

## Payroll Review System – Alternative to Effort Reporting

The University at Buffalo (UB) uses a Payroll Review System, allowed by Federal Regulations in Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly known as Uniform Guidance (UG), in place of effort certification.

UB's Payroll Review System is an after the fact review of payroll expenditures on all Federal, Federal Flow-through, Cost Sharing and New York State awards. The Principal Investigator (PI) of the award is responsible to review the payroll expenditures to ensure that they are reflective of the actual work performed on the award during specific reporting periods from January 1 – June 30 and July 1 – December 31.

Using the RF Report Center (Report Center) [Principal Investigator Dashboard](#) or the [RF Activity Interface Reporting Dashboard](#), the PI will verify that all payroll charges including IFR are on the award and will also review to determine if any payroll is not represented correctly. This could include but is not limited to, missing payroll (including suspense, IFR or Cost Share), misallocated payroll, or changes in payroll that are not reflected on the report. Please note that payroll is based on a posted date in Report Center for the reporting period. If you would like training in Report Center, please contact your [SPS Award Analyst](#) who will refer your request.

When the PI receives an email notification to access the Payroll Review System electronically, it is the PI's responsibility to review and ensure the payroll expenditures are appropriate.

- If the payroll is represented correctly, then the PI will select the radio button to "Agree" with the individual's name.
- If the payroll is not represented correctly, the PI will select the radio button to "Disagree" with the individual's name and will add a Comment regarding the reason. Reports with Disagreements will be routed to the SPS Award Analyst for review and resolution with the PI will be documented. The SPS Award Analyst will then add a Comment to the Disagreement and select the radio button "Disagreement Resolved."
- After selecting "Agree" or "Disagree" for all of the individuals included on the report, you will submit the report by clicking on the box that says "I agree" that includes an attestation statement.

Once the payroll expenditures have been verified for the Payroll Review period, there should not be any further retroactivity, as the PI has confirmed the information is correct.

Payroll Review is a requirement of the award's terms and conditions and must be completed in a timely manner. If not completed within 60 days of PI email notification, then account access may be restricted.

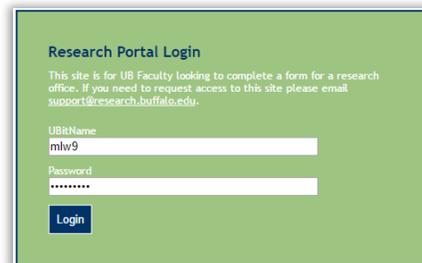
Please contact your [SPS Award Analyst](#) for additional guidance on the process or the information that is found in them Payroll Review System.

# Payroll Review

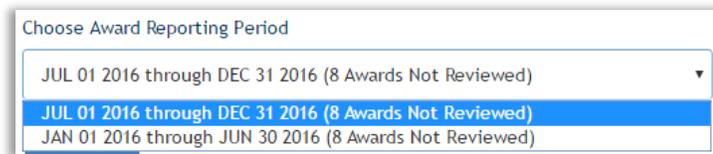
## WORK INSTRUCTIONS:

After-the-fact review of payroll expenditures is required on all Federal, Federal Flow-through, Cost Sharing, and New York State awards. It is the Principal Investigator's responsibility to ensure the payroll expenditures are reflective of the work performed.

1. Navigate to the **Payroll Review** site at <https://www.research.buffalo.edu/portal/payrollreview/index>
2. Enter your **UBIT Name** and **Password** in the fields, and then click the **Login** button.



3. Choose the appropriate **Award Reporting Period** from the drop-down menu, and then click the **Select** button.



4. Scroll to the bottom of the page; any **Awards** that require review will be listed on the **Not Reviewed** tab.

Awards for John Smith in Fiscal Year July 1, 2016 to December 31, 2016

Awards you need to review and give your approval for the current award period		
Award	Title	Sponsor
71626	Ryan White IIIB Program - Treatment Adherence Grant	Erie County Medical Center
71673	Clinical Pharmacology Quality Assurance	National Institute of Allergy @ Infectious Disease
66903	ACTG Pharmacology Specialty Lab	Brigham and Womens Hospital
67185	Women, Infants, Children and Youth Healthcare	Erie County Medical Center
67352	University of Rochester HIV/AIDS Clinical Trials Unit	University of Rochester
67638	AIDS Clinical Trial Group Administrative Supplement (Task Order 4)	Brigham and Womens Hospital
74637	HIV Research Training Program	Fogarty International Center
74004	AIDS Clinical Trials Group (ACTG) -A5329, A5334e, A5335s Lab	Brigham and Womens Hospital
72652	Chronic Exposure to cART Predispose Older HIV Infected Individuals to CNS Injury?	University of Rochester



