

RED Grant Payroll Certification Process Principal Investigator (PI) Manual



Version	Date	Author	Notes
1.0	11/08/2018	Vonda Lee	Document Creation
2.0	02/04/2019	Vonda Lee	Added how to view your document in Perceptive Content
2.1	02/19/2019	Vonda Lee	Added reporting information.



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To Certify/Not Certify a Payroll Certification Form (PCF) Task

The *Principal Investigator* will receive an email with a link to a PCF, form as shown below:

*	Vonda Lee <mlee104@uncc.edu></mlee104@uncc.edu>
Annual Grant Payroll Certification 1 message	
gca-payroll-cert@uncc.edu <gca-payroll-cert@uncc.edu> To: mlee104@uncc.edu, jstave12@uncc.edu Boc: magenowhei@uncc.edu</gca-payroll-cert@uncc.edu>	Fri, Nov 30, 2018 at 10:32 AN
Badrul Chowdhury,	1
You have been identified as a Principal Investigator for Sponsored Account Project Number 556183, Critical Infrastructure Resilience of the Distribution Grid.	1
Fiscal Year 2018 ends June 30, 2018. The salaries associated with this project must be certified annually to maintain research compliance with the agency sponsoring this project and University poli	icy.
The salaries charged to Fund Number 560183 have been successfully pre-reviewed by John Shaver. The next step is for you to review the form and provide your final annual certification.	
Please use https://testimaging.uncc.edu/experience/#tasks/view/SysTaskMyAssigned/task/321Z2CY_02PGY25VM00001J to access the Payroll Certification form. The deadline to complete the certi	ification is July 31, 2018.
Please use https://docs.google.com/document/d/1wQbOOk18B_BU0hGNUw4G5hGiqENoiH9YGPbWrsh7TjY/edit?usp=sharing to access the form instructions.	
Thank you,	
GCA - Cost Analysis Group	
And an another second and a second and as	and the second second

Note: You have three (3) weeks to certify the grant/project's payroll. Three (3) days after you receive the first notice, you will get daily reminders every five (5) days until you complete the certification. See <u>Appendix A</u> for reminder emails.

- 1. Click the link in the above email.
- 2. The University Web Authentication login screen will display in the browser, as shown below. Enter your NinerNET credentials and press the *LOG IN* button.





3. After you log in, the *Payroll Certification Form* is displayed:

🗗 > Tasks		
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ASSORID RED PCF Review & Approval Required Attention Approver Avant Section Request form has been issued and requires	Poyrol_Certification_Form Research and Economic Development UNC CHARLOT For Certification	0
experiored. Comments	Crick CERTIFICATION TO Hide Instructions for the Phi-Raylewor dick tere. Form instructions for the Phi-Raylewor dick tere. Pre-Raylewor ID: 801041912 Shaver, John Grain Details: Project Number: 553300	
ASSORID RED PCF Review & Due Jan 14, 2010 Approval Required	Project Title: EAGER: Systems Approach to Determine Adaptive Machanisms of Thermal Tolerance in a M Provide data Adam Reitzed Investigatore: 7/15/2015 Project Start Date: 12/01/2018	
ASSOLID RED PCF Review & Dec 28, 2018 Approval Required	Reporting Start 07/01/2017 Reporting End 06/30/2018 Date: Date:	
AISCIED RED PCF Review & Pow Dec 19, 2013 Approval Required	Fund Employee ID Employee Name Role Salary Cost Share Amount CS Fund CS Acct \$33000 800/64/20 .NIBA RA- Contactor \$3000.00 1,000 885461 \$25400	

- 4. Perform your due diligence:
 - a. Review the online form to the right of the screen.

