

## Update to the Quarterly Financial Report Certification Alternative to Effort Reporting - Review of Compensation Charges Overview

Seattle University has adopted a Policy for Review of Compensation Charges to Sponsored Projects and payroll summary review process to certify compensation charges on all publicly-funded sponsored projects (including federal, state, local, related cost-share, or publicly funded flow-through funding), in place of the prior effort reporting system.

### Background

On December 26, 2014, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (“Uniform Guidance”; 2 CFR part 200) went into effect. The Uniform Guidance replaced OMB circular A-21 and included substantial changes with an emphasis on strong internal controls and elimination of prescriptive examples of how to certify salary charges on federal awards, affording flexibility and reduction in administrative burden.

### Changes to Seattle University Procedures

The prior effort reporting policy required each individual receiving any amount of compensation by publicly-funded sponsored projects to certify their time spent on the project, represented as their committed effort over the given six-month period, on a bi-annual basis.

Key differences between the previous effort reporting policy and the new review of compensation charges process:

1. **Payroll certification vs. effort reporting:** The PI will confirm the allocation of each individual’s Institutional Base Salary (% IBS) to the project versus the time and effort (% time) as was previously documented in our effort reporting system.

The PI will certify that the compensation charges do not exceed the value provided to the project by attesting:

*This report has been reviewed. To the best of my knowledge, salary and wages charged to this project are appropriate in relation to work performed on this project. All other costs charged to this project are, to the best of my knowledge, allowable, allocable, and reasonable. Where required, the below noted corrections have been, or will be, submitted to the Associate Controller.*

2. **PI review vs. individual reports:** Compensation review and certification will be required only by the lead principal investigator (PI) on behalf of all project personnel.
  - a. It is solely the responsibility of the PI to review and certify all compensation paid from their sponsored project.
  - b. This report will be comprehensive, including all individuals in one report and eliminate the need for each individual to receive and certify their own report (as was done with effort reporting)
  - c. A Payroll Summary Report is now appended within the Quarterly Financial Report Certification which itemizes the amount paid to each individual compensated on the sponsored project during the respective fiscal quarter. It will *not* include any salary information not related to the sponsored project.

- d. As PI of the project with first-hand knowledge of the individuals working on the project, it is their responsibility to certify all compensation charges.
3. **Payroll detail included in Quarterly Financial Certification Reports vs. semi-annual effort reports:** The review of compensation charges system is incorporated into our existing Quarterly Financial Report Certification provided by the Associate Controller.
- a. Note: The Activity Manager will also continue to sign off on the Quarterly Financial Report Certification.

### **What's included**

Please see the below sample certification report for more details.

- Total compensation received by each individual for the given quarter
  - This will be itemized on page two of your quarterly expense report and pertains to faculty, staff and student salaries and wages.
- Percentage of Institutional Base Salary (% IBS)
  - This represents the percentage of the individual's compensation on the project in relation to their total compensation at SU.
  - This is an important contextual information for the Principal Investigator to review and assess the appropriateness of the compensation, as they are being asked to attest.
- Certification language noted above
  - When the PI signs the Quarterly Financial Certification Report, they are certifying that they have reviewed all the financials, that the expenses are accurate or must include notes explaining changes working to be resolved, and that the compensation paid to each individual is proportional and appropriate for the value they provided to the project.

### **Questions**

Please contact:

- Jen Riester, Associate Controller, [riesterj@seattleu.edu](mailto:riesterj@seattleu.edu) or
- Jenna Isakson, Director of the Office of Sponsored Projects, [isaksonj@seattleu.edu](mailto:isaksonj@seattleu.edu)



## Quarterly Financial Report Certification

### Quarter Ending June 30, 2020

**Project Name:** NSF-Mascot Research  
**P.I. Name:** Redhawk, Ruby  
**Activity Manager:** Becca Budget  
**Activity Number:** 123456
 
