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.

### Project Statements

All **Principal Investigators** will be required to certify their project statements on a semester basis:

- All employees that worked on that project will appear on a project statement.
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).
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/](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.mhelich@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 UNDC.CC@und.edu.

UNDCC System Login: [http://ecc.und.edu/undcc/](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](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 (Royali) - 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 UNDCC, users will “land” on their Work List. Click on the “Ready for Certification” link.
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.
5. Certify Project Statement

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

- Complete the attestation by clicking "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.

<table>
<thead>
<tr>
<th>UNDCC Report Name</th>
<th>Report Description</th>
<th>Related Queries in PeopleSoft</th>
</tr>
</thead>
</table>
| 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 |

Detailed descriptions and screenshots are in the following slides.

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 (3rd) 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/](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)