4



b. In the *Payroll Detail* section, only grant funds for the project will display and you can click on a detail line to review the payroll history for the selected employee, as shown below:

UNC CHARLOTTE	Research and Econo Grant Payroll Certification				
Hide Instructions					
Form instructions for the Pre-					
Form instructions for the Prin	icipal Investigator click here.				
Pre-Reviewer ID:	800550129	Lee, Melvina			
Grant Details:					
Project Number:	553384				
Project Title:	Task Order 1-3C Technolog	y Transfer of Concrete P	avement Technologies	s -Year 4 & 5	
Principal Investigator:	Tara Cavalline				
Project Start Date:	09/12/2015		Project End Date:	06/13/2018	
Reporting Start Date:	07/01/2017	Re	porting End Date:	06/30/2018	
Payroll Detail		Payroll Detail for	r Tara Cavalline, 80043	1195	
		Fund: 1	101516, IFLX COE		
Position ESPE45	Description Curriculum Dev in Summer	Account 911300	Pay Period S		
ESPE45	Curriculum Dev in Summer	911300	01-JUN-20		
BACK					Total: \$1,000.00
		Payroll Detail for	r Tara Cavalline, 80043 Engineering Technolo		
		Fund: 101530,			
Position	Description	Fund: 101530, Account	Pay Period Start	Pay Period End	Gross Amount
Position 004552	Description Assistant Professor				Gross Amount \$3,975.33
		Account	Pay Period Start	Pay Period End	
004552	Assistant Professor	Account 913100	Pay Period Start 01-JUL-2017	Pay Period End 15-JUL-2017	\$3,975.33
004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017	\$3,975.33 \$3,975.33 \$3,975.33 \$3,975.33
004552 004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017	\$3,975.33 \$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65
004552 004552 004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017 16-AUG-2017 01-SEP-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017 31-AUG-2017 15-SEP-2017	\$3,975.33 \$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65 \$3,975.33
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004552 004552 004552 004552 004552 004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017 01-SEP-2017 01-SEP-2017 16-SEP-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017 15-SEP-2017 15-SEP-2017 30-SEP-2017	\$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65 \$3,975.33 -\$3,409.65 \$3,975.33 -\$3,409.64 -\$2,031.64
004552 004552 004552 004552 004552 004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017 01-SEP-2017 01-SEP-2017 16-SEP-2017 16-SEP-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017 15-SEP-2017 15-SEP-2017 30-SEP-2017 30-SEP-2017	\$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65 \$3,975.33 -\$3,409.64 -\$2,091.64 \$3,975.33
004552 004552 004552 004552 004552 004552 004552 004552 004552 004552	Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100 913100 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017 01-SEP-2017 01-SEP-2017 16-SEP-2017 16-SEP-2017 16-SEP-2017 16-SEP-2017 16-SEP-2017 16-SEP-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017 15-SEP-2017 15-SEP-2017 30-SEP-2017 30-SEP-2017 30-SEP-2017 15-OCT-2017	\$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65 \$3,975.33 -\$3,409.64 -\$2,031.64 \$3,975.33 -\$3,409.64 -\$2,031.64
004552 004552 004552 004552 004552 004552 004552 004552 004552	Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor Assistant Professor	Account 913100 913100 913100 913100 913100 913100 913100 913100 913100	Pay Period Start 01-JUL-2017 16-JUL-2017 01-AUG-2017 16-AUG-2017 16-AUG-2017 01-SEP-2017 01-SEP-2017 16-SEP-2017 16-SEP-2017	Pay Period End 15-JUL-2017 31-JUL-2017 15-AUG-2017 31-AUG-2017 31-AUG-2017 15-SEP-2017 15-SEP-2017 30-SEP-2017 30-SEP-2017	\$3,975.33 \$3,975.33 \$3,975.33 -\$3,409.65 \$3,975.33 -\$3,409.64 -\$2,031.64 \$3,975.33

Note: Payroll history for all funds will display for selected employee.

