University of North Dakota Compensation Compliance (UNDCC)

Compliance Coordinator Training
COURSE AGENDA

• Overview
• The UNDCC System
• Your Role as Compliance Coordinator
• UNDCC Certification Process using Project Statements
  • Pre Review Period
  • Certification Period
• Reports
• Other Information
• Q&A
Overview
Compensation Compliance

• Uniform Guidance, 200.430 Compensation - (a)(1):
  • “Costs of compensation are allowable to the extent that they are reasonable for the services rendered and conform to the established written policy of the non-Federal entity . . .”
  • UND policy Direct Charging on Sponsored Project Activity
    • PI and/or Designee is responsible for ensuring that the budget and expenditures are consistent with the Uniform Guidance throughout the life of the project – from the proposal stage to award closeout. This includes ensuring that all direct costs are reasonable and allocable.
  • UND policy Cost Transfers for Sponsored Projects Activity
    • PI and/or Departmental Designee is responsible for reviewing all sponsored project expenditures on a monthly basis.
• State of North Dakota SBHE Policy 308.1 Officer and Employee Code of Conduct
  • SBHE members, officers and employees responsible for spending or approving expenditure of NDUS funds or incurring any reimbursable expenses shall comply with all applicable laws and policies . . .
Effort Reporting vs. Payroll Confirmation

- Individual (exempt) certifies for self; supervisor certifies (non-exempt) using PAC forms
- Effort is the proportion of time devoted to sponsored projects expressed as a total of UND effort
- Principal Investigator confirms all employees on each sponsored project(s) using a project statement
- All salaries/wages charged to a sponsored project(s) are reasonable in relation to the work performed

Payroll confirmation is a methodology that is better aligned to the compensation regulations that were changed in the Uniform Guidance (UG) and issued by OMB.
One PI has 7 Projects that are staffed by:
• PI (Self)
• 15 Grad students
• 3 Post Docs

Total: 19 Employees
New Effort Certification at UND

One PI has 7 Projects that are staffed by:
- PI (Self)
- 15 Grad students
- 3 Post Docs

Total: 7 Projects

Example:

One Project

One Project Statement

7 Project Statements
New Effort Certification at UND

- Beginning May 1, 2023 Compliance Coordinators (CC) will be Pre Reviewing project statements using the University of North Dakota’s Compensation Compliance (UNDCC) System.
- Principal Investigators will begin certifying their project statements in UNDCC on May 15, 2023 and will have until June 14, 2023 to complete their certifications.
  - NOTE: While the Pre Preview Period ends on May 14, 2023, we understand that there will be departments that may need additional time to Pre Review and we will extend that deadline. However, the Certification Period is still scheduled to open on May 15, 2023.
- UNDCC contains payroll data as of 8/16/2022 and the first certification period will be for Fall Semester 2022 (8/16/2022 – 12/31/2022).
- 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
The UNDCC System
Huron Employee Compensation Compliance System

- Huron's Employee Compensation Compliance (ECC) System is one component of a broad Research Compliance Suite
- Developed in 2006
- 60 University and Healthcare Clients use ECC
- 28 of these clients have moved from traditional effort reporting to alternative approaches like payroll confirmation
Data is loaded into UNDCC nightly to generate project statements.

UNDCC System

- PeopleSoft
- Department Data
- Certifier (People) Data
- Project Data / Sponsor Data
- Payroll / Cost Share Data

UNDCC

Project Statements

Reports
The UNDCC System

The System has a standard workflow with statements moving from one status to another:

- BUILDING
- READY FOR PRE REVIEW
- READY FOR CERTIFICATION
- POST-CERTIFICATION

Project Certification
University of North Dakota Compensation Compliance System (UNDCC)
Your Role as Compliance Coordinator
Your Role as Compliance Coordinator

As Compliance Coordinators, you are responsible for Pre Reviewing project statements within your Department(s) as well as monitoring the certification period to assist with timely certifications.

