Project & Study Monitoring and Oversight

In order to appropriately manage payments made through the WePay™ system and to maintain proper oversight and control of those payments, it is necessary to periodically reconcile several aspects of the WePay™ system output against the underlying documentation for those payments. Proper monitoring and reconciliation is necessary to detect and resolve discrepancies in a timely manner, and provide the necessary transparency through the system’s operational processes to reduce further the risk of loss.

An appropriately responsible departmental or project administrator (e.g., Department Fiscal Administrator, Grants Manager, or Principal Investigator) must reconcile WePay™ information for the first three items, as outlined more specifically below. This individual must not be involved with issuing payments directly to participants. Each of the verifications noted below should be performed as noted and a written confirmation maintained in the project’s permanent file that the reconciliation was performed, including date performed and signed by the individual conducting the reconciliation.

1. **Reconcile Input.** Project and study information entered into the WePay™ system must be reconciled with information i) as approved in the IRB application or ii) verified against department-approved project information for any non-research payments that may be permitted in the WePay™ system. This verification should be performed immediately after project and study information is input to the WePay™ system.

   WePay™ report RP-7 and RP-15, Project Structural Detail and Study Structural Detail respectively, are the WePay™ reports reflecting the information input to the WePay™ system.

2. **Accounting Reconciliation.** WePay™ participant payments must be reconciled against monthly accounting records from the University’s PRISM system or the UPMC PeopleSoft system, whichever is applicable. This verification should be performed monthly and confirm that the WePay™ information is consistent with the appropriate accounting record.

   WePay™ report RP-10 and RP-17, Project Financial Activity Detail and Study Financial Activity Detail respectively, are the WePay™ reports that show the appropriate level of detail regarding payments made through the WePay™ system. Further, the Departmental GL Report also provides a complete record of payments through the WePay™ system. All can be run for a specific time period.

3. **Study Records Reconciliation.** Compare WePay™ participant payments made to the study participant schedule records to confirm that all participants paid were actually seen and had appropriate study information recorded. Perform this verification monthly and confirm that the WePay™ activity and appropriate study records are consistent.

4. **Card Inventory Confirmation.** All WePay™ Card Managers and Administrators must confirm periodically that their physical WePay™ card inventories match WePay™ records. In addition, any other WePay™ User holding a substantial number of cards should regularly perform a similar confirmation. This verification should be performed at least quarterly and confirm that the physical count is consistent with the WePay™ record.