- c. Click the **Back** button to return to the previous screen.
- d. If applicable, verify the **Cost Share Amount/Fund/Account** combination.
- e. If applicable, attach supporting documentation by using the Add icon



f. If you make changes, click the **Save** icon to retain your changes.



g. Review any attachments using the *Next Page* button as shown below:



- 5. Certify or Not Certify the form:
 - a. If **not** certifying, please enter a comment explaining the reason, as shown in the example below:

Commen	ts
	I am not certifying this <u>PCF</u> because
	Add Comment
	Add comment

 b. Click the *Add Comment* button to display your comments, as shown below:

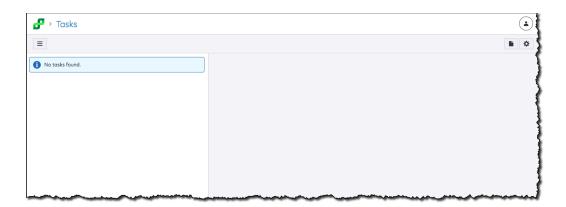
Comme	ents
	mlee104 Nov 9, 2018, 3:15:52 PM I am not certifying this PCF because
	Add Comment
·····	and a second sec



c. Click the *Complete* button to select *Certify* or *Not Certify*, as shown below:

🗗 > Tasks		
=		
	H i C + Ż O	III II & O Z
ASSIGNED RED PCF Review & Due Dec 7, 2010	Payroll_Certification_Form	=
Approval Required reference Complete Attention Approver: A Payrol Certification Request form has seen its Not Certify s	UNC CHARLOTTE Research and Economic Development	
Comments	Pre-Reviewer ID: 800550129 Lee, MelVina	
	Grant Details:	
	Project Number: 556214	
	Project Title: //UCRC ROSE-HUB Membership Dues (NSF# IIP-1439695)	
Add Comment	Principal Jing Xiao Investigator:	
	Project Start Date: 05/01/2015 Project End Date: 05/31/2019	
ASSIGNED Due Apr 21, 2018	Reporting Start 07/01/2017 Reporting End 06/30/2018 Date: Date: Date: Date:	
Approver Approval		
	Payroll Detail Employee	
ASSIGNED Due Apr 15, 2018	ID Employee Name Role Salary Cost Share Amount	CS Fund CS Acct
Approver Approval	800881941 Huitan Mao RA - Graduate \$23,512.49 Assistantship	
	BADSEBBADO Baudid Midalabia BA Candunda POA 600.00	
ASSIGNED	Form	

d. Once all tasks have been completed, a *No Tasks Found* message will be displayed as shown below:



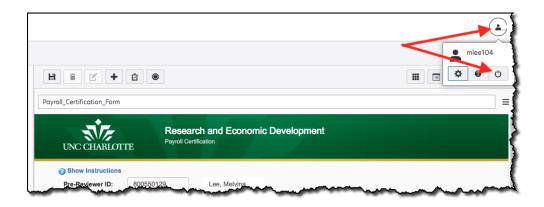
7



e. The Principal Investigator will receive an email confirmation, as shown below:

<u>*</u>	ImageNow Help <imagenowhelp@uncc.edu≻< th=""></imagenowhelp@uncc.edu≻<>
Annual Certification Confirmation for Grant 556388 1 message	
gc=payroll-cert@uncc.edu <gc=payroll-cert@uncc.edu> To: epercet r@uncc.edu Dec: imagerowherg@uncc.edu</gc=payroll-cert@uncc.edu>	Thu, Dec 13, 2018 at 12:57 PN
Evelyn Perez,	
You have successfully certified the salary(ies) associated with Sponsored Account Project Number 556388, Mecklenburg County Senior Citizen Health Risk Assessment T June 30, 2018.	esting Outreach Program, for Fiscal Year 2018 ending
Please contact the Grants and Contracts Office if you have any questions.	1
Thank you,	
GCA - Cost Analysis Group	
and and the second development with a state state and the second state and the second second second second second	

f. **Important:** To exit the application, click the *Disconnect* button as shown below:



Note: By disconnecting, you will not get a session timeout or CSRF error the next time you login to certify a PCF document.