- Access project statements at any time as they are built, after each pay period
- Pre Review all project statements in associated Department(s)
- Follow up on outstanding certifications
- Request Designees as needed
- Reopen statements for recertification if needed

There is one Primary Compliance Coordinator per Department. Additional Compliance Coordinators may also be added to a Department.
UNDCC Certification Process using Project Statements
New Payroll Confirmation at UND

Example:

One PI has 7 Projects that are staffers by:
• PI (Self)
• 15 Grad students
• 3 Post Docs

Total: 7 Projects

7 Project Statements
Pre Review Period

Pre Review is a period before the Certification Period opens that gives Compliance Coordinators the opportunity to review project statements before they are routed to the PI for certification.

When the Pre Review period opens, **Primary Compliance Coordinators** will receive an email from UNDCC listing the project statements that they are responsible for Pre Reviewing.

Example:

From: und.cc@und.edu
To: PIs with Project Certification Statements

The Payroll Confirmation Pre Review Period is Now Open

The Payroll Confirmation Pre Review Period is now open in UNDCC. As the Compliance Coordinator, please review the project statements assigned to you. If adjustments are needed, please process these in PeopleSoft. Once changes have been made in PeopleSoft, they will update in UNDCC the following day.

UNDCC URL: [https://ecc.und.edu/undecc/](https://ecc.und.edu/undecc/)

List of Project Statements:
- Project Title – Period of Performance
- Project Title – Period of Performance
- Project Title – Period of Performance
- Project Title – Period of Performance

![Checkmark]

All project statements for non-sponsored projects will Auto Approve
Pre Review Period

Only **Primary** Compliance Coordinators will have a Work List (Associated Projects tab) that displays projects statements that are Ready for Pre Review.

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Project Title</th>
<th>Account Number</th>
<th>Account Number</th>
<th>Sponsor Name</th>
<th>Period</th>
<th>Status</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelley, Mike A</td>
<td>UND0099998 - Demo Study</td>
<td>UND0099996</td>
<td>UND0099996</td>
<td>National Institutes of Health</td>
<td>Fall Semester 2022</td>
<td>Ready for Pre Review</td>
<td></td>
</tr>
<tr>
<td>Kelley, Mike A</td>
<td>UND0099997 - Demo Study</td>
<td>UND0099997</td>
<td>UND0099997</td>
<td>Global Lyme Alliance</td>
<td>Fall Semester 2022</td>
<td>Ready for Pre Review</td>
<td></td>
</tr>
<tr>
<td>Kelley, Mike A</td>
<td>UND0099998 - Demo Study</td>
<td>UND0099998</td>
<td>UND0099998</td>
<td>University of Kentucky</td>
<td>Fall Semester 2022</td>
<td>Ready for Pre Review</td>
<td></td>
</tr>
<tr>
<td>Kelley, Mike A</td>
<td>UND0099999 - Demo Study</td>
<td>UND0099999</td>
<td>UND0099999</td>
<td>National Institutes of Health</td>
<td>Fall Semester 2022</td>
<td>Ready for Pre Review</td>
<td></td>
</tr>
</tbody>
</table>
Department Dashboard

- **All Compliance Coordinators** (Primary and Non Primary) can navigate to the Department Dashboard by clicking **Manage > Department Dashboard** to view all projects in the Department.

- From your Work List or the Department Dashboard, click on the Status or Status icon to route to the project statement.
Pre Review Period

Project Statements display all staff and students who were paid or cost shared by the project for the semester.