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5. To review an **Award**, click the **View Submission** icon (  ) to the left of the **Title** of the **Award**.

Award	Title	Sponsor
 12345	Award Needing Review	Erie County Medical Center

6. Scroll to the bottom of the page to review the **Award**.

- *The **Award Information** will appear in the gray shaded area.*

<b>Award Number:</b> 12345	<b>Associated Cost Share:</b>
<b>Award Start Date:</b> 1/1/2015	<b>Award End Date:</b> 12/31/2016

- *The*

Review and Agree/Disagree	Employee Name	Job Title	<u>Payroll Charges (this award)</u>	<u>Adjustments/Retro-activity for a Prior Period</u>
<b>RF EMPLOYEE SALARIES</b>				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$38,654.56	\$19,776.77
<b>SUNY EMPLOYEES COST SHARING</b>				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$14,638.61	\$837.55
<b>SUNY EMPLOYEES IFR</b>				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$61,777.01	\$10,542.46
			<b>TOTAL PAYROLL</b>	<b>\$100,431.57</b>
			<b>TOTAL COST SHARING</b>	<b>\$14,638.61</b>
				<b>\$30,319.23</b>

*employee Information will appear in the green shaded area.*

7. Review the information for each Employee. This can be confirmed in the RF Report Center in either the **Principal Investigator Dashboard** or **RF Activity Interface Reporting Dashboard** as follows:



- **Principal Investigator Dashboard**

Go to **Tracking People** tab

Select **Employee Payroll Distribution** for the Award Number that you are reviewing. Enter dates in the **Posted Date (Select Full Month Dates Only): Between** field to be the Start and the End of the Payroll Review reporting period.

In this example it would be **07/01/2020- 12/31/2020**.

Click **OK**.

The screenshot shows the 'Principal Investigator' dashboard with the 'Tracking People' tab selected. Under 'Tracking People Search', the 'Employee Payroll Distribution' section is active. The form includes several dropdown menus for 'Award Number', 'Project Number', 'Task Number', 'Employee Number', 'Employee Name', 'Award Principal Investigator', and 'Project Principal Investigator'. There are also date pickers for 'Expenditure Date Between' and 'Posted Date (Select Full Month Dates Only): Between'. At the bottom right, there are 'OK' and 'Reset' buttons. A link 'Analyze - Edit - Refresh' is visible at the bottom left.

This will produce a summary for the Payroll charges that posted for the reporting period by individual Employee. At the top of the page change the "Select View" from **Expenditures & Encumbrances** to **Expenditures Only**

Employee Payroll Distribution											
											Select View: <span style="border: 1px solid red; padding: 2px;">Expenditures Only</span>
Award Number	Project Number	Task Number	Award Name	Award End Date	Task Completion Date	Employee Number	Employee Name	Expenditure Category	Payroll Expense Amount	Fringe Expense Amount	Total SW & FB Expenditures
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	123	Employee 1	Salaries and Wages Regular	0.00	0.00	0.00
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	456	Employee 2	Salaries and Wages Regular	0.00	0.00	0.00
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	789	Employee 3	Salaries and Wages IFR	0.00	0.00	0.00
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	1011	Employee 4	Salaries and Wages IFR	0.00	0.00	0.00
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	1213	Employee 5	Salaries and Wages Regular	0.00	0.00	0.00
12345	1234567	1	Award Name	31-Dec-2021	31-Dec-2021	1415	Employee 6	Salaries and Wages IFR	0.00	0.00	0.00
Grand Total									0.00	0.00	0.00