RED Documents View

To review PCF documents in Perceptive Content. This process is not use to certify the PCF, only to view the documents once they have been submitted.

- a. Login to Perceptive Content, <u>imaging.uncc.edu</u>, using your NinerNet credentials. **Note:** Java is required or to use the client, go to the Software Center and install Perceptive Content client on your PC.
- b. Click the *RED Documents* view and use one of the following filters to search for documents as shown below:
 - By PCF Grant #
 - By PCF PI ID
 - By PCF PI Name

2		Perceptive Content Explorer			×
<u>File Edit View W</u> orkflow Folders <u>H</u> elp					
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Views	4 × Search				
Documents My FTRs My HR MCD Documents My HR MCD Documents - Approved By My BRS My PCRD Documents		¥] 玉 街 企 业 # starts with < <prompt #="" enter="" grant="">></prompt>			→ Go
My PCRD Documents	Grant/Proje	ct # Grant/Project Name	Start Date	End Date	Initiator
My Travel Documents	556016	A double blind, randomized, placebo cont	08/01/2013	11/10/2019	800657059
By GFC Fund #	556052	A Generalized platform to evaluate Mid s	01/01/2014	05/31/2018	800941310
😴 By GFC Grant #	553637	x Beare	10/01/2017	09/30/2019	800211965
📽 By GFC PI ID 😪 By GFC PI Name	551880	r Inte	10/01/2012	09/30/2017	800941310
😴 By Initiator	556506	Enter Grant #: 553552	08/15/2017	08/14/2018	800941310
😪 By PCF Grant # 😪 By PCF PI ID	553550	ompon	05/26/2017	10/31/2018	800941310
😴 By PCF PI Name	553647	OK Cancel Resi	01/08/2018	03/31/2019	800211965
RED Student Educational Awards My Recycled Documents	553552	on	08/01/2017	07/31/2020	800571958
My Recycled Documents E	556557	Arciess Regulator via PL current Steerin	02/01/2018	01/31/2019	800211965
	556455	Area Acoustic and Electromagnetic Emissi	02/27/2017	03/31/2019	800211965
	553571	Association of Public and Land-grant Uni	02/20/2017	12/31/2020	800616536
	553176	Asymptotic and Spectal Analysis of Appli	08/01/2014	07/31/2017	800571958
	556357	Beyond the Genome: Impact of Microbial C	11/01/2016	10/31/2019	801043316
	556556	CFD Aided Exhaust System Design	01/15/2018	06/30/2019	800941310
	556530	Changing How People Think and Feel About	08/01/2017	01/30/2019	800657059
	553330	Collaborative Research: A Dynamical Syst	09/01/2015	08/31/2019	800941310
			05/07/00/7	00/00/00/0	
	Total:	86 🔍			

Note: denotes that the document is in workflow being processed; otherwise the document has been processed.

c. To view the desired document, double click the line item to open the document.



d. Press F7 to view the document *PROPERTIES* displayed on the right-hand side panel as shown below. In the *CUSTOM PROPERTIES* section, you can see other detailed information.

