RPPC-ROP036

Rutgers Project Payroll Confirmation Policy Process and System Training for Principal Investigators

1 hour

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RFS Assistant Director, Audit, Compliance, Training
July 2023
RPPC Session Objectives

• To describe the change from Effort to Payroll methodology

• To be cognizant of applicable federal regulations and university policy

• To navigate the RPPC Lifecycle for confirming Project Payroll

• To recognize the reduction in administrative burden for Principal Investigators
Transitioning from ECRT to RPPC

• Rutgers will be transitioning from the Individual Effort Certification System (“ECRT”) to a Project-Based methodology in May 2021

• Significant reduction in administrative burden for Principal Investigators.

• The upgraded system, called Rutgers Project Payroll Confirmation System will allow PIs or Designees to confirm compensation paid to employees on Federal and State funded projects.

• This is a mandatory Internal Control requirement in accordance with the OMB Regulation 2 CFR Part 200.430 on Compensation.

• Align with evolving trend across IHEs from time and effort reporting to a compensation and project-based methodology
Currently in an Effort Certification world (based on the period ending 6/30/2020):

- 6053 Faculty and Staff Statements
- 1175 Hourly/Per Diem Statements
  - Semi-Annual Effort Cards = 7,225

In a project statement world (based on 7/1-12/31/2020 data):

- If certifying all sponsored projects:
  - Approximately 3,141 Projects to be certified.
Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated
- Be incorporated into the official records of the University
- Reasonably reflect the total activity for which the employee is compensated by the University, not exceeding 100% of compensated activities or institutional base salary ("IBS")
- Encompass both federally assisted, and all other activities compensated by the University on an integrated basis but may include the use of subsidiary records as defined in the University’s written policy
- Comply with the established accounting policies and practices of the University
Project Based Certification-Methodology

• IBS Project Statement

• Non-IBS Summer Supplemental Project

• Generally, one (1) statement per Employee

• Focus on IBS Compensation & Components

• Ability to capture “Effort” on certain projects with emphasis on NIH over the cap effort
Project Fund Type Confirmed:

- Federal
- Federal pass-through
- State
- State pass-through
- Cost Share
- Program Income
Rutgers Project Payroll Confirmation (RPPC)

Project Fund Type Confirmed:

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>FUND TYPE</th>
<th>FUND TYPE DESCRIPTION</th>
<th>PROJECT TYPE</th>
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<td>190</td>
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Payroll Expenditure Type Confirmed

- Expenditure Type
- Earnings Code
- Non-IBS--Supplemental (summer research salary)
- IBS
### Payroll Expenditure Type Confirmed (partial)

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</table>
Sub-Committees formed

- AY vs CY
- Cost Transfer & SWRJ—Success depends on this—see CT Exhibits
- Roles & Responsibilities
- UDO—Legacy Org Validation
- Best Practices
DHHS Salary Cap Guidance

• Departments are responsible for ensuring compliance with any salary limitations imposed by sponsors. None of the grant, cooperative agreements, or contract funds may be used to pay the salary of an individual at a rate in excess of the applicable salary cap on any project funded by Health and Human Services agencies.

• The restriction to cap the amount of salary that can be paid to an individual from an HHS award is due to a legislatively mandated provision for the limitation of salary costs. Links to the notices providing detailed information about the limitation and a list of rates is available on the NIH Salary Cap Summary page. Please refer to this page to determine what rate is in effect for an award at a specific time.
DHHS Salary Cap Application

• For modular applications, and streamlined non-competing continuation applications, the current cap rate should be used for calculating salary for any individual whose University rate exceeds the cap.

• For instance, if Professor X has RU salary rate of $220,000, and proposes that she spend 50% of her effort on the project proposed to begin during federal fiscal year 2021, she should refer to the NIH summary page to find that the FY21 cap is $199,300 and request 50% of $199,300, or $99,650 plus fringe benefits costs for that position.

• Please also be aware at the time of proposal that the amount exceeding the cap will need to be paid from a non-sponsored source having no restriction that would preclude the payment of costs associated with the NIH-funded project. In the example above, at least $10,350 of Professor X’s salary will need to be paid from a non-sponsored source and the amount will be identified as “salary cap cost sharing” toward the project.
DHHS Salary Cap Application

- Highlighted line shows Payroll % vs Effort %
- Applies to any Salary Cap limitations where a Sponsor “Effort” % is desired
RPPC Compliance Dates

CURRENT PERIOD:
Effort Cards Building
Period to be confirmed: Jul 01, 2020--Dec 31, 2020
Dept. Coordinator Pre-review : 05/03/21 to 05/28/21
Confirmation: 05/31/21 to 07/09/21