- **Payroll $** – The total payroll for each employee charged to the project is shown in dollars.
- **Cost Share $** – The total cost share for each employee charged to the project is shown in dollars.
- **Total $** – Payroll $ + Cost Share $
- **Total %** – The percentage (Payroll $ + Cost Share $) of an employee’s salary to this project compared to an employee’s total payroll
- **Confirm** – Checkboxes for Certification
- **Details** – Links to payroll details for the employee (more info on the next slide)

### Project Statement for

<table>
<thead>
<tr>
<th>Employee</th>
<th>Department</th>
<th>Payroll $</th>
<th>Cost Share $</th>
<th>Total $</th>
<th>Total %</th>
<th>Confirm</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelley, Mike - 7020020</td>
<td>Demo Department - 99999</td>
<td>$1,981.72</td>
<td>$0.00</td>
<td>$1,981.72</td>
<td>4%</td>
<td>False</td>
<td>$</td>
</tr>
<tr>
<td>Marley, Bob - 0882011</td>
<td>Demo Department - 99999</td>
<td>$428.41</td>
<td>$0.00</td>
<td>$428.41</td>
<td>3%</td>
<td>False</td>
<td>$</td>
</tr>
<tr>
<td>Mercury, Kendall - 5505008</td>
<td>Demo Department - 99999</td>
<td>$11,651.21</td>
<td>$0.00</td>
<td>$11,651.21</td>
<td>62%</td>
<td>False</td>
<td>$</td>
</tr>
<tr>
<td>Villegas, Marla - 5944008</td>
<td>Demo Department - 99999</td>
<td>$1,394.78</td>
<td>$0.00</td>
<td>$1,394.78</td>
<td>6%</td>
<td>False</td>
<td>$</td>
</tr>
</tbody>
</table>
Pre Review Period

Review the project statement(s) to confirm the payroll dollars and cost share dollars, if applicable, are correct.

- 100% (base salary) payroll distribution for an employee is available by clicking the document icon under the “Details” column.
- Payroll details for each employee for this project are available by clicking the dollar sign icon in the “Details” column.
- This generates a payroll report that displays the transactions by pay period for this project. This report can be exported to Excel.
Pre Review Period

• Review the project statement for accuracy:
  ▪ Do all employees who were charged to the project for the semester appear on the statement?
  ▪ Is the payroll for each employee accurate?
  ▪ Is the total payroll for this project and time period accurate?
• Any payroll adjustments should be made during this period in PeopleSoft.
• Once the statement is accurate, click the “Pre Review” button. The statement will fall off your worklist and remain in the “Pre Reviewed” status until the certification period opens.
Certification Period

After the Pre Review period is over, the Certification Period opens. All Pre Reviewed statements will route to the PI when the Certification Period begins.

PIs will receive a system generated email with a link to their project statement(s). These notifications will route them to their Home Page.

From: und.cc@und.edu
To: PIs with Project Certification Statements

The Payroll Confirmation Period Has Begun

Project Statements are now available for review and certification in the UND Compensation Compliance System (UNDCC). Certifications must be completed by the due date on the statement to meet University Regulations. Your certification(s) may be completed by logging into UNDCC using your UND logon and password.

Please work with your Compliance Coordinator if you are unsure your statement is ready for certification, you receive errors when trying to certify, or if your statements is on hold.

UNDCC URL: https://ecc.und.edu/undcc/

List of Project Statements:
- Project Title – Period of Performance
- Project Title – Period of Performance
- Project Title – Period of Performance
- Project Title – Period of Performance
Certification Period

PIs are provided with the following instructions:

- You are responsible for certifying your project statement(s).
- Project Statements cannot be edited in UNDCC.
- If adjustments are needed, please contact your Compliance Coordinator using the “Get Help” Button.
Certification Period

• You will be able to monitor Project Statement Certification progress from your Home Page under the Associated Projects Tab. As reports are Certified, they will fall off your worklist.

