



### **Payroll Certification Statements**

As a College Administrator, you are responsible for reviewing payroll certification statements that you are assigned to for projects within your department(s).

If the payroll certification statement does not accurately reflect salary charged and work performed on the project, please make a note it in the comments on the payroll certification statement and then submit any necessary reallocations through Banner Self Service.

## **The Payroll Certification Statement Page**

The payroll certification statement displays three panes with information about the project, members of the project and their effort, and the reporting period.

- Work List
- Project Pane
- Statement Pane

The Work List shows the project's name, categorized by status. You can view the project information by clicking the name of the project. You can also navigate to other statements from this pane without returning to the Home Page.

ork List			
Takahashi, Sakura - G99999997			-
Ready for Certification			
Pre Reviewed			
▼ Ready for Pre Review 🚖			മ
Demo1	Research Project Demo 1	1/1/2024 to 12/31/2024	
Demo2	Research Project Demo 2	1/1/2024 to 12/31/2024	
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The Project Pane shows specific information about the project, including the departments, funding information, and sponsor award number.

Demo1 - Research Project Demo 1		
Project Information		
Department:	M99999 - M99999 - Demo Department	
Project Title:	Research Project Demo 1	
Grant Funding Dates:	01/01/2024 to 12/31/2029	
Sponsor Award Number:	SP12345	



# How to Pre-Review Payroll Certification Statements:

The Statement Pane shows each employee who was a part of the project during the reporting period along with their payroll and precent of Total IBS.

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Employee 3	Department	<b>4</b> Fund-Dep	Partment	Payroll \$	Cost Share / Salary Cap \$	Total \$	Percent %	Certify?	Deta
-Farsi, Amira - G99999996	M99999 - Demo Department	t De	emo1-M99999 \$	\$4,000.00	\$0.00	\$4,000.00	31%		
ooper, Deborah - G99999995	M99999 - Demo Department	t De	emo1-M99999 \$	\$5,000.00	\$0.00	\$5,000.00	36%		
orales, Diego - G99999999	M99999 - Demo Department	t De	emo1-M99999 \$	\$1,000.00	\$0.00	\$1,000.00	10%		
Connor, Liam - G99999998	M99999 - Demo Department	t De	emo1-M99999 \$	\$2,000.00	\$0.00	\$2,000.00	18%		
kahashi, Sakura - G999999997	M99999 - Demo Department	t De	emo1-M99999 \$	\$3,000.00 \$6,000.00	\$0.00 \$0.00	\$3,000.00	25%		
ang, Xiao - 055555554	M33333 - Demo Department	Г De	41101-14133333 4	<b>\$0,000.00</b>	\$0.00	\$0,000.00	40 %		
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Selecting **Run Payroll Report** takes you directly to the Reporting page and automatically generates the Payroll Report associated with this payroll certification statement.

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Selecting **View All Payroll** displays a 100% view of how the employee was paid for the reporting period.

<u>Project Payroll Summary</u> Amira P Al-Farsi - G99999996	<u>y - 1/1/2024 to 12/31</u>	clos /2024
Project Name	Total \$	Total % of IBS
0000-GMU Non-Sponsore	\$6,000.00	46%
Demo1-Research Project	\$4,000.00	31%
Demo2-Research Project	\$3,000.00	23%
Total:	\$13,000.00	100.00%

# Notes, Attachments, Transactions, Activity Log, and Email Log

You can add a note or an attachment to a statement if needed. You may also view transactions and logs for this statement.

To create a new note, select the + symbol next to Notes.

Notes O	l
<ul> <li>Attachments Ø</li> </ul>	I
Transactions ★	I
Activity Log ★	1
Email Log	]



A slide out "**Create New Note**" will appear. If the payroll certification statement does not accurately reflect salary charged and work performed on the project, please make a note it in the comments on the payroll certification statement and then submit any necessary reallocations through Banner Self Service.

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e Note

#### Select Save Note.

There is now a star symbol indicate there are notes. Select the dropdown arrow to the left of Notes to view all notes.

Notes ★ O		
Date	User	Note
03/19/2025	Diego Morales - G999	Test Note
03/19/2025	Diego Morales - G999	Test Note LL