NEXT PERIOD:
Effort Cards Building
Period to be confirmed: Jan 01, 2021--Jun 30, 2021
Dept. Coordinator Pre-review : 08/16/21 to 09/10/21
Confirmation: 09/13/21 to 10/22/21
## Implementation Timeline

<table>
<thead>
<tr>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<td>Configure ECC and Adjust Roles and Rights as needed</td>
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<td>Complete/Validate Data Elements Revisions</td>
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<td>Development of Documentation and Training Videos</td>
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<td>Effort Coordinator/ Grant Manager Testing and Training</td>
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<td>PI/Stakeholder ECC Demos</td>
<td>PI ECC System Training</td>
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<td>Review and Configure System Reports</td>
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<td>Complete Setup and Testing of SFTP SSO</td>
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<td>Load Data into Production</td>
<td>System/Pre-Review Go Live Confirmation: July-Dec 2020</td>
<td>Pre-Review Go Live Confirmation: Jan-June 2021</td>
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<td>Post-System Go Live Maintenance Support</td>
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</table>
RPPC Navigation Steps
Welcome to Rutgers Project Payroll Confirmation

The Rutgers Project Payroll Confirmation System (RPPC) is a tool that replaces the University's effort certification and reporting process to a compensation based methodology. Internal Controls for remuneration on federal funding is a mandatory requirement under 2 CFR Part 200:430 (the Uniform Guidance). When a Principal Investigator or a Designee confirms payroll, they are providing assurance to the sponsor that:

- The project compensation charges are reasonable in relation to work performed for those activities, and
- Individuals on sponsored projects have complied with sponsor commitments

Rutgers RPPC is designed to comply with the provisions of the University’s Project Payroll Confirmation policies, federal and other relevant sponsor policies that govern the need to provide certification of an individual’s remuneration pursuant to specific sponsored and non-sponsored activities.

Last RPPC Data File Load:

Username: xd78
Password: ****

Login
Principal Investigator (Certifier) Confirmation

**Work List for Ryan Seacrest**

Welcome to the Rutgers Project Payroll Confirmation System (RPPC). The tabs below list all of the project payroll tasks that require your attention - whether it is confirming, processing, or following up on outstanding project statements. To view and resolve the specific task, select the hyperlink in the task description.

**Projects Awaiting Confirmation (7)**

**Semi-Annual Personnel Confirmation**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Sponsor</th>
<th>Period</th>
<th>Due Date</th>
<th>Status</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Resource Centers for Minor... 826781</td>
<td>DHHS-PHS-NIH...</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
<td>Ready for PI Confirmation</td>
<td>Red</td>
</tr>
<tr>
<td>Culture and Caregiving Need for ... 825388</td>
<td>DHHS-PHS-NIH...</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
<td>Ready for PI Confirmation</td>
<td>Red</td>
</tr>
</tbody>
</table>

*Rutgers Project Payroll Confirmation (RPPC)*
Welcome to the Rutgers Project Payroll Confirmation System (RPPC). The tabs below list all of the project payroll tasks that require your attention - whether it is confirming, processing, or following up on outstanding project statements. To view and resolve the specific task, select the hyperlink in the task description.

### Projects Awaiting Confirmation (7)

#### Semi-Annual Personnel Confirmation

<table>
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<tr>
<th>Project Title</th>
<th>Sponsor</th>
<th>Period</th>
<th>Due Date</th>
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<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Resource Centers for Minor... 826781</td>
<td>DHHS-PHS-NIH-...</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
<td>Ready for PI Confirmation</td>
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<tr>
<td>Culture and Caregiving Need for ... 825388</td>
<td>DHHS-PHS-NIH-...</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
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<td>9/10/2021</td>
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</tbody>
</table>
Principal Investigator (Certifier)
Confirmation

Semi-Annual Personnel Confirmation Instructions

To confirm a project statement, review the payroll for each person who worked on project during the Period of Performance. Click the Confirm checkboxes and press the confirm button to complete the confirmation.

Work List

- Seacrest, Ryan - 00125452
  - 824605: Ready for PI Confirmation
  - 824888: Grant Transfer #1 from Rush... 07/01/2020... 07/01/2020...
  - 825015: Predictive Index for Elder Self Neglect... 07/01/2020...
  - 825388: Culture and Caregiving Needs... 07/01/2020...
  - 826781: Asian Resource Centers for... 07/01/2020...

