](#) - *Cost Sharing in Sponsored Programs*

[RA Policy 50.7](#)- *Cost Transfers*