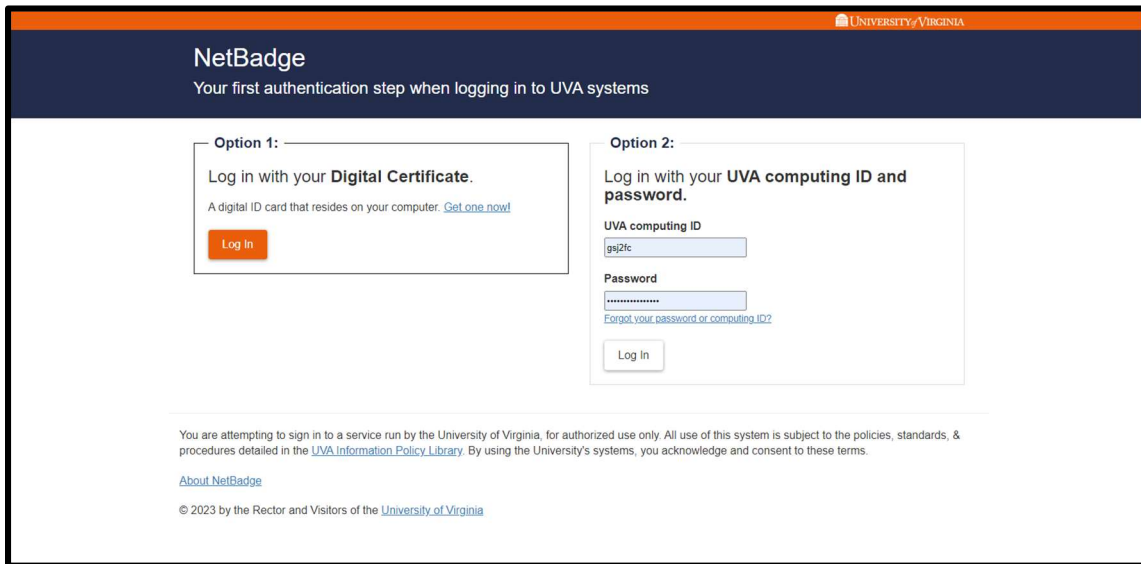


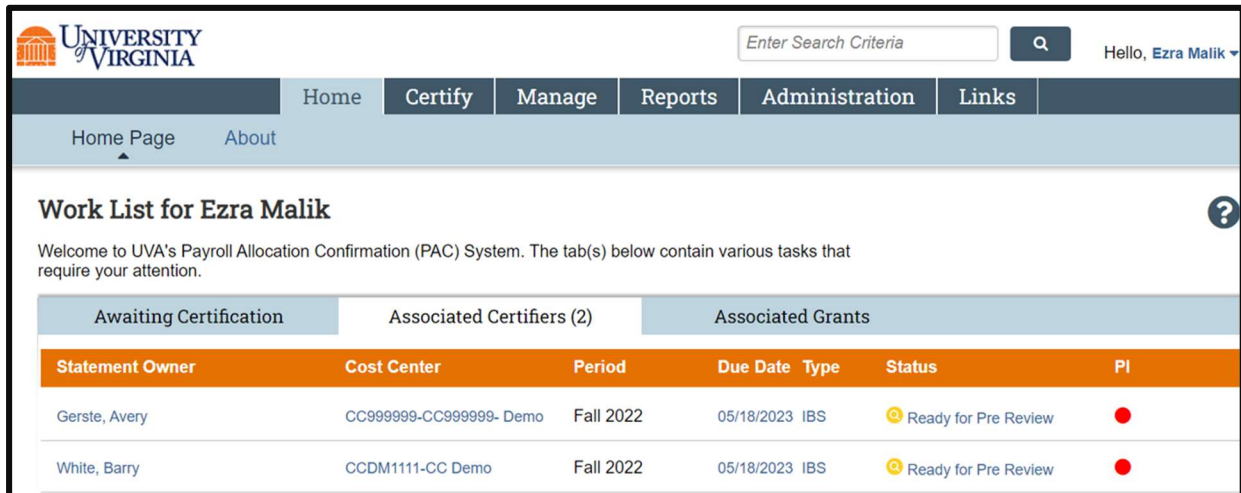


# PAYROLL STATEMENT- CLINICAL FACULTY MEDICAL CENTER RELATED ACTIVITIES REPORTING PRE-REVIEW – PAYROLL REPORTING COORDINATORS (PRC)