Project Information

- Project Title: Predictive Index for Elder Self-Neglect in Diverse Populations
- Fund Type: 310
- Project Funding Dates: 07/01/2018 to 12/31/2020
- Sponsor Award Number: S0EJG0015-01-02
- Legacy Department Number: 10209
- UDO: 73566254895 - 10589 Ctr Population-Level Bi... Predictive Index for Elder Self-Neglect in Dive...

Project Statement for 825015: Predictive Index for Elder Self-Neglect in Diverse Populations
- Effort from 7/1/2020 to 12/31/2020
- Status: Ready for PI Confirmation

INFO - Check at least one certify checkbox to show the certify button.
Principal Investigator (Certifier) Confirmation

Work List
- Seaforce, Ryan - 00125452
  - 824605: XinQi Dong Grant Transfer #1 from Rush... 07/01/2020 ...
  - 824888: Grant Transfer #1 from Rush... 07/01/2020 ...
  - 825015: Predictive Index for Elder Set... 07/01/2020 ...
  - 825388: Culture and Caregiving New... 07/01/2020 ...
  - 826781: Asian Resource Centers for... 07/01/2020 ...

Project Information
- Legacy Department Number: 10209
- UDO: 7356254895 - 10589 Ctr Population-Level Bi...
- Project Title: Predictive Index for Elder Self-Neglect in Dive...
- Fund Type: 310
- Project Funding Dates: 07/01/2018 to 12/31/2020
- Sponsor Award Number: 50E2IG0015-01-02

Project Statement for 825015: Predictive Index for Elder Self-Neglect in Diverse Populations
- Effort from 07/01/2020 to 12/31/2020: Status: Ready for PI Confirmation

INFO - Check at least one certify checkbox to show the certified payroll

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<tr>
<th>Employee</th>
<th>UDO</th>
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Rutgers Project Payroll Confirmation (RPPC)
Rutgers Project Payroll Confirmation (RPPC)

Principal Investigator (Certifier) Confirmation

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INFO - Check at least one certify checkbox to show the certify button.
Principal Investigator (Certifier) Confirmation
Principal Investigator (Certifier) Confirmation

![Project Statement for 825015: Predictive Index for Elder Self-Neglect in Diverse Populations; Effort from 7/1/2020 to 12/31/2026; Status: Ready for PI Confirmation]

- **Abbasi, Khuzaman - 00145783**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $1,896.89, Confirmed Payroll %: 15%]
  - Payroll Type: [ ]

- **Abdi, Fatima - 00084018**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $2,032.17, Confirmed Payroll %: 18%]
  - Payroll Type: [ ]

- **Bergren, Stephanie - 00125441**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $3,448.25, Confirmed Payroll %: 9%]
  - Payroll Type: [ ]

- **Cerdan, Grace - 00145754**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $2,032.17, Confirmed Payroll %: 18%]
  - Payroll Type: [ ]

- **Dessant, Marie - 00136312**
  - UDO: ZH7122 SPH-Office of Academic Affairs - [Salary: $8,129.51, Confirmed Payroll %: 29%]
  - Payroll Type: [ ]

- **Dychtwald, Dana - 00146988**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $6,263.54, Confirmed Payroll %: 30%]
  - Payroll Type: [ ]

- **Hua, Yingxiao - 00128651**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $2,032.17, Confirmed Payroll %: 18%]
  - Payroll Type: [ ]

- **Kumar, Swati - 00145741**
  - UDO: ZH7122 SPH-Office of Academic Affairs - 7555051766 [Salary: $919.55, Confirmed Payroll %: 5%]
  - Payroll Type: [ ]

- **Le, Qun - 00132221**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $670.50, Confirmed Payroll %: 6%]
  - Payroll Type: [ ]

- **Li, Maggie - 00145998**
  - UDO: 10589 Ctr Population-Level Bio... [Salary: $3,065.12, Confirmed Payroll %: 15%]
  - Payroll Type: [ ]
Principal Investigator (Certifier) Confirmation

Rutgers Project Payroll Confirmation (RPPC)
### Principal Investigator (Certifier) Confirmation

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Grant Description</th>
<th>Pay Period</th>
<th>Payroll</th>
<th>Pay Type</th>
<th>Employee Type</th>
<th>Statement Type</th>
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<td>00145763</td>
<td>Khuzeman</td>
<td>Abbasi</td>
<td></td>
<td></td>
<td>08/22/2020 to 09/04/2020</td>
<td>$677.39</td>
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<td>project employees</td>
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**Subtotal:** $1,896.69