**Start Date:** 7/1/2018  
**End Date:** 6/30/2021

#### Budget To Actual Report

PrjRefNo	G0012-FP-MISC				
ItemCode	ItemCodeDesc	Total Actual Expenses	Total Project Budget	Total Remaining Budget	% Spend
G100	Salary	114,748.95	138,517.17	23,768.22	82.8%
G150	Student Wages	27,781.89	29,205.00	1,423.11	95.1%
G250	Supplies	2,187.89	5,500.00	3,312.11	39.8%
G300	Travel	6,576.59	7,100.00	523.41	92.6%
G550	Other Direct Costs	522.50	2,250.00	1,727.50	23.2%
G600	Indirects	63,763.48	76,680.00	12,916.52	83.2%
<b>Grand Total</b>		<b>215,581.30</b>	<b>259,252.17</b>	<b>43,670.87</b>	<b>83.2%</b>

**Percent of Project Timeline Complete: 72.3%**

For transaction detail of actual expenses, review the Projects Accounting self-serve (my.seattleu.edu).  
 As best practice, we suggest that the account activity is reconciled monthly.

**NEW: This Payroll Summary Report is incorporated on the quarterly report, replacing our effort report procedure.**

#### Payroll Summary Report

Unit: 123456 NSF-Mascot Research

The Payroll Summary Report displays compensation charges only for the quarter noted at the top of the report.

OBJECT	Name	Quarter Amount	%IBS
<b>5101005 Tenure Stream Faculty Salaries</b>		<b>4,500.90</b>	<b>10.69%</b>
	Redhawk, Rudy	2,698.14	10.69%
<b>5101065 Fac Supp Research</b>		<b>4,541.58</b>	<b>18.00%</b>
	Faculty, Frank	4,541.58	18.00%
<b>5103040 Student Institutional WS</b>		<b>2,322.38</b>	
	Student, Suzie	2,322.38	
<b>Grand Total</b>		<b>11,364.86</b>	<b>28.69%</b>

All faculty, staff, and students who received compensation from this project during this quarter will be noted here.

This Quarter Amount is the total compensation by object code during this quarter

The percentage (%IBS) is the proportion of Rudy's institutional base salary that was compensated by this project (by object code) during this quarter.

Because students submit timesheets accounting for their time, no %IBS is required.

This is the new attestation required for the PI to certify - highlighted portion indicates the new key language to the review of compensation charges.

This report has been reviewed. To the best of my knowledge, **salary and wages charged to this project are appropriate in relation to work performed on this project.** All other costs charged to this project are, to the best of my knowledge, allowable, allocable, and reasonable. Where required, the below noted corrections have been, or will be, submitted to the Associate Controller.

Comments:

\_\_\_\_\_  
 Principal Investigator signature Date  
*(signature required)*

\_\_\_\_\_  
 Activity Manager signature Date



## Project Expenses by Account Number Quarter Ending June 30, 2020

**Activity Number:** 123456  
**Project Name:** NSF- Mascot Research  
**Project Number:** G0012-FP-MISC

*\* if a month is missing from table below, there were no expenses posted that month*

**TransDate**

Q1 2018 - Q2 2020 MONTHS ▾

2019    2020

DEC    JAN    FEB    MAR    APR    MAY    JUN    JUL

◀    ▶

ActivityWithDesc	123456 NSF-Mascot Research
Source	(Multiple Items)
ObjectGroup2WithDesc	(Multiple Items)