• You should follow up with the PI if their statements have not been certified within the certification period.
Certification Period

- If a project statement needs an adjustment, you can place the project statement on hold to prevent the statement from being certified until the adjustment is loaded to UNDCC.
- To place a statement on hold, route to the statement and check the “On Hold” box. This will send an email to the PI letting them know their project statement is on hold.
- The system will not notify you when the adjustment is loaded to UNDCC. You will need to check the Transactions Log on the statement when you expect the adjustment to appear.
- Once the adjustment is loaded, uncheck the “On Hold” box to remove the hold. This will send an email to the PI letting them know their statement is off hold and they can proceed with certifying the project statement.
Certification Period

- Under certain limited circumstances, a Desigee may need to be setup to certify a project statement. Please contact the Central Admin Team to request a desigee.

**Desigee** – a designated employee who can certify a project statement on behalf of the PI.
Reports
UNGCC Reports

To access Reports

- Click on Reports > Reporting
- Reports are listed by Category
## 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>
<tbody>
<tr>
<td>Project Status Report</td>
<td>Lists all Project Statements and their status at the time the report is run.</td>
<td>NDU_GM11_PROJ_INFO Or NDU_GM81_GCA_AWARDS *Note these queries do not provide the status of the project statements in UNDCC.</td>
</tr>
<tr>
<td>Payroll and Cost Share Report</td>
<td>A summary report showing all payroll and cost share transactions for a specific individual and date range.</td>
<td>NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO</td>
</tr>
<tr>
<td>SPES (Sponsored Project Employee Summary) Report</td>
<td>The SPES Report lists all employees that had payroll and/or cost share charged to a specific project.</td>
<td>NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO</td>
</tr>
<tr>
<td>PI and Staff Report</td>
<td>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.</td>
<td>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</td>
</tr>
<tr>
<td>Payroll Report</td>
<td>The Payroll Report is a payroll summary report for a specific individual, Departments or Account and date range.</td>
<td>NDU_CA_GL_RECON NDU_EF_COST_SHARE_INFO NDU_GM91_COST_SHARE_INFO</td>
</tr>
</tbody>
</table>

All Reports are exportable to Excel
The Project Status Report shows a list of all Project Statements that have a specified status at the time the report is run.

Related queries in PeopleSoft.
Related Queries in PeopleSoft

For UNDCC Reports:
- Payroll and Cost Share Report
- SPES Summary Report
- PI and Staff Report
- Payroll Report
The Payroll and Cost Share Report is a summary report showing all payroll and cost share transactions for a specific individual and date range.

Note: Image below is a subset of the full report.
SPES Summary Report

The SPES Report lists all employees that had payroll and/or cost share charged to a specific project.
This report generates a list of all individuals charging a PI's accounts, and their monthly payroll percentage distributions on every account they are charging. The cost share column will be populated with the word True to indicate that at least one payroll transaction on that sponsored project is cost share.

