



## GMU Payroll Certification FAQs

**Q:** When will payroll certification statements be sent from the PayCert system to department payroll coordinators for review?

**A:** Certifications will be generated annually in the University payroll certification system 60 days after the reporting period end date based on the **project anniversary date or project end date**. Payroll certification statements must be certified within 60 days from when the system sends the statement to the Payroll Coordinator for review. 60 days is inclusive of the Pre-Review conducted by the Payroll Coordinator.

**Q:** How will the reporting periods be determined in PayCert?

**A:** PayCert reporting periods are based on the grant anniversary date (not the first day of the grant anniversary month like the legacy payroll certification system). Payroll certification statements are generated for one year, each year of the project.

For grants that start on a day other than the first of the month, please note that for the initial period of the grant in PayCert (periods between March 1, 2024 – Feb 28, 2025), the reporting period will reflect a one-year period based on the anniversary start date (unless the grant end date is less than a year from the reporting period start date). But it may include some payroll beyond those dates.

Example:

If the grant start and end dates are March 15, 2020 – March 14, 2025.

- The last reporting period that was certified was March 1, 2023 – February 29, 2024.
- In PayCert, the reporting period is March 15, 2024 – March 14, 2025. But this will include payroll from March 1, 2024 – March 14, 2024 because that payroll wasn't certified yet.

**Q:** How is the Percent % column on the project statement calculated?

**A:** The Percent % column on the project statement is the % paid to the grant (through direct pay, cost share, and/or salary over the cap) compared to the total salary for positions charged to the award for an individual during the reporting period of the project statement. Total salary includes:

- All direct pay, cost share, salary over the cap
- Summer pay
- Eminent scholar stipends when applicable

On the Payroll Certification Statement:

- To see the 100% distribution of an individual, click the document icon in the **Details** Column on the project statement.
- To see the breakdown of the % for the project statement you are viewing, click the dollar sign icon in the **Details** Column.



**Q:** If a PI is unable to certify, how does their payroll certification statement get certified?  
**A:** The new payroll certification system is now electronic, and a PI can certify anywhere they can log into VPN. In limited extenuating circumstances, if a PI is unable to certify, a designee can be assigned to certify on their behalf. Please email [ospcerts@gmu.edu](mailto:ospcerts@gmu.edu) to discuss this option.

**Q:** Is there a legend to explain what the status icons mean throughout the PayCert system?  
**A:** In the department dashboard, the icons in the Statements column represent the status of each statement. Refer to the table below for the status name, icon, and description.

Status Name	Icon	Status Description
In Progress		This status indicates that a statement is not yet ready for certification. This means the statements are in the reporting period when payroll data is being loaded.
Auto Approved		This status is for statements that are Auto Approved. The system automatically moves statements that are either Sponsored Non-Federal or Non-Sponsored projects to this status when the certification period begins.
Ready for Pre Review		This status indicates that a statement is ready to be pre-reviewed. This status occurs before the statement is released to the PI for certification.
Pre Reviewed		This status indicates that a statement has been pre-reviewed by a payroll coordinator.
Ready for Certification		This status indicates that the statement is ready to be certified. Statements move to this status when the certification period begins, and the statement requires an individual to certify the payroll charges for the period.
Certified		This is the status after the PI/Certifier has certified the statement.
Manual Certification		A statement may be manually certified for exceptional reasons.
No Certification Required		This status is when a statement has been marked as No Certification Required. This may be applied to statements with reporting periods that were certified in the legacy payroll certification system.



**Q:** On the **Department** Dashboard, why are there multiple icons showing in the **Payroll Certifications** tab?

**A:** Each icon represents a payroll certification statement for each grant and are ordered by the most recent reporting period to the oldest reporting period from left to right.

Project Nickname	Project Number	Grant Manager	PI	PI Department	Statements	Action
Research Project Demo 1	Demo1	Morales, Diego - G99999999	Takahashi, Sakura - G99999997	M99999 - Demo Department		
Research Project Demo 2	Demo2	Morales, Diego - G99999999	Takahashi, Sakura - G99999997	M99999 - Demo Department		

**Q:** The payroll certification statement does not seem to reflect salary appropriately and requires reallocation. How do I make these changes?

**A:** 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. Adjustments will be reflected in the next statement period.

**Q** How do I add, delete, or update payroll coordinators?

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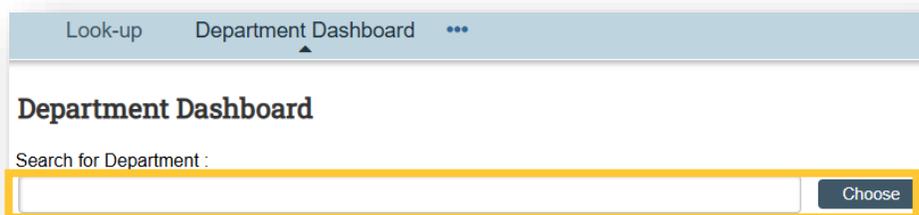
**A** College Administrators can make updates to payroll coordinators in the **Department Dashboard**.

**:** **To assign a Primary Department Coordinator not already added to the department:**

Select **Manage** from the top navigator, and **Department Dashboard** from the sub navigator.



Search for the department in the Department Dashboard and select **choose**.





Navigate to the **Department Information** tab and click the **Add** button in the Department Payroll Coordinator(s) section.

The screenshot shows a web interface with three tabs: "Payroll Certifications", "Award and Grant", and "Department Information". The "Department Information" tab is active and highlighted with a yellow border. Below the tabs, there is a section for "Department Basic Information" with fields for Name (M99999 - Demo Department), Description, and Active (Yes). Below that is a section for "Department Payroll Coordinator(s)" with a table. The table has two columns: "Name" and "Address". The table is currently empty, with the text "None found" displayed. A yellow box highlights the "+ Add" button in the bottom right corner of the table area.