PrjLineItemCodeWithDesc	AcctNo	ObjectDesc	FiscalYear		Quarters				Months			2020 Total	Grand Total
			2018	2019	2020								
					Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 4 Total				
				Apr	May	Jun							
<b>G100 Salary</b>	<b>22-0-1-123456-5101005</b>	Tenure Stream Faculty Salaries	16,815.62	12,792.42	895.54	2,698.14	2,698.14	899.38	899.38	2,702.14	4,500.90	10,792.72	40,400.76
	<b>22-0-1-123456-5101065</b>	Fac Supp Research		21,718.00	22,708.00					4,541.58	4,541.58	27,249.58	48,967.58
	<b>22-0-1-123456-5104095</b>	Fringe Benefit Allocation	4,775.64	9,800.96	6,703.41	766.27	766.27	255.42	255.43	2,057.21	2,568.06	10,804.01	25,380.61
<b>G100 Salary Total</b>			<b>21,591.26</b>	<b>44,311.38</b>	<b>30,306.95</b>	<b>3,464.41</b>	<b>3,464.41</b>	<b>1,154.80</b>	<b>1,154.81</b>	<b>9,300.93</b>	<b>11,610.54</b>	<b>48,846.31</b>	<b>114,748.95</b>
<b>G150 Student Wages</b>	<b>22-0-1-123456-5103040</b>	Student Institutional WS	1,162.50	18,442.25	224.00	1,856.00	3,774.76	1,002.38	940.50	379.50	2,322.38	8,177.14	27,781.89
<b>G150 Student Wages Total</b>			<b>1,162.50</b>	<b>18,442.25</b>	<b>224.00</b>	<b>1,856.00</b>	<b>3,774.76</b>	<b>1,002.38</b>	<b>940.50</b>	<b>379.50</b>	<b>2,322.38</b>	<b>8,177.14</b>	<b>27,781.89</b>
<b>G250 Supplies</b>	<b>22-0-1-123456-5302510</b>	Supplies-General	2,187.89										2,187.89
<b>G250 Supplies Total</b>			<b>2,187.89</b>										<b>2,187.89</b>
<b>G300 Travel</b>	<b>22-0-1-123456-5301005</b>	Travel-Air	666.60	624.00									1,290.60
	<b>22-0-1-123456-5301010</b>	Travel-Lodging	729.32	2,202.77									2,932.09
	<b>22-0-1-123456-5301015</b>	Travel-Meals	200.00	565.00									765.00
	<b>22-0-1-123456-5301020</b>	Travel-Car/Taxi/Bus/Rideshare	151.17	172.73									323.90
	<b>22-0-1-123456-5301510</b>	Prof Development	522.50	1,265.00			(522.50)					(522.50)	1,265.00
<b>G300 Travel Total</b>			<b>2,269.59</b>	<b>4,829.50</b>			<b>(522.50)</b>					<b>(522.50)</b>	<b>6,576.59</b>
<b>G550 Other Direct Costs</b>	<b>22-0-1-123456-5300525</b>	Prof Svcs-Other	522.50										522.50
<b>G550 Other Direct Costs Total</b>			<b>522.50</b>										<b>522.50</b>
<b>G600 Indirects</b>	<b>22-0-1-123456-5504510</b>	Indirect Costs Recovered	11,428.72	28,384.91	12,823.00	2,234.57	3,040.45	906.02	880.03	4,065.78	5,851.83	23,949.85	63,763.48
<b>G600 Indirects Total</b>			<b>11,428.72</b>	<b>28,384.91</b>	<b>12,823.00</b>	<b>2,234.57</b>	<b>3,040.45</b>	<b>906.02</b>	<b>880.03</b>	<b>4,065.78</b>	<b>5,851.83</b>	<b>23,949.85</b>	<b>63,763.48</b>
<b>Grand Total</b>			<b>39,162.46</b>	<b>95,968.04</b>	<b>43,353.95</b>	<b>7,554.98</b>	<b>9,757.12</b>	<b>3,063.20</b>	<b>2,975.34</b>	<b>13,746.21</b>	<b>19,784.75</b>	<b>80,450.80</b>	<b>215,581.30</b>

NO CHANGES TO THIS PAGE



## Payroll Detail Report Quarter Ending June 30, 2020

Activity Number: 123456  
Project Name: NSF-Mascot Research  
Project Number: G0012-FP-MISC

Unit 123456 NSF-Mascot Research

Sum of Amounts		Months	Period_Date		
OBJECT	Name	Apr	May	Jun	Grand Total
5101005 Tenure Stream Faculty Salaries		899.38	899.38	2,702.14	4,500.90
	Year-end Salary Accruals			1,802.76	1,802.76
	Redhawk, Rudy	899.38	899.38	899.38	2,698.14
5101065 Fac Supp Research				4,541.58	4,541.58
	Redhawk, Rudy			4,541.58	4,541.58
5103040 Student Institutional WS		1,002.38	940.50	379.50	2,322.38
	Student, Suzie	1,002.38	940.50	379.50	2,322.38
<b>Grand Total</b>		<b>1,901.76</b>	<b>1,839.88</b>	<b>7,623.22</b>	<b>11,364.86</b>

Please return completed package to Jennifer Riester, Office of the Controller, (206) 220-8233.