



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 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.

Work List		
▼ Takahashi, Sakura - G99999997		
Ready for Certification		
Pre Reviewed		
▼ Ready for Pre Review ★ 🔗		
Demo1	Research Project Demo 1	1/1/2024 to 12/31/2024
Demo2	Research Project Demo 2	1/1/2024 to 12/31/2024

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 percent of Total IBS.

Project Statement for Demo1: Research Project Demo 1 (1/1/2024 to 12/31/2024) ; Payroll from 1/1/2024 to 12/31/2024, due date 4/30/2025; Status: Ready for Pre R. **1**

Employee 3	Department 4	Fund-Department	Payroll \$ 5	Cost Share / Salary Cap \$ 6	Total \$ 7	Percent % 8	Certify? 9	Details 10
Al-Farsi, Amira - G99999996	M99999 - Demo Department - ...	Demo1-M99999	\$4,000.00	\$0.00	\$4,000.00	31%	<input type="checkbox"/>	
Cooper, Deborah - G99999995	M99999 - Demo Department - ...	Demo1-M99999	\$5,000.00	\$0.00	\$5,000.00	36%	<input type="checkbox"/>	
Morales, Diego - G99999999	M99999 - Demo Department - ...	Demo1-M99999	\$1,000.00	\$0.00	\$1,000.00	10%	<input type="checkbox"/>	
O'Connor, Liam - G99999998	M99999 - Demo Department - ...	Demo1-M99999	\$2,000.00	\$0.00	\$2,000.00	18%	<input type="checkbox"/>	
Takahashi, Sakura - G99999997	M99999 - Demo Department - ...	Demo1-M99999	\$3,000.00	\$0.00	\$3,000.00	25%	<input type="checkbox"/>	
Wang, Xiao - G99999994	M99999 - Demo Department - ...	Demo1-M99999	\$6,000.00	\$0.00	\$6,000.00	40%	<input type="checkbox"/>	

Pre Review Home

1 The top of the statement will display the Grant Number and Grant Title, the reporting period being certified, and the status of the statement.

The graph icon will populate a list of available reports to run.

- 2** • **List of Reports:** displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.
- **PDF Reports:** generates a PDF version of the statement that can be downloaded.

3 PayCert displays a list of **all** staff that have payroll charges or cost share charges on the project for the reporting period.

4 The employee's HR Department.

5 **Payroll \$:** This represents the Banner Payroll charged directly to the sponsor for the reporting period.

6 **Cost Share / Salary Cap \$:** This represents the total cost share and/or salary over the cap dollars associated with the sponsored project for the reporting period.

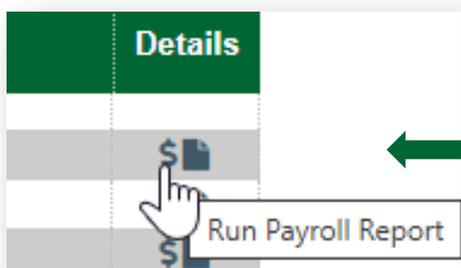
7 **Total \$ = Payroll \$ + Cost Share \$**

8 **Total % of IBS:** Total \$ / Total IBS (total payment for employee between the reporting period dates)

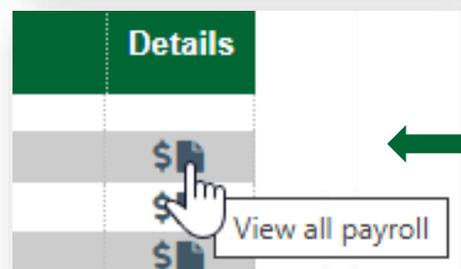
9 **Certify?:** These checkboxes will be greyed out for Payroll Coordinators since they are not responsible for certifying by line item.

10 **Details:** This column displays the following actions when you hover over and select the icons:

- Run Payroll Report
- View All Payroll



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.

Selecting **Run Payroll Report** takes you directly to the Reporting page and automatically generates the Payroll Report associated with this payroll certification statement.

Reporting

This page lists all reports that are available through the application.

Category	Reports	Description
Commitments	Certifier Payroll Summary Report	The Payroll Report is a payroll summary report for a specific individual, Department or Grant and date range.
Management	Payroll and Cost Share Report	
Monitoring	Payroll Report	The date range for this can be set one of two ways. First, the report can be run by selecting a date range. This allows the user to run a report that crosses reporting
Payroll/Cost Share	PI and Staff Payroll Report	
	SPES (Sponsored Project Employee ... SPES Summary Report	

Parameters Results

- Pay Period View
- Account View

One item found.

Employee ID	First Name	Middle Init.	Last Name	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
G99999996	Amira	P	Al-Farsi	Demo2 - Research Project Demo 2	01/01/2024 to 12/31/2024	\$3,000.00	23 %	Demo-M99999-61110-	Default Employee Type for Project Periods by Grant Date	IBS
Subtotal						\$3,000.00	23 %			
Certifier Total for Period						\$3,000.00	23 %			
Total Of All Certifiers						\$3,000.00	23 %			



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

Project Payroll Summary - 1/1/2024 to 12/31/2024 close

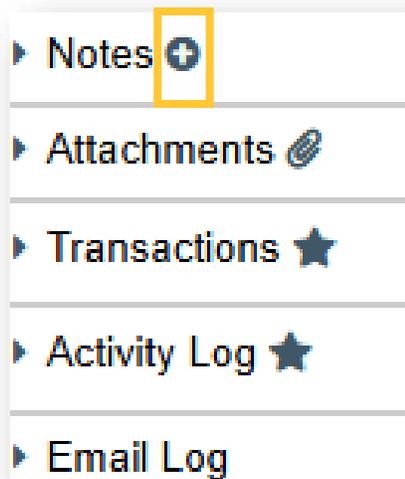
Amira P Al-Farsi - G99999996

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.





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.

close

Create New Note

Note (max 4000 characters. Extra text will be truncated):

Save 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 ★ ⊕		
Date	User	Note
▶ 03/19/2025	Diego Morales - G999...	Test Note
▶ 03/19/2025	Diego Morales - G999...	Test Note LL