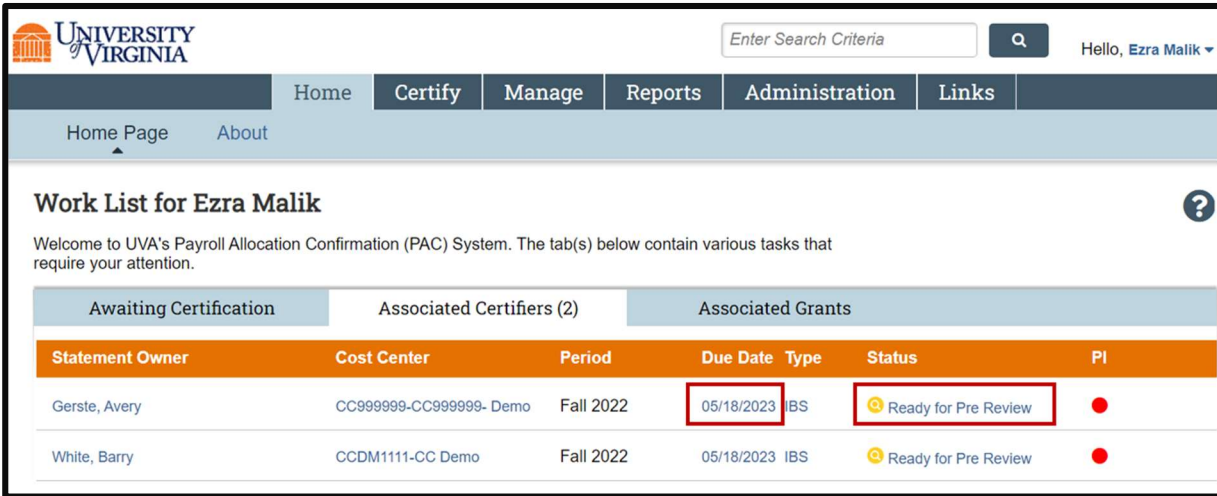
1. Access the PAC System for your certification pre-review through the email you received or by going directly to the PAC System environment at <https://pac.virginia.edu/ecc/>.
2. Log into the application through SSO and using your UVA username/password.



3. You are viewing the home page. The Home Page will display your Worklist. The Worklist displays three sections:
  - a. Awaiting Certification
  - b. Associated Certifiers
  - c. Associated Grants



4. The goal is to Pre-Review all Clinical Faculty Payroll Statements for all your assigned faculty.
  - a. From the Home Page, click on the Status link to be directed to the Payroll Statement to begin the Pre-Review process.

