



# **University of North Dakota Compensation Compliance (UNDCC)**

**Certifier Training**

# COURSE AGENDA

- Overview
- UNDCC Certification Process using Project Statements
- Demo
- Reports
- Other Important Notes





# Overview



# Payroll Confirmation



- Why are we doing Payroll Confirmation?
  - Payroll Confirmation is replacing Effort Certification
  - More closely aligned with Uniform Guidance (UG) compensation compliance requirements (2 CFR 200.430 - Compensation) of the federal government.
  - Focuses on "reasonableness" in relation to work performed on all sponsored projects.

# New Payroll Confirmation at UND



- On May 1, 2023 Compliance Coordinators (CCs) began Pre Reviewing Project Statements
- On May 15, 2023 Certifiers will begin reviewing and certifying Project Statements and will have until June 14, 2023 to complete their certifications.
- The first certification period will be for Fall Semester 2022.
- The certification process applies to all sponsored projects.

 <b>New</b>	<b>Project Statements</b>
<p>All <b>Principal Investigators</b> will be required to certify their project statements on a semester basis:</p> <ul style="list-style-type: none"><li>• All employees that worked on that project will appear on a project statement</li></ul>	

# PI Role



As a PI, you are responsible for certifying project statements for which you are the PI.



You are responsible for certifying that compensation for all individuals charged to the sponsor is reasonable for the work performed during the period of performance.



Communicate any issues or questions to the project's Compliance Coordinator (CC).





# Demo

# 1. Receive Email



- PIs will receive an email when their Coordinator has Pre Reviewed their Project Statement(s) and the Certification Period has opened.
- Click the link in the notification (<https://ecc.und.edu/undcc/>) to see the list of projects ready for Certification.



**From:** und.cc@und.edu <und.cc@und.edu>  
**Sent:** Thursday, May 4, 2023 8:00 AM  
**To:** [john.mihelich@und.edu](mailto:john.mihelich@und.edu)  
**Subject:** Certification Period Start Summary

You are receiving this message because you have one or more project statements ready for certification in UNDCC System. You have until 6/14/2023 to complete all reviews. If you have questions, please visit UNDCC Quick-Start Guide for Compliance Coordinators on the Grants and Contracts website or contact [UND.CC@und.edu](mailto:UND.CC@und.edu).

UNDCC System Login: <http://ecc.und.edu/undcc/>

Training Materials can be found on the Grants and Contracts Accounting website: <https://campus.und.edu/finance/grants-contracts-accounting/undcc.html>

NOTE: Below is a list of project statements that are assigned to you. The links below will take you to your Home Page in UNDCC, not directly to the project statements.

[UND0023418-Agricultural Research Service- - Fall 2022](#)

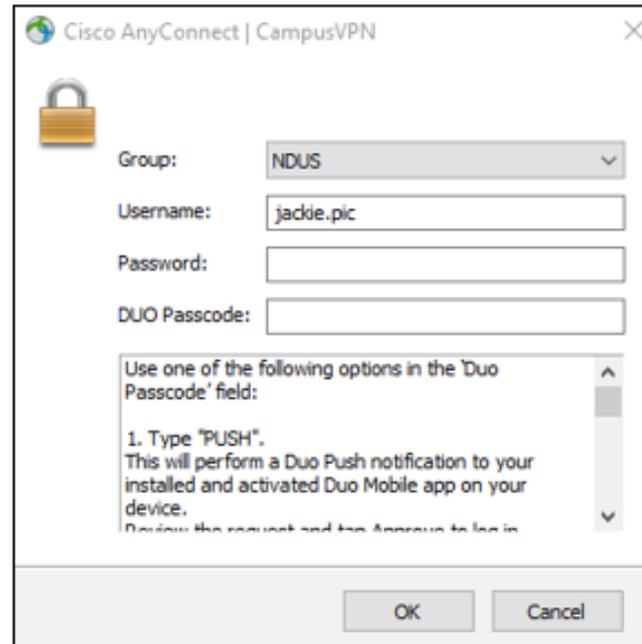
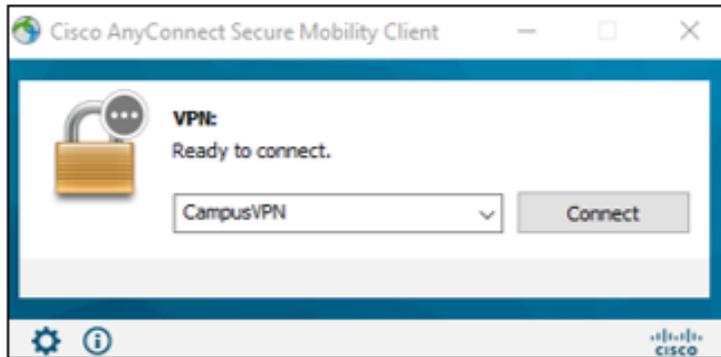
[UND0027454-Co PI - Fall 2022](#)

[UND0027592-STEM TA \(Rosati\) - Fall 2022](#)

[UND0027485-RSA Lab Tech and Students FY23 - Fall 2022](#)

# 2. Log in to UNDCC

- UNDCC uses single sign-on. If you are not already logged into VPN, log into VPN with your UND username/password.



# 3. Select Project Statement



- After logging into UNDCS, users will “land” on their Work List. Click on the “Ready for Certification” link.

