

## Payroll Confirmation Report Frequently Asked Questions

### **Question: What is it?**

**Answer:** The Sponsored Project Payroll Confirmation Report system uses payroll (HCM002) data. All salaries charged on sponsored projects including hourly salaries are captured. The data is compiled into payroll reports for PIs. They can accept or deny the salaries shown in the report. The action taken by PI on the Payroll Report is important as it certifies whether salary charges on sponsored projects are accurate and reasonable for the work performed on a project.

### **Question: How can I log in?**

**Answer:** Use your UTSA ID and passphrase to login at this [link](#). Login will take you to your Payroll Report.

### **Question: What is included in a payroll report?**

**Answer:** The payroll report includes details on salaries charged on sponsored projects, awards on which the projects are set up, sponsor of the award, employees paid from the projects, salaries charged, cost share (if any), and allocation percentage. Salary charged is how the project was charged per payroll period. Allocation percentage is the percentage of salary earned from a project over the total salary earned from UTSA in that certification period.

### **Question: What actions can I take as a PI?**

**Answer:** As the Principal Investigator (PI), review the payroll details of the employees and either APPROVE OR DENY an employee's salary charge or allocation percentage.

- If every employee is approved, submit the approval and you're done.
- If any employee's payroll information is denied, leave a comment including the name of the employee(s), reason for denying, and any other information related to the issue. Submit the denial and follow these additional steps:
  - Your Post Award Administrator will contact you. Work with Post Award to correct the salary charge, allocation percentage, and/or payment(s).
  - Post Award will then share evidence of correction with Research Computing and Business Intelligence team, which are documented

and stored. All requested changes with the approval of Assistant Vice President of Research Finance and Operations are then implemented in Payroll Confirmation system by Process Coordinator of Payroll Report. A corrected Payroll Report is then available for further action by the PI who will then review and either approve if he agrees with the report or deny, for further correction.

**Question: How many certification periods are there in a year?**

**Answer:** There are two certification periods for Payroll Report, first half of the fiscal year (period 1-6 or September to February) and second half (period 7-12 or March to August).

**Question: When is Payroll Report open for review, and how often?**

**Answer:** Payroll report is a bi-annual report, usually open for 4 weeks for PI review from the time of official announcement.

Certification Period	Review Period
September - February	April 15
March - August	October 15

**Question: Who can certify my payroll report?**

**Answer:** The Principal Investigator (PI) is required to certify himself/herself and staff. In an event of the PI not being able to provide certification:

- The PI may delegate to their research staff with direct knowledge of project, to certify on PI behalf. Their research staff will be given temporary access of 24-48 hours to his payroll report. Before submission, the staff is required to leave a comment justifying the reason why they are certifying for the PI.
- The department chair of the PI can be requested to certify for the PI, if PI is unavailable.
- The OSP Senior Director can certify on behalf of the PI upon the approval of the Department Chair – if the PI is no longer associated with the institution or is traveling abroad (with limited access to internet) or is unavailable.