2		Pe	erceptive Conte	ent Viewer -	[Page 1]			-	D X
<u>F</u> ile <u>V</u> iew <u>A</u> nnota	tion <u>W</u> orkflow Fo <u>l</u> ders W	ndow <u>H</u> elp							-8
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•	and the second						Properties		ą
		conomic Developm	ent				Grant/Project Name		
UNC CHARLOT	Grant Payroll Certification						A Hermetically Sealed Ma	gnetically Geare	
							Start Date		_
OHide Instructions							10/01/2017		
	a Pre-Reviewer click here.						End Date		_
Form instructions for the	Principal Investigator click here.						09/30/2019		
	(Unique ID		
Pre-Reviewer ID:	800211965 Meier, V	Vendy					321Z321_02PV7CXG000	ODXR	
Grant Details:							Document Type		
Project Number:	553637						Payroll Certification Form		~
Project Title:	A Hermetically Sealed Magnetica	Ily Geared Marine Hydroki	netic Generator					Mo	<u>re</u>
Principal Investigator:	Wesley Williams						Kustom Properties		۲
Project Start Date:	10/01/2017	Project End Date:	09/30/2019				Status Reason - PCF	Certified	^
Project Start Date:	10/01/2017	Project End Date:	09/30/2019				Cost Share	No	
Reporting Start	10/01/2017	Reporting End	06/30/2018				Cost Share Info:		
Date:		Date:					Ec	lit	=
						-	Approver Info:		
Payroll Detail							Approver Type	Principal Investigat	tc
1.00 million (1.00 million)							Status Reason	Approved	
Employee Fund ID	Employee Name Role	Salary	Cost Share Amount	CS Fund	CS Acct		Approval Date	02/01/2019	
		Junity	Autority	201010	Sa Pice	~		===============	-
Thumbnails Relate	d Documents								
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		RED Res	earch and Econ D	ev\553637\A H	ermetically Sealed		RED RCF. Proces	Page	1.of 1

e. Once the document is open, you can email, print, or export and save the

document file locally, using these icons

f. Press the **E** to exit the document and return to the previous list.



WebFocus Report On Report Central

Executing the Report Central report and reviewing excluded earnings codes

To run the *Payroll Distribution Report*:

- Log into Report Central via <u>reportcentral.uncc.edu</u> using your NinerNet credentials.
- Click the Departmental Financial/HR Reporting Portal. **Note**: You will be prompted again for your NinerNET credentials.
- The Payroll Distribution Report will display.
- Select Transaction Date and enter date range for fiscal year certifying, ie. 2017/07/01 2018/06/30 for FY 2018.
- Either enter the UNCC ID number for a specific individual or enter the Fund Number for the entire payroll list.
- Un-check Include Benefit Accounts.
- Click the Submit button and the excel sheet will download.



When reviewing the Report Central report and verifying salaries, below is a list of highlighted earnings codes that are excluded on the report; resulting in salaries not matching the Grant Payroll Certification Form, see below. Please adjust your totals as necessary to pre-review all salaries. The earnings codes can be found on the Detail tab of the Payroll Distribution report in the "PAYROLL EARNINGS" column.

