

OSRAA Outreach and Education

October 18, 2017

Task Force Updates

Project-based payroll certification
Sponsored Project Reconciliation

Today's Agenda

- Task Force progress updates:
 - Project-level payroll certification for federal projects
 - Sponsored project reconciliation for federal projects
- Check-in on DocuSign Labor Distribution process
- CFM Team Assignment Updates
- Q&A

Task Force Members

Project Level Payroll Certification	Sponsored Project Reconciliation
Aedra McCarthy – Lead OSRAA	Sandy Cobb – Lead OSRAA
Mark Bierly OSRAA	Jan Lewis (<i>member of both groups</i>) Finance & Admin
Shaun Bromagem BEBC	Aviva Rivera FOBC/CEOAS
Sarah Child AMBC	Lisa Silbernagel HSBC

Project Level Payroll Certification

- Why is payroll certification needed?
 - Personnel costs account for approximately 60% of all sponsored project expenditures
 - Certification of salary and wages on federal awards is required by the federal government
 - Payroll costs are a key area of focus by auditors to confirm actual project effort vs. what was proposed

Project Level Payroll Certification

- Why change from current Effort Reporting/Payroll Activity Report (PAR) process?
 - Updated federal regulation (Uniform Guidance, 2 CFR §200)
 - Pilot institution audit results
 - New certification timeframe aligns with project period and annual technical reporting

Project Level Payroll Certification vs. Individual Effort Reporting

Description	Effort Reporting (PAR)	Payroll Certification
Focus	Individual employee	Project
Distribution	Quarterly	End of project budget year
Certification Frequency	Four times per year	Annually
Types of Funding	All sponsored funds	Federal funds
Annual # of reports	11,500	1,600
Approvers	Individual or Principal Investigator	Principal Investigator
Certification Rationale	Percent of effort reasonable based on overall institutional effort	Salary and wage amounts reasonable based on project work performed

Payroll Certification Report Sample

SPONSORED PROJECT PAYROLL EXPENSE REPORT

Grant Code: NS2250
Project Title: NASA Enhanced Coastal Wind Analysis
Principal Investigator: Yashiro,Alaine
Project Start Date: 07/22/2010 Project End Date: 07/21/2014
Reporting Start Date: 07/01/2011 Reporting End Date: 06/30/2012

Name	Job Title	Fund	Pct	Amount
Annala HR-HRIS2,Dani	NonteachProf/Uncl 12mo .5+	NS225A	15%	7,355.76
Burriel-TIME,Humberto	Grants/Contracts Technician	NS225A	100%	26,195.14
Parsons HR-HRIS2,Cory	Exec/Uncl 12mo .5+	NS225B	9%	7,735.53
Beaver,Jayden	Other Wage Appointment	NS225C	65%	12,303.84
			Total	\$53,590.27

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

Principal Investigator Signature Date

Additional signatures:

Certification Responsibility: _____

Signature Printed name Date



Payroll Certification – Next Steps

- Continue work with Enterprise Computing to finalize Payroll Certification Report and output results
- Move testing to PROD and run a comparison, parallel process with quarterly Payroll Activity Report (PAR) distribution
- Update OSU policy and guidelines
- Communicate changes and implementation plan to campus
- Provide training to administrators and Principal Investigators

Federal Sponsored Project Reconciliation

- Reconciliations are essential for an effective internal control environment to ensure that:
 - Financial information reported to sponsors is accurate, complete and recorded in a timely manner;
 - The information can be relied upon for accurate reimbursement requests and effort certification;
 - Irregularities are detected and resolved in a timely manner; and
 - Corrections are documented, monitored, and resolved within an acceptable time-frame.

Federal Sponsored Project Reconciliation

- Federally-funded sponsored projects are subject to Uniform Guidance (2 CFM §200)
 - Directs University to establish and maintain effective internal controls to provide reasonable assurance of compliance;
 - Ensure that costs charged to project are allowable, allocable, and reasonable;
 - Failure to comply with federal regulations may result in repayment of disallowed costs and assessment of fines, penalties, and interest by the federal government.

What is Changing?

Description	Now	New
Expense Review	Inconsistent application	Sets university-wide expectations for review of expenses by Reconciler (person familiar with project terms and designated to review expenses to ensure allowable, allocable, and reasonable)
Expense Certification	Inconsistent application	Requires Principal Investigator certification of expenses
Certification Frequency	None	Every two months
Types of Funding	All sponsored funds	Federal funds

Reconciliation and Certification Expectations

Expense Type	Expectation
Salary / OPE	Confirm that people paid on award worked on the award during performance period. Identify errors and initiate timely corrections.
Supplies and Services, including Subawards	Confirm that expenses were incurred during performance period and are reasonable for this project. Identify errors and initiate timely corrections.
Travel	Confirm that expenses were incurred during performance period, are reasonable, and authorized on this project. Identify errors and initiate timely corrections.
Burn Rate	Confirm that spending is keeping pace with the project performance. Identify errors and initiate timely corrections.
Costshare, Participant Support, and Program Income	Confirm that costshare, participant support, and/or program income is being tracked and reported in accordance with the award guidelines. Confirm that costshare is keeping pace with the project spending, or that a plan exists to make up the difference. Identify errors and initiate timely corrections.

PI Certification Expectations

Expense Type	Expectation
Salary / OPE	Confirm that people paid on award worked on award during performance period. Identify errors and initiate timely corrections.
Supplies and Services, including Subawards	Confirm that expenses were incurred during performance period and are reasonable for this project. Identify errors and initiate timely corrections.
Travel	Confirm that expenses were incurred during performance period, are reasonable, and authorized on this project. Identify errors and initiate timely corrections.

Reconciliation – Next Steps

- Continue to solicit and incorporate feedback from stakeholders and end users, including faculty
- Continue to work with Business Intelligence Center to develop reconciliation and certification tools - making best use of tools that exist already
- Continue to define the procedure, including roles and responsibilities as tools are defined
- Update OSU policy and guidelines
- Communicate changes and implementation plan to campus
- Provide training to administrators and Principal Investigators

CFM Team Assignments – November 1, 2017

Accounting Team	Members	Concentration
CFM Team O	Heidi Hammond Autumn Helenihi	DOE, BPA, USDA, NIFA, Forest Service, USDI, Foundations, USGS, BLM, National Labs, NASA, some State of Oregon and some University awards
CFM Team S	Jessica Thurner-Byers Rhonda Holcomb	State and Federal Education, State and Federal Transportation, EPA, NOAA, USDA Ag Research Services, NSF, some University awards and miscellaneous Federal and other governmental awards
CFM Team U	Jeff Zoellner Nichole Havranek	Military, NIH, Trusts, Societies, Associations, Commercial and mixed funding Commercial, State Economic Development awards, and some University awards
PAM Team RCRV	Amanda Watts Adam Church	RCRV – Regional Class Research Vessel OOI - Ocean Observatories Initiative

Questions and Discussion



OSRAA Award Compliance and Education - OSRAA@oregonstate.edu
OSRAA Cash and Financial Management - OSRAA.Finance@oregonstate.edu
(541) 737-4933