



**Certify a Payroll Certification Statement**

A payroll certification statement displays all salary charges of individuals that have been paid or cost shared to the grant and is certified by the project PI.

If the payroll certification statement does not accurately reflect salary charged and work performed on the project, please contact your Primary Payroll Coordinator by clicking the "Get Help" button at the bottom left of this statement.

To certify a payroll certification statement, navigate to the Work List Statements Awaiting Certification. Select the statement with the status *Ready for Certification*.

**Work List**

Welcome to George Mason University's Payroll Certification application. Please carefully review the tab(s) below for tasks that require your attention. To view and complete a specific task, select the link in the task description.

Statements Awaiting Certification (1)

**Project Statements**

Top of Page This Section is Not Applicable

Payroll Title	Grant	Sponsor	Period	Due Date	Status	Staff
Research Project Demo 2	Demo2	KADSCI LLC	1/1/2024 to 12/31/2024	4/30/2025	Ready for Certification	

**Workflow**

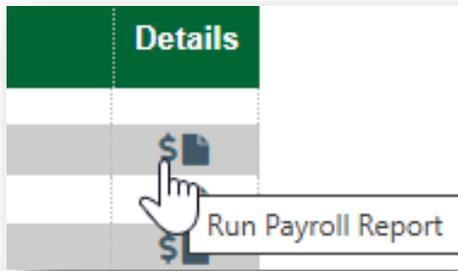
**To certify a payroll certification statement:**

Verify that the payroll amounts for each individual is accurate

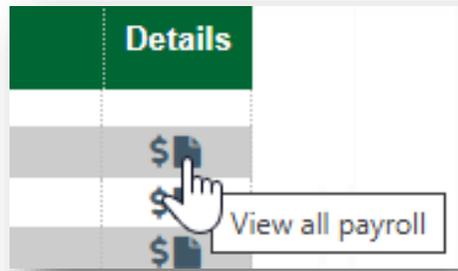
Payroll information for each individual can be viewed by clicking the hover-over icon for:

- View all payroll information
- Run payroll report

**NOTE:** You must have the correct rights in PayCert to view this information. Contact your Central Administrator for assistance.



Selecting the \$ icon runs a payroll report for the individual named on that row and each transaction pertaining to the employee for this project and reporting period.



Selecting the icon displays a list of the other projects and percentages of that employee to display the 100% view of that employee's pay.

Select all checkboxes of the employees that need certification and click Certify (or click the green and white star to select all checkboxes at once).

Payroll State... Demo2: Research Project Demo 2 (1/1/2024 to 12/31/2...: Payroll from 1/1/2024 to 12/31/2024, due date 4/30/2025; Status: Re...

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

Employee	Department	Fund...	Payroll \$	Cost Share / Salary Cap \$	Total \$	Total % of IBS	Certify? ★	Details
Al-Farsi, Amira - G99999996	M99999 - Demo Departm...	Demo-M...	\$3,000.00	\$0.00	\$3,000.00	23%	<input checked="" type="checkbox"/>	
Cooper, Deborah - G9999...	M99999 - Demo Departm...	Demo-M...	\$2,000.00	\$0.00	\$2,000.00	14%	<input checked="" type="checkbox"/>	
Morales, Diego - G999999...	M99999 - Demo Departm...	Demo-M...	\$6,000.00	\$0.00	\$6,000.00	60%	<input checked="" type="checkbox"/>	
O'Connor, Liam - G99999...	M99999 - Demo Departm...	Demo-M...	\$5,000.00	\$0.00	\$5,000.00	45%	<input checked="" type="checkbox"/>	
Takahashi, Sakura - G999...	M99999 - Demo Departm...	Demo-M...	\$4,000.00	\$0.00	\$4,000.00	33%	<input checked="" type="checkbox"/>	
Wang, Xiao - G99999994	M99999 - Demo Departm...	Demo-M...	\$1,000.00	\$0.00	\$1,000.00	7%	<input checked="" type="checkbox"/>	

Get Help   Certify   Save   Home



An Attestation slide out will appear. Select **I Agree** to complete certification.

Attestation

Grant Title:	Research Project Demo 2
Grant Name:	Demo2 - Research Project Demo 2
Period:	1/1/2024 to 12/31/2024
Certifier:	User, System - 444-44-4444
Personnel Being	Al-Farsi, Amira - G99999996 Cooper, Deborah - G99999995 Morales, Diego - G99999999 O'Connor, Liam - G99999998 Takahashi, Sakura - G99999997 Wang, Xiao - G99999994

*I certify that the salaries and wages associated with this project are reasonable in relation to the work performed.*

Cancel **I Agree**

If the information is correct, click the **I Agree** button.

The statement is certified. Repeat these steps for any additional project statements.

### **Certify a Project Statement as a Designee**

If you are assigned as a designee, it is your responsibility to certify project effort for your assigned accounts.

Assigned project statements appear in your work list, and in the **My Project Statements** tab.