

# North Dakota State University

## Policy Manual

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### SECTION 821

#### EFFORT REPORTING/PAYROLL CERTIFICATION

SOURCE: NDSU PRESIDENT

1. Payroll Certification forms are distributed after the end of each semester to all Principal Investigators. Forms include all personnel who are paid from sponsored agreements or contributing compensation on sponsored agreements. This is a requirement of the federal government and care must be given to ensure that the form clearly reflects the actual payroll for each individual on the award.
2. The reports are an after-the-fact reporting of the compensation dollars paid of each employee. Estimates may be made before the services are performed, but compensation dollars paid must be adjusted promptly if differences exist from the actual effort expended on each award. When working on a Federal award the effort contributed to the award must equal or exceed the payment received from the award.
3. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, each report will be signed by the responsible official. The responsible official should be the Department Chair or the Principal Investigator of the award for whom the employee is working. In the event that the Principal Investigator is no-longer employed by the University, an administrative review and certification of the record may be completed in coordination with the Business Coordinator (or designee), the Department Chair, Dean, or unit supervisor, and the Director of Grant & Contract Accounting (or designee).
4. The Payroll Certification is also used to reflect cost share on sponsored agreements. The Office of Grant and Contract Accounting may preset the payroll allocation to projects where cost sharing is involved. However, if the pre-set percentages are not an accurate reflection of the work performed by the employee, corrections should be made to reflect the actual work performed. See Section 814.5 for an explanation of the calculation.
5. The Payroll Certification forms are distributed electronically through Novelution after the end of each semester to each responsible department. The Business Coordinator or appropriate designee will perform a pre-review which then routes to the PI for final review and certification. The certified forms will be filed and stored within Novelution.

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#### HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	August 2007
Amended	October 2007
Amended	January 27, 2011
Amended	February 5, 2026