

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 retro-activity, 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 within 60 days of PI email notification to ensure compliance.

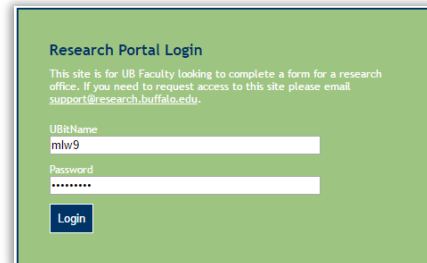
Please contact your [SPS Award Analyst](#) for additional guidance on the process or the information that is found in them Payroll Review System.

Payroll Review

WORK INSTRUCTIONS:

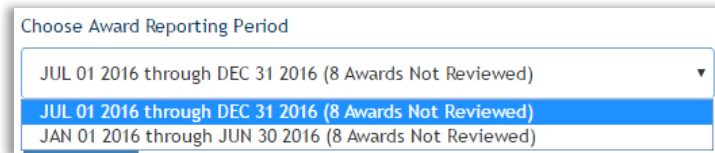
After-the-fact review of payroll expenditures is required on all Federal, Federal Flow-through, Cost Sharing, and New York State awards. It is the Principal Investigator's responsibility to ensure the payroll expenditures are reflective of the work performed.

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.



The image shows a login form titled "Research Portal Login". It includes a message: "This site is for UB Faculty looking to complete a form for a research office. If you need to request access to this site please email support@research.buffalo.edu." Below the message are two input fields: "UBitName" with the text "mlw9" and "Password" with masked characters "*****". A "Login" button is at the bottom.

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




The image shows a dropdown menu titled "Choose Award Reporting Period". It has three options, all of which are "8 Awards Not Reviewed": "JUL 01 2016 through DEC 31 2016", "JUL 01 2016 through DEC 31 2016", and "JAN 01 2016 through JUN 30 2016". The second option is highlighted in blue.

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

(9) Not Reviewed		(0) Disagreements		(0) Approved	
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 Supplemnt (Task Order 4)	Brigham and Womens Hospital			
 74637	HIV Research Training Program	Fogarty International Center			
 74004	AIDS Clinical Trials Group (ACTG) -A5329, A5334s, A5335s Lab	Brigham and Womens Hospital			
 72652	Chronic Exposure to cART Predispose Older HIV Infected Individuals to CNS Injury?	University of Rochester			

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.*

Award Number: 12345	Associated Cost Share:
Award Start Date: 1/1/2015	Award End Date: 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>
RF EMPLOYEE SALARIES				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$38,654.56	\$19,776.77
SUNY EMPLOYEES COST SHARING				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$14,638.61	\$837.55
SUNY EMPLOYEES IFR				
<input type="radio"/> Agree <input type="radio"/> Disagree	Employee Name	Assoc Professor	\$61,777.01	\$10,542.46
			TOTAL PAYROLL	\$100,431.57
			TOTAL COST SHARING	\$14,638.61
				\$837.55

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:



University at Buffalo
The State University of New York

- **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**.

Principal Investigator

Home Catalog Favorites Dashboards New

Alerts My PACS Proposals My COEUS Proposals My Grants Budget Overview **Tracking People** Tracking Purchases Travel Monthly Summary Monthly Expenditure Trend

▶ **Tracking People Search**

▲ **Employee Payroll Distribution**

Employee Payroll Distribution

Award Number (please clear out default) --Select Value-- Employee Name --Select Value--

Project Number --Select Value-- Award Principal Investigator --Select Value--

Task Number --Select Value-- Project Principal Investigator --Select Value--

Employee Number --Select Value-- Expenditure Date Between [] - []

Posted Date (Select Full Month Dates Only): Between [] - []

OK Reset

Analyze - Edit - Refresh

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: Expenditures Only											
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



University at Buffalo
The State University of New York

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													
Employee Number	Employee Name	Award Number	Project Number	Task Number	Expenditure Type	Hourly Rate	Hours	Expenditure Item Date	Posted Date	Detail Comment	Payroll Expense Amount	Fringe Expense Amount	Total Expense Amount
#####	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**.

RF Activity Interface Reporting

Alerts Administrative Inquiry APT Inquiry PACS Proposals Accounts Payable Inquiry Purchase Order Inquiry **People Inquiry** Accounts Receivable Inquiry Cash Receipt Inquiry Monthly Summary Inquiry Monthly Expense Inquiry

People Payroll Summary

Award Number ##### Task Number --Select Value--

Employee Name --Select Value--

Project Number --Select Value-- Employee Number --Select Value--

Award Principal Investigator --Select Value--

Project Principal Investigator --Select Value--

Project Organization Name --Select Value--

Posted Date (Select Full Month Dates Only): Between 7/01/2020 12/31/2020

Expenditure Item Date: Between

Award Status ☒ (All Column Values)

☒ ACTIVE

☒ AT_RISK

☒ ON_HOLD

☒ CLOSED

Project Status ☒ (All Column Values)

☒ APPROVED

☒ PENDING_CLOSE

☒ CLOSED

OK Reset

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

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

<input checked="" type="radio"/> Agree	<input type="radio"/> Disagree	Smith, Kathy	Senior Research Support Specialist	\$3241.54	\$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

5



University at Buffalo
The State University of New York

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
Please provide an explanation of your disagreement					
<div></div>					

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.