The **Manage Assignments** window will appear after selecting the +Add button. Enter the name of the employee to add as a Primary Department Payroll Coordinator in the **Select User** field. Click the name of the user from the search field to select that employee.

The screenshot shows a "Manage Assignments" window. At the top, there is a "Department:" field with the value "M99999 - M99999 - Demo Department" and a "Save" button. Below that is a "Select User:" field with a search input containing "morales d". A dropdown menu is open below the search input, showing a search result: "Morales Diego - G99999999".

Click **Save** to add the employee as a Department Coordinator.

The screenshot shows a success message in a yellow box: "Individual Effort Coordinator Assignments processed successfully". Below the message, there is a "Department:" field with the value "M99999 - M99999 - Demo Department" and an "Effort Coordinator:" field with the value "Diego Morales - G99999999".

**Close** the Manage Assignments window after adding the new Department Coordinators.

Click the **Department Information** tab.

The screenshot shows a navigation bar with three tabs: "Project Certifications", "Award and Grant", and "Department Information". The "Department Information" tab is highlighted with a yellow border.

Hover over the icons in the **Action** column to see which actions are available. To change the Primary Department Coordinator, click the **Make Payroll Coordinator Primary** icon.

Email	Action
deborahc@testgmu.edu	    
diego@testgmu.edu	       Make Payroll coordinator primary

Return to the Department Information tab. The Primary Department Coordinator is now highlighted in yellow.

Payroll Certifications	Award and Grant	Department Information		
<b>Department Basic Information:</b>				
Name:	M99999 - Demo Department	Type:		
Description:		Code: M99999		
Active:	Yes			
<b>Department Payroll Coordinator(s)</b>				
Name	Address	Phone	Email	Action
Cooper, Deborah D - G99999995			deborahc@testgmu.edu	 
Morales, Diego - G99999999			diego@testgmu.edu	 

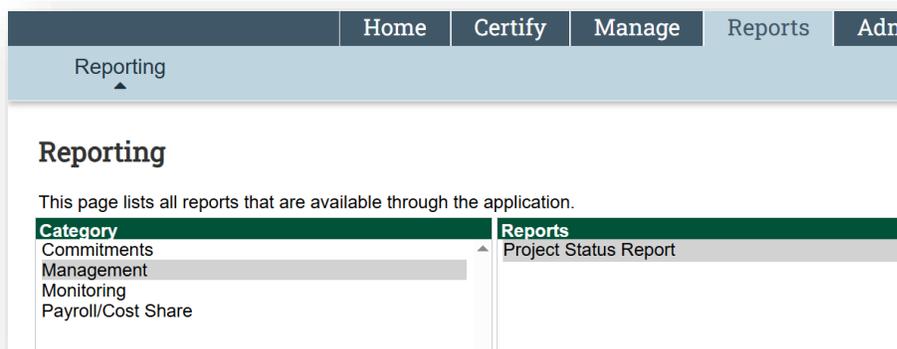
To change a Primary Department Coordinator, just click the **Make Payroll Coordinator Primary** icon. Next to the new Primary Department Coordinator.

To delete a Department Payroll Coordinator, click the **Remove Payroll Coordinator** icon.

Email	Action
deborahc@testgmu.edu	    
diego@testgmu.edu	    

**Q:** As a College Administrator, which report can I use to view all outstanding statements within my college (over all roll-up departments)?

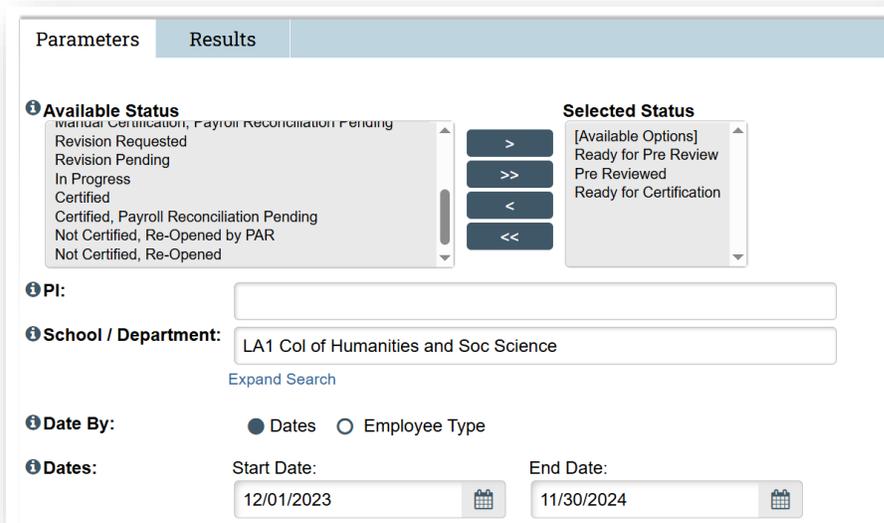
**A:** Using the Project Status Report (Navigation: **Reports** Tab > **Reporting** > Under the **Management** Category, Select **Project Status Report**.



Select **Statuses**

- Ready for Pre Review
- Pre Reviewed
- Ready for Certification

**School/Department** - Enter the college (this can work for each individual departments also)



**Dates:** Enter a start and end date:

**NOTE:** Because Mason grants have overlapping reporting periods, the date parameter is going to include any periods that have payroll during the months defined in the reporting parameters. Once the report results are displayed, you can click on the header **Nickname** which is the **Reporting Period Start and End Dates** to sort by reporting period. You can also export all reports to excel to allow you to sort, filter, pivot the data easily.