Payroll verification reports for the period July 1, 2019 through December 31, 2019 are now available on the Research Foundation PI Portal.

Payroll Verification has replaced the prior process of semester-based Personnel Activity Reports (PARS) for documentation of salaries paid to Graduate Research Assistants and other professional positions (Research Scientists, Program Managers, SSRP’s, etc.). This method is a project-based verification as opposed to an individual-based certification. The Payroll Verification reports are prepared on a semi-annual basis covering the six-month periods ending June 30th and December 31st. The reports reflect the non-faculty salary and wages for both full-time and part-time employees paid during the reporting period. Below is a sample report:

The payroll verification reports are available to Principal Investigators (PI’s) only on the Project Reports tab of the PI Portal. Co-Investigators (Co-PI’s) have a similar report that is view only. Department
administrators, fiscal technicians and others with granted access to a specific project also have view only capability. PI’s are required to complete the following verification, which may not be delegated:

**Primary Investigator Certification:**
I certify that I have first-hand knowledge of the activity reflected on this report and that the salaries and wages charged are appropriate and reasonable in relation to the work performed. I also confirm that any identified discrepancies with the above will be corrected, and all adjustments will be properly justified, supported, and documented as required to support Federal contracts and grants reporting requirements.

PI’s will have two action buttons on the report:
- Click to certify all
- Have questions, please contact me

When certified, the report is locked and no longer listed in the PI Portal. If the PI has requested assistance, the Research Foundation’s primary contact will reach out to the PI. The contact person will be able to further explain the information as displayed or to request the PI to initiate adjustments for identified discrepancies. The PI will then be able to certify the report as indicated in the above statement with any required adjustments reflected in the following periods Payroll Verification Report.

**Other Key Points:**
- The Payroll Reports are available via the PI Portal (https://hera.odurf.odu.edu/RFPortal) for a period of 90 days.
- The Foundation point-of-contact will send out reminder notices to PI’s who have not certified reports on 30-day, 45-day and 60-day intervals.
- Payroll Verification Reports are only generated for projects that contain non-faculty compensation.
- The information reflected in a semi-annual Payroll Verification Report is fixed data for the period. These reports are not real-time information as other reports in the PI Portal.
- Semester-based Personnel Activity Reports will continue to be the method of certification for any faculty time charged to sponsored programs and other accounts.

With regards,

Julian F. Facenda
Executive Director