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The **Payroll Expense Amount** listed in Report Center for each individual Employee should match the Payroll Review report total for the Employee if you add the amounts in the *Payroll Charges + Adjustments/ Retro-activity for a Prior Period* columns. **Click into Payroll Expense amount for each employee to see details of the payroll per pay period. It is the PI's responsibility to ensure this information is reflective of the actual work performed.**

Person Expense Detail											Payroll Expense Amount	Fringe Expense Amount	Total Expense Amount
Employee Number	Employee Name	Award Number	Project Number	Task Number	Expenditure Type	Hourly Rate	Hours	Expenditure Item Date	Posted Date	Detail Comment			
#####	Employee Name	12345	1234567	1	SWI SUNY IFR Regular	0.00	1.00	28-Jun-2019	30-Jun-2019	O-PAY:6 2019 Calendar Month:	3,036.64	1,897.29	4,933.93
Grand Total											3,036.64	1,897.29	4,933.93

The **Payroll Review** report also includes a **TOTAL PAYROLL** amount for the Payroll Charges column for all Employees and a **TOTAL PAYROLL ADJUSTMENTS** amount for the *Adjustments/ Retro-activity for a Prior-Period* column. If you add these TOTALS together, this should match the **Grand Total** amount in the Report Center **Payroll Expense Amount** column.

- RF Activity Interface Reporting Dashboard**

Go to **People Inquiry** tab

Select **People Payroll Summary** for the Award Number that you are reviewing.

Enter dates in the **Posted Date (Select Full Month Dates Only): Between** field to be the Start and the End of the Payroll Review reporting period.

In this example it would be 07/01/2020- 12/31/2020.

Select the option for **All Column Values** for the **Award Status** and the **Project Status** for the best results and then click **OK**.

The screenshot shows the 'RF Activity Interface Reporting' dashboard with the 'People Inquiry' tab selected. Underneath, the 'People Payroll Summary' form is displayed. The 'Award Number' is set to '#####'. The 'Posted Date (Select Full Month Dates Only): Between' field is populated with '7/01/2020' and '12/31/2020'. The 'Award Status' and 'Project Status' are both set to '(All Column Values)'. The 'OK' button is highlighted with a red box.

This will produce the same summary as provided above in the Principal Investigator Dashboard instructions.

8. In the Payroll Review report, you will have to review for each Employee and select either the **Agree** or **Disagree** radio button.

The screenshot shows a row in a payroll review report. The 'Agree' radio button is selected. The employee name is 'Smith, Kathy', the title is 'Senior Research Support Specialist', the amount is '\$3241.54', and another amount is '\$0.00'.

- If you select to **Agree** for an individual, then this will move to the Approved tab.

Once you select Agree no further retroactivity should occur as you've determined the payroll is reflective of the



work performed.

- If you select to **Disagree** for an individual, you will be required to provide an explanation of your disagreement. This will be moved to the Disagreements tab\*.

<input type="radio"/> Agree	<input checked="" type="radio"/> Disagree	Smith, Kathy	Senior Research Support Specialist	\$3241.54	\$0.00
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Please provide an explanation of your disagreement

9. Provide any **General Comments**, as necessary, for the **Award**.

Please provide any general comments to go along with this award

10. Place a checkmark in the **I agree** field, and click on the **Submit** button to submit your review.

I agree      I, John Smith, agree that all information above is correct.

**SUBMIT**      **SAVE DRAFT**

Partially saving this form is possible by using the Save Draft button. When form is complete check the "I Agree" box and use the submit button.

11. You will receive confirmation that your **Award** was submitted successfully. Click the **View All Awards in Period** button to review any additional **Awards** for the same **Award Period**.

The effort confirmation for your award saved successfully

**\*Disagreements**— Any Awards that contain disagreements will move to the Disagreements tab. Sponsored Projects Services (SPS) will review and communicate with the PI to resolve the issue. SPS will then add a comment for the resolution and will Approve the disagreement. No further action is required from the PI in the Payroll Review report.

If a payroll adjustment is required to correct charges for the Payroll Review reporting period, then the adjustment will appear in the next reporting period.

**Once a Disagreement has been resolved no further retroactivity should occur as you've determined the payroll is reflective of the work performed.**