ode	Description	Code		Description
	Regular Semi Monthly		291	Shared Bonus - Family
	Regular Monthly			Advanced Leave
	Student Hourly			Short Term Disability W/FICA
13	Miscellaneous Pay Student	305		Advanced Sick Leave
14	Stipend	30V		Advanced Vacation Leave
15	Longevity		370	Vac Advance Leave Adjustment
16	Bonus Pay		380	Sick Advance Leave Adjustment
17	Non-Student Hourly Pay		420	Leave Without Pay - Manual
18	Miscellaneous Pay SHRA Perm		421	Leave Without Pay -System
20	Regular EHRA Monthly		422	Furlough Deduction
22	SHRA Temp Salary		505	Employee Award Program
27	CWS - Academic Year No FICA		510	Moving Exp. Taxable/ no Retire
	CWS - Summer Pay No FICA			Short Term Disability No FICA
	Overtime At 1.5			Regular Monthly Pay No FICA
	Overtime At 1.0			Regular Hourly Pay No FICA
	Callback At 1.5			Miscellaneous Pay No FICA
	On Call At \$.94/Hour			Non-Student Hourly Pay No FICA
	Retroactive OT and NS			Overtime At 1.5 No FICA
	Holiday Premium Pay		641	Sum/Sch Pay Reg Tax No FICA
	On Call At \$2.00 Hour	A06		Adjustment FICA
	Night Shift - Salaried	A07		Adjustment No FICA
	Night Shift - OT salaried	F01		Student Fee-Ins-Post Doc-tax
	Student Stipend	F02		Student Health Ins
	Bonus	F05		Moving Exp Cash No Tax No Ret
	Dual Employment	F06		Moving Exp Cash Taxable No Ret
	Special Pay EHRA	F07		Mov Exp3rdPty NonCash NoTxRet
	Special Pay/Extension Teaching	F08		Taxable Moving Expense Payment
	Extra Pay No Retire	F10		Car Allowance - (FICA, FED, NC)
	Sev Pay Exempt NC Tax & Retire	F11		MCD monthly allow
	Military Differential	F12		MCD 1 time
	LEO Special Separation Allow	F13		MCD Data Only
	Sev Pay Excess \$35,000 No Ret	F14		MCD Exception Rate
	Summer School Pay Reg Tax	F15		Vehicle-Personal (FICA,Fed,NC)
	SHRA Merit	F20		Club Dues (FICA, Fed, NC taxes)
	EHRA Merit	F25		Imputed Income (FICA,Fed,NC)
	Holiday Pay	F30		Tuition Waiver FICA, Fed, NC tax
	Flex Leave	F40		Other Taxable Fringe Ben NoRet
	Gap Compensatory Time Taken	F41		Taxable Reimb - Special Pay
	Regular Compensaory Time Taken	F42		Travel
	Incentive Comp Time Taken	LO1		Leave w/Pay w/Benefits
	Payout of Gap Comp	L02		Leave w/o Pay w/o Benefits
	Payout of Regular Comp	L03		Leave w/o Pay w/Benefits
	Vacation	L04		Leave w/Partial Pay w/Benefits
	Community Service Leave	R10		Retro Regular Semi-monthly
	Military Leave Taken	R11		Retro Regular Monthly
	Payout of Vacation Leave	R12		Retro - Student Hourly
	Wages Paid Deceased Employee	R13		Retro Miscellaneous Pay
	Sick Leave	R14		Retro SS Semi-Monthly
	Bonus Leave	R17		Retro Non-Student Hourly
	FY14 Special Leave	R1X		Retro - not included in ERS
	Payout of Bonus Leave	R27		Retro-FWS Academic Year
	Payout of FY14 Special Leave	R28		Retro-FWS Summer School
	Shared Leave	T11		Retro Regular Monthly-No Fica
	Shared Vacation - Non Family	T12		Retro Student Hourly - No Fica
	Shared Vacation - Family	T13		Retro Misc Pay - No Fica
	Shared Sick â€" Non Family	T17		Retro Non-Student Hrly-No Fica
281	Shared Sick - Family	WCL		Wkmn's Comp useLv to cover ded



Appendix A

An example of a reminder email is displayed as shown below:

<u>*</u>	imageNow Help <imagenowhelp@uncc.edu< th=""></imagenowhelp@uncc.edu<>
Annual Grant Payroll Certification Followup	i i i i i i i i i i i i i i i i i i i
<mark>gca-payroll-cert@uncc.edu</mark> -gca-payroll-cert@uncc.edu> To: jntavrd2@uncc.edu Boc: magrenovheig@uncc.edu	Fri, Nov 2, 2018 at 6:07 Pt
John Daniels,	1
This is a followup to a request sent on 11/02/2018 and pre-reviewed on 11/02/2018 for Payroll Certification	
You have been identified as a Principal Investigator for Sponsored Account Project Number 556132, Confidential.	4
Fiscal Year 2018 ends June 30, 2018. The salaries associated with this project must be certified annualy to maintain research compliance with the agency sponsoring this project and University policy.	
The salaries charged to Fund Number 560132 have been successfully pre-reviewed by John Shaver. The next step is for you to review the form and provide your final annual certification.	
Please use https://testimaging.uncc.edu/experience/#tasks/view/SysTaskMyAssigned/task/32122C2_02PFRGYQS000007 to access the Payroll Certification form. The deadline to complete the certification is July 31, 2018.	
Thank you,	
Grants and Contracts Administration	{
and a second	