| Name            | Department       | Type Project | Project | Cost Share Aug ($) | 2022 Aug (%) | 2022 Sep ($) | 2022 Sep (%) | 2022 Oct ($) | 2022 Oct (%) | 2022 Nov ($) | 2022 Nov (%) | 2022 Dec ($) | 2022 Dec (%) | 2022 Total | % of Total |
|-----------------|------------------|--------------|---------|--------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|------------|
| Bob Marley - 0862011 | Demo Department | IBS          | UND009999 | $642.60            | 45%           | $1,285.20    | 45%           | $1,285.20    | 45%           | $0.00        | 0%           | $0.00        | 0%           | $3,213.00   | 25.00%     |
|                 |                  |              | UND009998 | $0.00              | 0%            | $0.00        | 0%            | $0.00        | 0%            | $0.00        | 0%           | $0.00        | 0%           | $0.00       | 0%         |
|                 |                  |              | UND009996 | $765.40            | 55%           | $1,570.80    | 55%           | $1,570.80    | 55%           | $2,570.39    | 90%           | $2,713.20    | 95%          | $9,210.59   | 71.67%     |
| Bob Marley - 0862011 Totals: | | | | $1,418.00 | 100% | $2,565.00 | 100% | $2,565.00 | 100% | $2,565.00 | 100% | $2,565.00 | 100% | $12,852.00 | 100% | |
| Kendall Mercury - 5905008 | Demo Department | IBS          | UND009999 | $1,156.41           | 70%           | $2,252.80    | 70%           | $2,252.80    | 70%           | $2,252.80    | 70%           | $1,416.40    | 35%          | $11,651.21 | 62.22% |
|                 |                  |              | UND009996 | $624.17            | 30%           | $1,248.36    | 30%           | $1,248.36    | 30%           | $1,248.36    | 30%           | $2,764.75    | 65%          | $7,074.01   | 37.78%     |
| Kendall Mercury - 5905008 Totals: | | | | $2,080.58 | 100% | $4,501.16 | 100% | $4,501.16 | 100% | $4,501.16 | 100% | $4,501.16 | 100% | $18,725.22 | 100% | |
| Maria Villegas - 5944008 | Demo Department | IBS          | UND009999 | $0.00              | 0%            | $0.00        | 0%            | $0.00        | 0%            | $0.00        | 0%           | $0.00        | 0%           | $0.00       | 0%         |
|                 |                  |              | UND009997 | $611.74            | 25%           | $1,528.20    | 22%           | $1,528.20    | 22%           | $1,528.20    | 22%           | $0.00        | 0%           | $0.00       | 0%         |
|                 |                  |              | UND009996 | $855.44            | 35%           | $1,712.88    | 35%           | $1,712.88    | 35%           | $1,712.88    | 35%           | $0.00        | 0%           | $0.00       | 0%         |
|                 |                  |              | UND009995 | $978.75            | 40%           | $2,246.95    | 30%           | $2,246.95    | 30%           | $2,246.95    | 30%           | $2,716.11    | 50%          | $10,717.53 | 49.57% |
| Maria Villegas - 5944008 Totals: | | | | $2,446.95 | 100% | $4,893.92 | 100% | $4,893.92 | 100% | $4,893.92 | 100% | $4,893.92 | 100% | $22,002.94 | 100% | |
| Mike Kelley - 7020020 | Demo Department | IBS          | UND009999 | $455.41            | 10%           | $900.84      | 10%           | $900.84      | 10%           | $0.00        | 0%           | $0.00        | 0%           | $0.00       | 0%         |
|                 |                  |              | UND009998 | $247.71            | 5%            | $495.41      | 5%            | $495.41      | 5%            | $495.41      | 5%            | $247.72      | 2%           | $1,981.72   | 4.15% |
|                 |                  |              | UND009997 | $247.71            | 5%            | $495.42      | 2%            | $495.42      | 2%            | $495.42      | 2%            | $0.00        | 0%           | $0.00       | 0%         |
| Mike Kelley - 7020020 Totals: | | | | $5,201.85 | 100% | $10,403.76 | 100% | $10,403.76 | 100% | $10,403.76 | 100% | $10,403.76 | 100% | $47,407.67 | 100% | |
The Payroll Report is a payroll summary report for a specific individual, Departments or Account and date range. The default view is by Account. But you can also view by Pay Period by selecting the hyperlink at the top of the report.
## Salary Cap Audit Report

The Salary Cap Audit Report assists when reviewing salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap. The columns of the report are defined as:

