The Office of Sponsored Programs (OSP) is implementing a change to the payroll certification process effective April 29, 2025. To streamline this process, GMU is transitioning payroll certification to the new RAMP PayCert module, which is Huron's Employee Compensation Compliance Application (ECC), and the final module of the overall RAMP implementation project. This system will allow for easy access to payroll data for principal investigators, research administrators, and academic unit leadership, as well as provide robust reporting capabilities.

What is Changing:

- OSP currently compiles payroll data from the Banner financial system and distributes payroll certification reports monthly via a manual email distribution sent on the annual anniversary date for each federal award.
- We are transitioning to the RAMP PayCert module for payroll certification.
- RAMP PayCert will receive payroll data from the Banner financial system and generate payroll certification statements in an easy-to-read format with full detailed payroll information accessible within the report.
- Payroll certification statements will be reviewed by a unit administrator and certified by principal investigators within the system through a simplified single approval step eliminating the need to sign, scan, and return certifications through email.
- Automated system reminders will be sent to principal investigators alerting them when a report is ready for certification. Additional reminders will be sent at 30, 15, and 7 days prior to the due date for reports not certified.

Why we are Making this Change:

- This change will streamline the payroll certification process and reduce administrative burden for principal investigators and department and college research administrators.
- This change will also improve efficiency in OSP's oversight of the payroll certification process and monitoring of payroll charges to sponsored awards.
- This change provides an easily accessible electronic system within the current RAMP suite that allows for fully automated workflows for certification.

How to Prepare:

- Review the training and reference materials and FAQs found on the [RAMP website](#).
- Ensure you can login and access the new [RAMP PayCert](#) system as soon as possible to avoid any delays when your first certification is due in the system. Please note, if you do not have statements due for certification you can still access your statements as payroll is generated in Banner and statements are building.
- Coordinate closely with your unit administrators that you normally work with in the current payroll certification process.
- Reach out to OSP with any questions or concerns at ospcerts@gmu.edu.

We are confident that this change will provide a positive benefit to the research community at GMU. Your patience and understanding during this transition is greatly appreciated!