

Texas A&M Research Foundation Electronic Payroll Certification System

The Electronic Payroll Certification System (EPCS) has been developed to provide the Principal Investigator (PI) with electronic access to their FAMIS Monthly Payroll Approval and Financial Reports. The reports for each account have been electronically generated into a .pdf (Adobe) format, making them readily available throughout the fiscal year.

Certification of the reports is done electronically. A time and date stamp is applied to each report when the certification button is clicked. Notes can and will be attached to each report so please make all notes prior to clicking the certification button.

The Texas A&M Research Foundation (TAMRF) worked with the A&M system to provide a single sign-on for this application. You may login using the Single Sign-On information used with HRConnect and LeaveTraQ applications or you may use your NetID account information.

Accessing the Electronic Payroll Certification System

Open your internet browser and go to <https://rf-reports.tamu.edu/login.php>



Research Foundation

Success: You have been logged out of the system.

Login

Please select a login method below, if your account is not setup select the method you would like to use and activate your account.



Login using Single Sign-On/HRConnect/LeaveTraQ Account



Login using your NetID Account

Version: 1.1.4
Build Date: Tue Oct 7 09:55:17 CDT 2008

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Select the login method you prefer to use.

Please Note:

If you have problems logging into the system, please follow the directions located below the "Log In" area for the method you chose. You may also contact Texas A&M's Help Desk at 979-845-8300 for further assistance.

Once logged in the following page will be displayed.



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Home Reports Delegates Contact RF My Profile

Logged in as: [GARY N FRITSCHÉ](#) (Logout)

Home

Welcome to the payroll certification application for the Texas A&M Research Foundation.


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Accessing and Certifying Reports

Click on the Reports tab to be able to view and certify the Payroll Reports and view Account Activity Reports.

Click on Certify Payroll or Financial Report to access the reports.



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Reports

[Certify Payroll](#)
A Report that allows you to certify your payroll.

[Financial Report](#)
A Report that allows you to see the financials for all of your accounts.

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To view the actual report, click on the account number. The report will open as a .pdf file. The .pdf can be saved or printed.



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[Home](#)[Reports](#)[Delegates](#)[Contact RF](#)[My Profile](#)Logged in as: [GARY N FRITSCHE](#) ([Logout](#))

Reports

Below is a list of the accounts with financial information. Click on the account number to get a detailed view of the Financial Report.

If you have questions regarding your Financial Report, please contact your Project Administrator (Resp. Accountant) located in the upper left corner of the report. For technical assistance, please call 979-845-8375.

Account Number

As of: 05/31/2008

[455266-00001](#)[461116-00001](#)[461221-00001](#)[473700-00001](#)[473700-00096](#)[498361-00001](#)

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You will maintain access to all of your reports from this system throughout the fiscal year.

For your convenience a notes area is available. If you desire to add notes, they must be done prior to certifying the report.

To Certify the Payroll Report, click in the check box and then click on the Certify button below it.



Reports

Below is a list of the accounts and their certification status. Click on the account number to get a detailed view of the Payroll Report. To certify, check the box under the certify column and click the certify button for that section. A notes section is available for comments if needed. These notes are viewable by the Research Foundation.

All notes must be made in the notes section prior to certification.

If you have questions regarding your Payroll Report, please contact your Project Administrator (Resp. Accountant) located in the upper left corner of the report. For technical assistance, please call 979-845-8375.

Account Number	Notes	Certify
As of: 05/31/2008		
461116-00001	Certified by FRITSCHÉ, GARY N on 08/27/2008 Notes	
461221-00001	Certified by FRITSCHÉ, GARY N on 08/27/2008	
473700-00001	Certified by DUFFARD, WES on 06/16/2008 Notes	

Account Number	Notes	Certify
As of: 04/30/2008		
461116-00001	Certified by FRITSCHÉ, GARY N on 09/23/2008 Notes	
461221-00001	Certified by FRITSCHÉ, GARY N on 10/06/2008 Notes	
473700-00001	Certified by DUFFARD, WES on 06/18/2008 Notes	

Account Number	Notes	Certify
As of: 03/31/2008		
461116-00001	Certified by FRITSCHÉ, GARY N on 10/01/2008	
461221-00001	Certified by FRITSCHÉ, GARY N on 10/01/2008 Notes	
473700-00001	Certified by DUFFARD, WES on 06/16/2008	

Account Number	Notes	Certify
As of: 02/29/2008		
461116-00001	<input type="text"/>	<input type="checkbox"/>
461221-00001	<input type="text"/>	<input type="checkbox"/>
473700-00001	Certified by BURKE JR, DOCK D on 03/24/2008	
493531-00001	Certified by DUFFARD, WES on 06/16/2008	

Certify

Delegates and Delegate Request

The Delegates tab gives the PI the ability to view current delegates or Add/Remove delegates to the accounts.

Current delegates assigned to accounts may be viewed through the link (current delegates). Once the link is selected, the page will display all accounts that currently have delegates assigned to them.

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Logged in as: GARY N. FRITSCHER (Logout)

Delegate Request

You may use the form below to search for an individual to add as a delegate. If you can't find the user then you can click the "Add User" button to add them.

PAYROLL DELEGATION CERTIFICATION:
If authorization is given for Payroll, the delegated person must have supervisory authority for the work performed.

See a list of your [current delegates](#).

Add User

First Name:

Last Name:

Search

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To add or remove a delegate, type the first or last name in the appropriate field and search for the person.

Once the name is displayed, click "Add/Remove Delegate" to request the account to associate them to.

If the person is a new employee or not listed in the system, you can request to add them by clicking on the Add User button.

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Logged in as: GARY N FRITSCHER (Logout)

Delegate Request

Please add the user's information below, and then select which accounts they should have access to. If authorization is given for Payroll, the delegated person must have supervisory authority for the work performed.

CERTIFICATION:
I agree, the person listed below is authorized to act on my behalf for payroll approval matters related to the referenced account for the duration of the account or until removed as a delegate by me, through the payroll certification system.

First Name:

Middle Initial:

Last Name: *

Suffix:

E-mail Address: *

UIN: *

* - Denotes Required Field.

Account	Approval Status
<input type="checkbox"/> Delegate for all your accounts.	
<input type="checkbox"/> 455266-00001	
<input type="checkbox"/> 461116-00001	

Please Note:

If authorization is given for Payroll delegation, the delegated person must have supervisory authority for the work performed. Additionally, you as the PI are required to certify the following:

I agree, the person listed above is authorized to act on my behalf for payroll approval matters related to the referenced account for the duration of the account or until removed as a delegate by me, through the payroll certification system.

Technical Assistance and Questions

For Login assistance contact Texas A&M help desk at 979-845-8300. TAMRF's EPCS' help desk phone number is 979-845-8375. To email TAMRF, click the Contact RF tab at the top of the webpage or send an email to rfpayroll@rf-mail.tamu.edu.