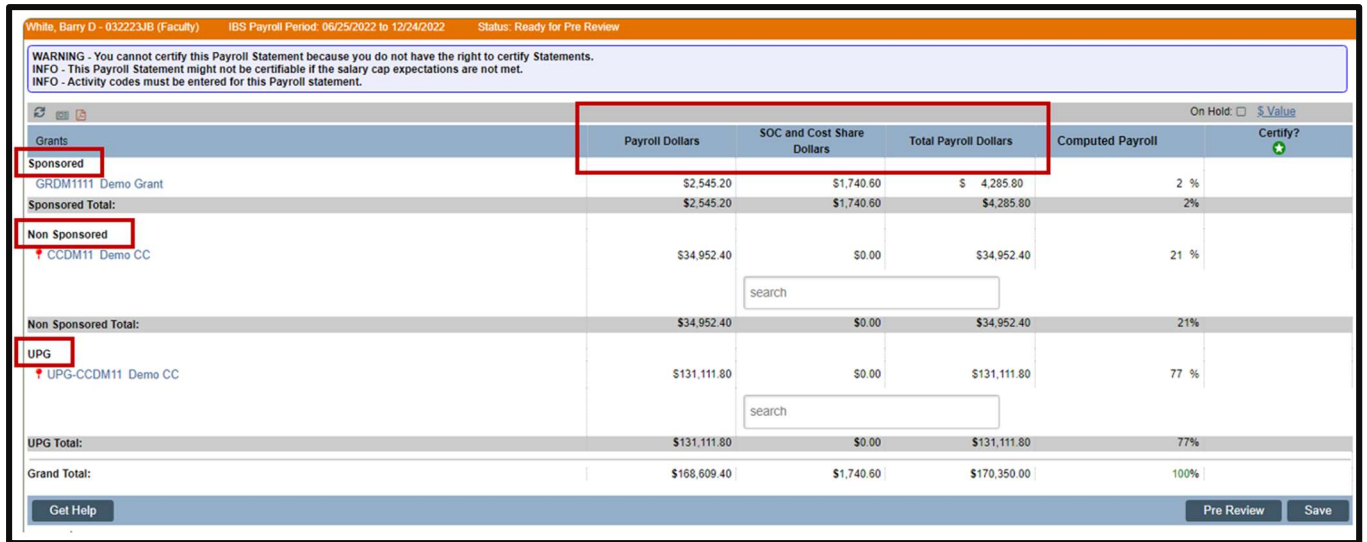


**Work List for Ezra Malik**

Welcome to UVA's Payroll Allocation Confirmation (PAC) System. The tab(s) below contain various tasks that require your attention.

Awaiting Certification		Associated Certifiers (2)		Associated Grants		
Statement Owner	Cost Center	Period	Due Date	Type	Status	PI
Gerste, Avery	CC999999-CC999999- Demo	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
White, Barry	CCDM1111-CC Demo	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●

5. The Payroll Statement:
  - a. Is split into one to three sections, depending on which type of payroll faculty was paid from Sponsored, Non-Sponsored, UPG.
  - b. Lists all payroll dollars, salary-over-the-cap (SOC), and cost share dollars, for each grant that has salary charges, for the reporting period.



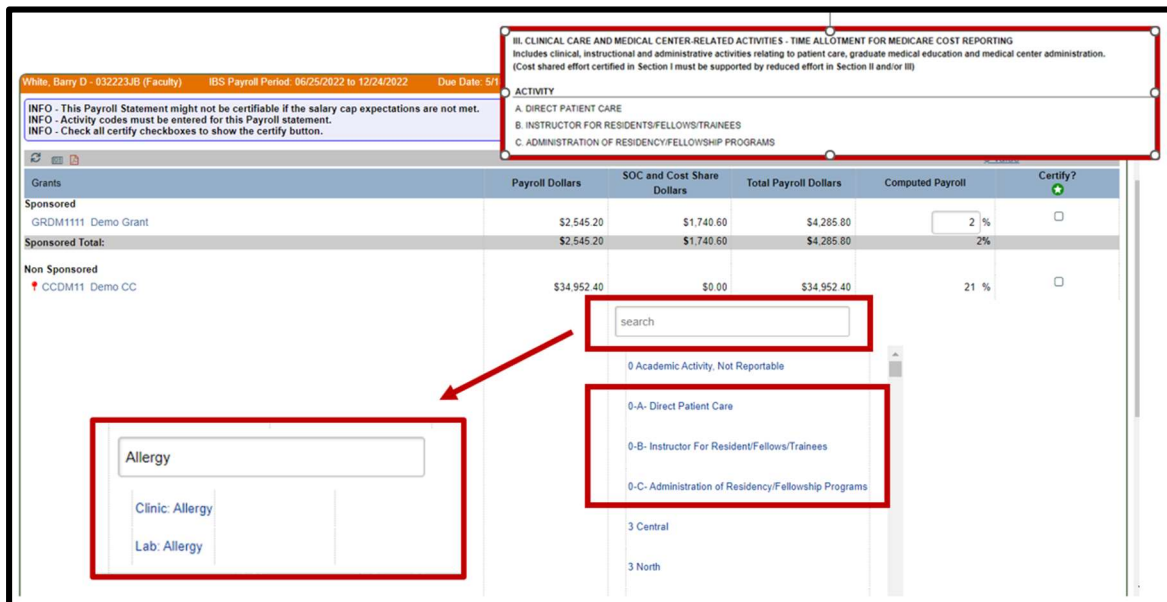
White, Barry D - 032223JB (Faculty) | IBS Payroll Period: 06/25/2022 to 12/24/2022 | Status: Ready for Pre Review

