

Policy 60.1: Grant Payroll Certification

<i>Effective Date:</i>	July 1, 2016
<i>Last Updated:</i>	September 11, 2024
<i>Responsible Office:</i>	Office of Sponsored Projects Administration (OSPA), Budgets Office
<i>Contact:</i>	Cost Analyst, OSPA

Reason for Policy

As a recipient of federal funding, UNC Charlotte is required to comply with cost accounting requirements contained in [2 CFR 200.430 - Compensation-Personal Services](#) for certifying time spent working on sponsored projects. The purpose of this policy is to ensure that effort certifications completed in connection with UNC Charlotte sponsored projects are accurate, reasonably reflect the actual level of effort expended on a sponsored project, and comply with sponsor requirements.

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 reporting.

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 following the end of the fiscal year. Certification must be completed within six (6) weeks of distribution.

Procedures

UNC Charlotte annually certifies grant 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 and/or ORS staff for pre-review.

A grant certification form is generated only for 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 ORS and the Cost Analyst in Budgets. In addition, ORS or the department 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 effort reports, see [Grant Payroll Certification](#) found under Grant Payroll Certification on the Office of Sponsored Projects Administration website.

Exclusions/Exceptions

None.

Failure to Comply

Effort reporting 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 effort certifications or failure to comply with the University's effort 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*