<table>
<thead>
<tr>
<th>Certifier</th>
<th>Department</th>
<th>Compliance Coordinator</th>
<th>Period of Performance Annual salary cap</th>
<th>Project Number</th>
<th>Semester salary cap</th>
<th>Payroll $</th>
<th>Cost share $</th>
<th>Total $</th>
<th>Total %</th>
<th>Calculated project salary cap</th>
<th>Additional amount needed to be moved from payroll to cost share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099990</td>
<td>77015.34</td>
<td>12400.3</td>
<td>0</td>
<td>93543.23</td>
<td>13.26</td>
<td>10209.33</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099991</td>
<td>77015.34</td>
<td>34369.84</td>
<td>4774.68</td>
<td>98654.63</td>
<td>39.68</td>
<td>30558.41</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099992</td>
<td>77015.34</td>
<td>22913.28</td>
<td>25757.19</td>
<td>237459.16</td>
<td>20.5</td>
<td>15785.34</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099993</td>
<td>77015.34</td>
<td>1691.94</td>
<td>1907.94</td>
<td>237459.16</td>
<td>1.52</td>
<td>1167.55</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099994</td>
<td>77015.34</td>
<td>12086.89</td>
<td>8587.68</td>
<td>204469.11</td>
<td>10.11</td>
<td>7787.28</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099995</td>
<td>77015.34</td>
<td>7622.55</td>
<td>0</td>
<td>91885</td>
<td>8.3</td>
<td>6389</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099996</td>
<td>77015.34</td>
<td>2412.88</td>
<td>0</td>
<td>78597.27</td>
<td>3.07</td>
<td>2364.32</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099997</td>
<td>77015.34</td>
<td>3818.43</td>
<td>7207.31</td>
<td>306793.54</td>
<td>3.59</td>
<td>2767.83</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099998</td>
<td>77015.34</td>
<td>2538.42</td>
<td>0</td>
<td>92380.14</td>
<td>2.75</td>
<td>2116.23</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO099999</td>
<td>77015.34</td>
<td>31161.24</td>
<td>28420.47</td>
<td>183994.77</td>
<td>32.38</td>
<td>24939.33</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100000</td>
<td>77015.34</td>
<td>3887.72</td>
<td>0</td>
<td>183994.77</td>
<td>2.11</td>
<td>1627.3</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100001</td>
<td>77015.34</td>
<td>8145.08</td>
<td>1131.76</td>
<td>98654.63</td>
<td>9.4</td>
<td>7242.02</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100002</td>
<td>77015.34</td>
<td>20360.89</td>
<td>16861.84</td>
<td>237459.16</td>
<td>15.68</td>
<td>12072.48</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100003</td>
<td>77015.34</td>
<td>27157.17</td>
<td>26257.28</td>
<td>204469.11</td>
<td>26.12</td>
<td>20119.09</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100004</td>
<td>77015.34</td>
<td>-1319.42</td>
<td>0</td>
<td>37602.87</td>
<td>-3.51</td>
<td>-2702.34</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100005</td>
<td>77015.34</td>
<td>66469.97</td>
<td>3910</td>
<td>91885</td>
<td>76.6</td>
<td>58990.45</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100006</td>
<td>77015.34</td>
<td>19961.21</td>
<td>0</td>
<td>78597.27</td>
<td>25.4</td>
<td>19559.45</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100007</td>
<td>77015.34</td>
<td>30547.42</td>
<td>54886.64</td>
<td>306793.54</td>
<td>27.85</td>
<td>21466.78</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100008</td>
<td>77015.34</td>
<td>21128.4</td>
<td>0</td>
<td>92380.14</td>
<td>22.87</td>
<td>17614.29</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100009</td>
<td>77015.34</td>
<td>4204.86</td>
<td>0</td>
<td>11176</td>
<td>3.76</td>
<td>2897.42</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100010</td>
<td>77015.34</td>
<td>5370.37</td>
<td>0</td>
<td>87835.6</td>
<td>6.11</td>
<td>4708.81</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name – email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100011</td>
<td>77015.34</td>
<td>5370.41</td>
<td>0</td>
<td>87835.6</td>
<td>6.11</td>
<td>4708.84</td>
</tr>
<tr>
<td>Principal Investigator - 0000000</td>
<td>Dean's Office Med-8275</td>
<td>Primary CC Name - email</td>
<td>Fall 2022</td>
<td>203700</td>
<td>UNDO100012</td>
<td>77015.34</td>
<td>14250.06</td>
<td>0</td>
<td>88589.16</td>
<td>16.09</td>
<td>12388.35</td>
</tr>
</tbody>
</table>
Salary Cap Audit Report