**Certifier Total for Period:** $1,896.69

**Total Of All Certifiers:** $1,896.69
Principal Investigator (Certifier) Confirmation

Attestation

- Project Title: Predictive Index for Elder Self-Neglect in Diverse
- Project Name: 825015 - Predictive Index for Elder Self-Neglect in
- Period: 07/01/2020 to 12/31/2020
- Certifier: Seacrest, Ryan - 00125452
- Personnel Being
  - Abbasi, Khuzeman - 00145763
  - Abdi, Fatima - 00064616
  - Bergren, Stephanie - 00125441
  - Cerdan, Grace - 00145754
  - Deassanti, Marie - 00136312
  - Dychtwald, Dana - 00146998
  - Hua, Yingxiao - 00129851
  - Kumar, Swati - 00145741
  - Le, Qun - 00132221
  - Li, Maggie - 00145998
  - Poh, Zhing Loong - 00133135
  - Rojas, Jennifer - 00125977
  - Stirzaker, Emily - 00138047
  - Zhang, Mairun - 00144150
  - Zhang, Leiyang - 00130334

Rutgers Project Payroll Confirmation (RPPC)
Principal Investigator (Certifier) Confirmation

Rutgers Project Payroll Confirmation (RPPC)
Principal Investigator (Certifier) Confirmation
Principal Investigator (Certifier) Confirmation

Attestation

Project Title: XinQi Dong Grant Transfer #4 from Rush to Rutgers
Project Name: 824605 - XinQi Dong Grant Transfer #4 from Rush to
Period: 07/01/2020 to 12/31/2020
Certifier: Seacrest, Ryan - 00125462
Personnel Being: Liang, Shu Ting - 00142069
Poh, Zhing Loong - 00133135

I certify that the compensation and allocations on this project statement reasonably reflects an estimate of the work performed during the period for the individuals named, and can provide the suitable means of verification that the work was performed. I also certify that, to the best of my knowledge, the project statement is consistent with University policy and reasonably reflects both work performed by these individuals and emergency excused absences. This includes excused paid time related to the COVID-19 pandemic.

Cancel  I Agree
Principal Investigator (Certifier) Confirmation

Project Information:
- Legacy Department Number: 10208
- UDO: 73566254995 - 10589 Ctr Population-Level Bio...
- Project Title: XinQi Dong Grant Transfer #4 from Rush to Rutgers PHS Grant # R01AG042318-04: Epide...
- Fund Type: 310
- Project Funding Dates: 09/01/2018 to 06/30/2021
- Sponsor Award Number: 7R01AG042318-05

Project Statement for 824605: XinQi Dong Grant Transfer #4 from Rush to Rutgers PHS Grant R01AG042318-04: Effort from 7/1/2020 to 12/31/2020. Status: Ready for PI Confirmation

INFO - Check at least one certify checkbox to show the certify button.
Welcome to the Rutgers Project Payroll Confirmation System (RPPC). The tabs below list all of the project payroll tasks that require your attention - whether it is confirming, processing, or following up on outstanding project statements. To view and resolve the specific task, select the hyperlink in the task description.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Project Title</th>
<th>Sponsor</th>
<th>Period</th>
<th>Due Date</th>
<th>Status</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>Asian Resource Centers for Minor…826781</td>
<td>DHHS-PHS-NIH…</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
<td>Ready for PI Confirmation</td>
<td>●</td>
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<td>Culture and Caregiving Need for… 825388</td>
<td>DHHS-PHS-NIH…</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
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<td>Grant Transfer #1 from Rush - La… 824888</td>
<td>DHHS-ACL-48</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
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<td>New Jersey Minority Aging Collab…826799</td>
<td>DHHS-PHS-NIH…</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
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<td>XinQi Dong Grant Transfer #4 fro… 824605</td>
<td>DHHS-PHS-NIH…</td>
<td>07/01/2020 to 12/31/2020</td>
<td>9/10/2021</td>
<td>Ready for PI Confirmation</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>
Rutgers Project Payroll Confirmation (RPPC)

RPPC Training

• ROP032 - Effort Certification & Reporting: A Hands-On Review Workshop for existing RPPC Users

• ROP034-Rutgers Project Payroll Confirmation Policy Process and System Training for EXISTING Department Coordinators

• ROP035-Rutgers Project Payroll Confirmation Policy Process and System Training for NEW Department Coordinators

• ROP036-Rutgers Project Payroll Confirmation Policy Process and System Training for Principal Investigators
RPPC Contacts

Rutgers Project Payroll Confirmation Inquiries:

• RFS Financial Compliance: rppc@research.rutgers.edu

• Telephone: 1-848-932-4174

• Address:
  Research Financial Services
  2nd Floor East
  33 Knightsbridge Road
  Piscataway, NJ 08854