**WARNING** - You cannot certify this Payroll Statement because you do not have the right to certify Statements.  
**INFO** - This Payroll Statement might not be certifiable if the salary cap expectations are not met.  
**INFO** - Activity codes must be entered for this Payroll statement.

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4,285.80	2 %	
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4,285.80</b>	<b>2%</b>	
<b>Non Sponsored</b>					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	
<b>Non Sponsored Total:</b>	<b>\$34,952.40</b>	<b>\$0.00</b>	<b>\$34,952.40</b>	<b>21%</b>	
<b>UPG</b>					
UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	
<b>UPG Total:</b>	<b>\$131,111.80</b>	<b>\$0.00</b>	<b>\$131,111.80</b>	<b>77%</b>	
<b>Grand Total:</b>	<b>\$168,609.40</b>	<b>\$1,740.60</b>	<b>\$170,350.00</b>	<b>100%</b>	

Get Help | Pre Review | Save

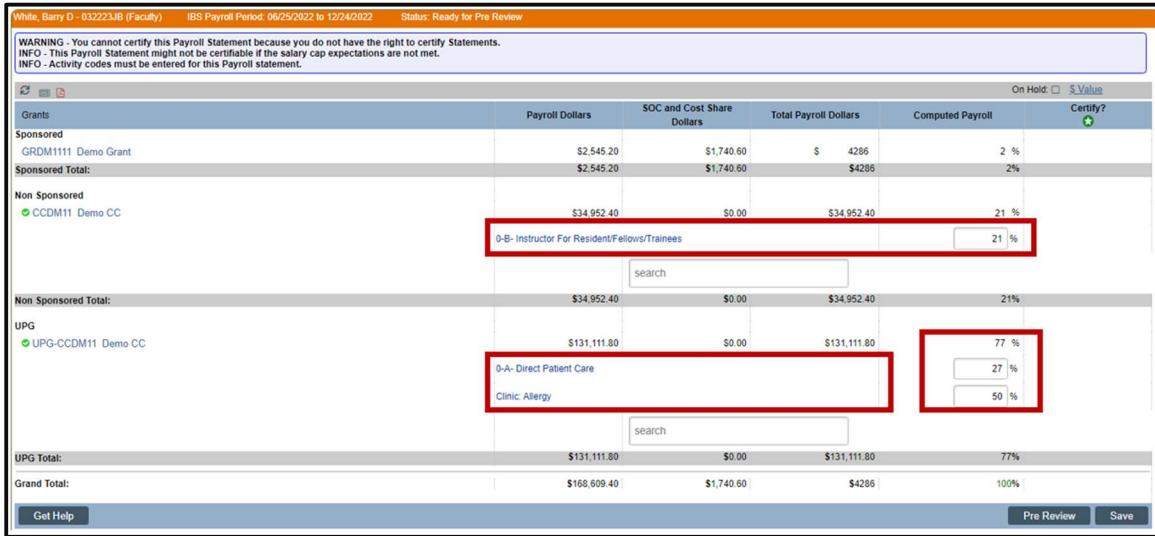
6. On the Payroll Statement, review all payroll allocations for sponsored, non-sponsored, and/or UPG funding sources. Clinical Faculty are required to enter a category and percentage to each non-sponsored and UPG funding sources as part of the Medical Center Related Activities Report. These categories are required to complete the Pre Review.
  - a. Click on the search bar and a list of categories will appear.
    - i. Click the search bar again to hide the list of categories
  - b. Begin typing the name of the category that corresponds to that activity. The lookup search will narrow the list as you type.
  - c. **Note:** The activities for Direct Patient Care, Instructor for Resident/Fellows/Trainees, and Administration of Residency/Fellowship Programs are now listed in the list of categories.
  - d. **If you do not know the category and percentage for these funding sources, you can use a placeholder by selecting the category "0-Academic Activity, Not Reportable" listed at the top of the search list. Clinical Faculty will be instructed to confirm the appropriate category before certifying.**