The screenshot displays the UNDCS system interface. At the top left is the UND North Dakota logo. To the right is a search bar with the placeholder text "Enter Search Criteria" and a search icon. Further right, it says "Hello, John Mihelich" with a dropdown arrow. Below this is a navigation bar with tabs: Home, Confirm, Manage, Reports, and Links. Under the Home tab, there are sub-links for Home Page and About. The main content area is titled "Work List for John Mihelich" with a help icon. A welcome message states: "Welcome to the UND Compensation Compliance (UNDCS) system. The tab(s) below contain various tasks that require your attention. To view and resolve the specific task, select the link in the task description." Below this, there is a section for "Statements Awaiting Certification (2)". Underneath, there is a "Project Statements" section with a link for "Related Projects (You are listed as the Award PI and there are projects assigned to other PIs to Certify)". A table lists two project statements:

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
UND0027454-Co PI	UND0027454	North Dakota Stat...	Fall 2022	6/14/2023	★ Ready for Certification	●
UND0027592-STEM TA (Rosati)	UND0027592	North Dakota Stat...	Fall 2022	6/14/2023	★ Ready for Certification	●

# 4. Review Project Statement



- Review the following:
  - Is the payroll for each employee reasonable in relation to each project and do they accurately represent what you, as the principal investigator in charge of the project have authorized for the semester?
  - If yes, please proceed to Step 5. Otherwise Click the “Get Help” at the bottom of the statement to email your Compliance Coordinator (CC) for assistance.

**Work List**

Mihelich, John A - 8002096

- Ready for Certification ★
  - UND0027454      UND0027454-Co PI      Fall 2022
  - UND0027592      UND0027592-STEM TA (Rosati)      Fall 2022**
- Pre Reviewed ★
- Ready for Pre Review
- Building

**UND0027592 - UND0027592-STEM TA (Rosati)**

Project Information

Department: 4000 - VP Research & Economic Dev-4000  
Project Title: UND0027592-STEM TA (Rosati)  
Fund Description: AWD-UND0027592-ND ACES STEM TA  
Project Dates: 08/16/2022 to 12/15/2022  
Sponsor Award Number: STAT\_09600 - FAR0036064

Project Statement for **UND0027592: UND0027592-STEM TA (Rosati) (Fall 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 6/14/2023; Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll \$	Cost Share \$	Total \$	Confirm	Details
Rosati, Michael - 1343449	Civil Engineering-2710 - 2710	\$10,000.00	\$0.00	\$10,000.00	<input type="checkbox"/>	\$

**Get Help**      Save      Home

Notes  
Attachments

# 5. Certify Project Statement



- Check each box (or click the star to check all boxes) and click "Confirm"

Project Statement for **UND0027592: UND0027592-STEM TA (Rosati) (Fall 2022)** ; Effort from 8/16/2022 to 12/31/2022, due date 6/14/2023; Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll \$	Cost Share \$	Total \$	Confirm	Details
Rosati, Michael - 1343449	Civil Engineering-2710 - 2710	\$10,000.00	\$0.00	\$10,000.00	<input checked="" type="checkbox"/>	\$

Get Help Confirm Save Home

Notes +

Attachments

- Complete the attestation by clicking "I Agree"

Attestation

Project Title: UND0027592-STEM TA (Rosati)  
Project Name: UND0027592 - UND0027592-STEM TA (Rosati)  
Period: Fall 2022  
Certifier: Mihelich, John A - 8002096  
Personnel Being: Rosati, Michael - 1343449

*I certify that the salary charged, including any salary transfers this period reasonably reflect the work performed and are in accord with University policies. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.*

Cancel I Agree



# Reports



# Frequently Used Report

Frequently used reports are listed in the table below along with related queries in PeopleSoft that can be used to validate that the data in UNDCC matches Peoplesoft.

Detailed descriptions and screenshots are in the following slides

UNDCC Report Name	Report Description	Related Queries in PeopleSoft
Project Status Report	Lists all Project Statements and their status at the time the report is run.	NDU_GM11_PROJ_INFO Or NDU_GM81_GCA_AWARDS *Note these queries do not provide the status of the project statements in UNDCC.
Payroll and Cost Share Report	A summary report showing all payroll and cost share transactions for a specific individual and date range.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
SPES (Sponsored Project Employee Summary) Report	The SPES Report lists all employees that had payroll and/or cost share charged to a specific project.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
PI and Staff Report	Lists all individuals charging a PI's accounts, and their monthly payroll distributions on every account they are charging. The cost share column displays "True" if at least one payroll transaction on that sponsored project is cost share.	There isn't a similar query in PeopleSoft but this report can be compared to information in these three queries: NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO
Payroll Report	The Payroll Report is a payroll summary report for a specific individual, Departments or Account and date range.	NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO

*All Reports are exportable to Excel*



# Other Important Notes



# Other Important Notes



- **Why do I need to certify?**
  - At UND, all PIs who are charged or cost shared to a sponsored project are responsible for certifying project statements.
- **How often do I need to certify?**
  - Project Statements are certified after each semester.
- **Can I certify on my mobile phone?**
  - Yes, through your phone's mobile browser and if mobile phone is connected to the VPN Network.
- **Is UNDCC compatible with Safari?**
  - Yes – additionally, we recommend using Chrome or Firefox.
- **Where can I find additional UNDCC training materials?**
  - <https://campus.und.edu/finance/grants-contracts-accounting/undcc.html>

# Other Important Notes



- **Preferred browsers are Chrome and Firefox.**
- **UNDCC Maintenance Period**
  - Occurs every third (3<sup>rd</sup> ) Saturday of the month.
  - System could be down at any time.
  - Users will receive error message if attempting to login to UNDCC when system is down.
- **Turn off your browser pop-up blockers.**
- **Users will receive an UNDCC pop-up message if they are about to be timed out of UNDCC.**

# Contact Information



**URL: <http://ecc.und.edu/undcc/>**

*\*NOTE: If you cut and paste this link, please be sure it includes the ending “/”*

**Email: [und.cc@und.edu](mailto:und.cc@und.edu)**