The Salary Cap Audit Report assists when reviewing salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap. The columns of the report are defined as:

- **Certifier** - the employee whose salary is subject to the salary cap.
- **Department** - the home department of the certifier.
- **Compliance Coordinator** - the Primary Compliance Coordinator of the department.
- **Period** - the reporting period of the statement.
- **Project Number, Project start and end dates** – the Project information subject to Salary Cap.
- **Base** – the employee's base salary for the project statement period.
- **Prorated salary cap** - the salary cap at time of expense for the reporting period of 6 months.
- **Payroll $** - the amount of payroll charged to the sponsored Project.
- **Cost Share $** - provides the amount of payroll allocation for salaries over the cap.
- **Total $** - the total payroll dollars associated with the Project, directly charged to the sponsored Project and Cost Share allocations.
- **Total %** - percent of payroll to Project.
- **Calculated Project Salary Cap** – Total% * Prorated Salary Cap.
- **Difference - UND Cost Share** - amount of payroll that needs to be adjusted from the sponsored Project to the Cost Share portion of the Project. This should be done via a payroll adjustment in PeopleSoft.
Other Information
Other Important Notes

As a Compliance Coordinator, you will be assisting and answering questions from PIs:

• **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/Projects-contracts-accounting/undcc.html](https://campus.und.edu/finance/Projects-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/  
*NOTE: If you cut and paste this link, please be sure it includes the ending “/”

Email: und.cc@und.edu
Q&A
Additional System Features
Statement Details

Additional details are available about project statement.

- Notes – add a note that can be viewed by the PI/Co-PI/Faculty
- Attachments – add an attachment that can be viewed by the PI/Co-PI/Faculty
- Transactions – view all payroll transactions that have been loaded to the statement. The status updates will also be listed here.
- Activity Log – view when the statement was Pre Reviewed, Viewed, and Certified.
- Email Log – view when UNDCC sent an email related to the statement.
Department Dashboard Award and Project Tab

From the Department Dashboard, you will be able to access all Projects that are assigned to the Department whether active or inactive, in a single list.

- **Active** – the project’s end date is after today’s current date
- **Inactive** – the project’s end date is before today’s current date
- This distinction is relevant for reporting purposes

All Award and Project names are hyperlinks that will route you to the Summary Page.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Project Number</th>
<th>Name</th>
<th>Sponsor</th>
<th>PI</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARD123 - 1</td>
<td></td>
<td>Biological Science Award</td>
<td>NIH - NIH</td>
<td>Pamela Paul</td>
<td>01/31/2016</td>
<td>12/31/2024</td>
</tr>
<tr>
<td>AWARD789 - 1</td>
<td>PRV000 - 1</td>
<td>Building A Phase</td>
<td>VCU Sponsors - UT System</td>
<td>Art Rooney</td>
<td>01/01/2019</td>
<td>06/30/2025</td>
</tr>
<tr>
<td>AWARD000 - 1</td>
<td></td>
<td>Chemistry Scholarly Activities</td>
<td>NIH - NIH</td>
<td>Pamela Paul</td>
<td>01/31/2018</td>
<td>12/31/2026</td>
</tr>
</tbody>
</table>
The Project Summary Page may include a link to the related Award Summary Page. Click the hyperlink next to the Award name to route to that Award’s summary page.
Department Information

- There is one Primary Compliance Coordinator per Department.
- Additional Compliance Coordinators may also be added to a Department.
- The Primary Compliance Coordinator will be highlighted in yellow on the Department Information tab.
Post Certification
Payroll Adjustments After Project Statement is Certified
Payroll Data Load Process

This is a review of how the UNDCC System process payroll transactions and updates Project Statements.
Payroll Adjustment Task

• This is an example of a payroll adjustment task
• It highlights in yellow where payroll has been changed since certification
• If the variance is greater than the threshold determined by UND, the only option available is to post these transactions to the project statement and force it to be reopened and recertified by the PI