The screenshot displays the payroll system interface for Barry D. White (Faculty) for the period 06/25/2022 to 12/24/2022. It shows a table of grants with columns for Payroll Dollars, SOC and Cost Share Dollars, Total Payroll Dollars, Computed Payroll, and a Certify? checkbox. A search dropdown menu is open, showing a search bar and a list of categories including '0 Academic Activity, Not Reportable', '0-A- Direct Patient Care', '0-B- Instructor For Resident/Fellows/Trainees', '0-C- Administration of Residency/Fellowship Programs', '3 Central', and '3 North'. A red box highlights the search bar and the list of categories, and another red box highlights the 'Allergy' entry in the table.

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$4,285.80	2 %	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4,285.80</b>	<b>2%</b>	
<b>Non Sponsored</b>					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	<input type="checkbox"/>

7. Enter categories and percentages of time that corresponds to that category for each activity.
  - a. The sum of the percentages entered for all categories listed under an activity must total the Computed Payroll % for that activity.



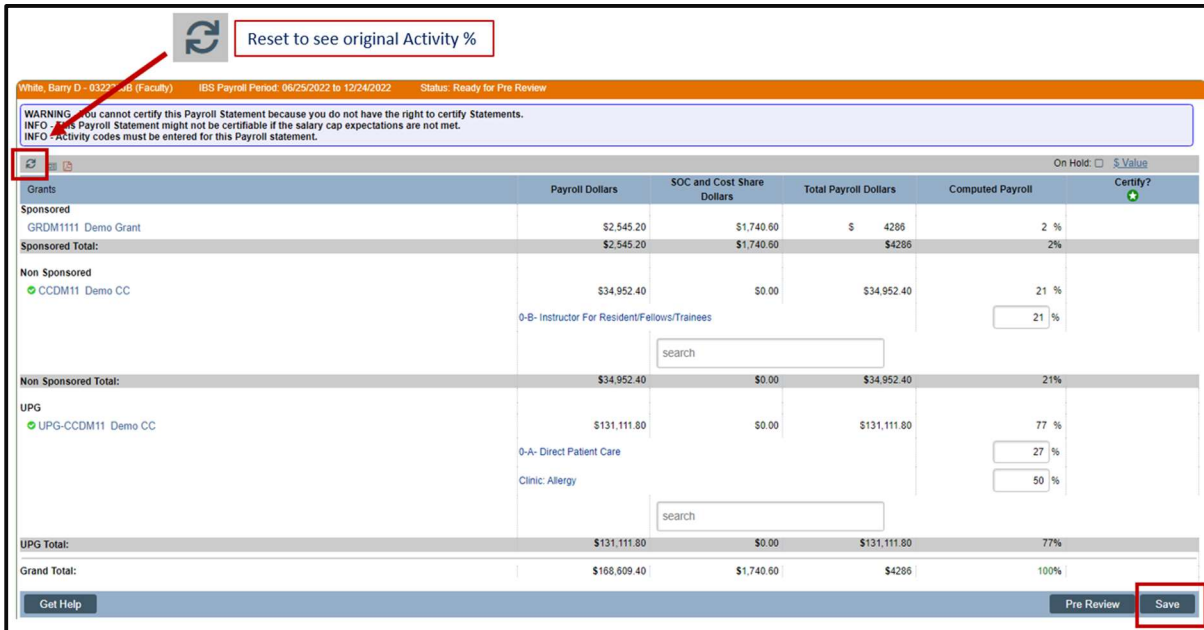
White, Barry D - 032223.B (Faculty) | IBS Payroll Period: 06/25/2022 to 12/24/2022 | Status: Ready for Pre Review

WARNING - You cannot certify this Payroll Statement because you do not have the right to certify Statements.  
 INFO - This Payroll Statement might not be certifiable if the salary cap expectations are not met.  
 INFO - Activity codes must be entered for this Payroll statement.

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4286	2 %	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>2%</b>	
<b>Non Sponsored</b>					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	<input type="checkbox"/>
					0-B- Instructor For Resident/Fellows/Trainees <input type="text" value="21 %"/>
					<input type="text" value="search"/>
<b>Non Sponsored Total:</b>	<b>\$34,952.40</b>	<b>\$0.00</b>	<b>\$34,952.40</b>	<b>21%</b>	
<b>UPG</b>					
UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	<input type="checkbox"/>
					0-A- Direct Patient Care <input type="text" value="27 %"/>
					Clinic: Allergy <input type="text" value="50 %"/>
					<input type="text" value="search"/>
<b>UPG Total:</b>	<b>\$131,111.80</b>	<b>\$0.00</b>	<b>\$131,111.80</b>	<b>77%</b>	
<b>Grand Total:</b>	<b>\$168,609.40</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>100%</b>	

Get Help | Pre Review | Save

8. If you wish to save your progress, select each line you wish to save and click the 'Save' button to return to complete your review process at a later time.
  - a. To view the original percent on an activity line, you can click the reset button at the top right corner of your PAC statement.



White, Barry D - 032223.B (Faculty) | IBS Payroll Period: 06/25/2022 to 12/24/2022 | Status: Ready for Pre Review

WARNING - You cannot certify this Payroll Statement because you do not have the right to certify Statements.  
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Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4286	2 %	<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>2%</b>	
<b>Non Sponsored</b>					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	<input type="checkbox"/>
					0-B- Instructor For Resident/Fellows/Trainees <input type="text" value="21 %"/>
					<input type="text" value="search"/>
<b>Non Sponsored Total:</b>	<b>\$34,952.40</b>	<b>\$0.00</b>	<b>\$34,952.40</b>	<b>21%</b>	
<b>UPG</b>					
UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	<input type="checkbox"/>
					0-A- Direct Patient Care <input type="text" value="27 %"/>
					Clinic: Allergy <input type="text" value="50 %"/>
					<input type="text" value="search"/>
<b>UPG Total:</b>	<b>\$131,111.80</b>	<b>\$0.00</b>	<b>\$131,111.80</b>	<b>77%</b>	
<b>Grand Total:</b>	<b>\$168,609.40</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>100%</b>	

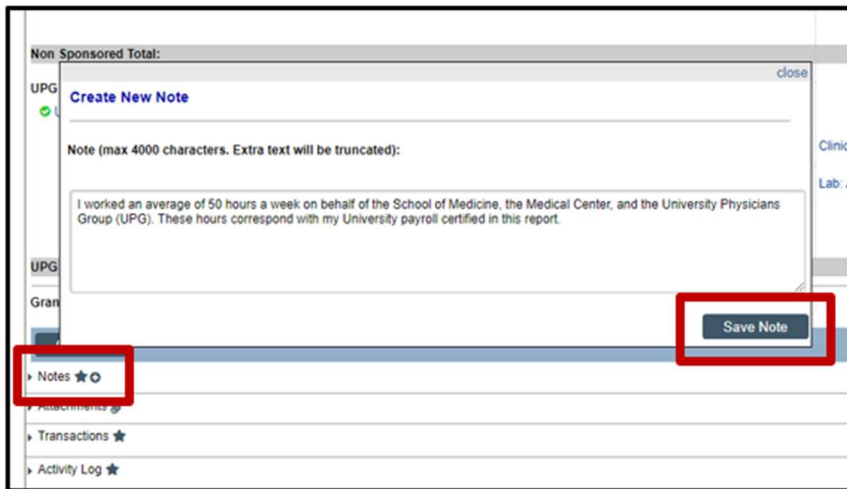
Get Help | Pre Review | **Save**

9. Clinical Faculty are required to enter the average number of hours worked per week during this period and are instructed to do so in their training guides. You may choose to enter this for them.

- a. Click the plus sign at the bottom left of the statement to view the Note pop up.
- b. Enter the average number of hours worked. e.g.

***I worked an average of 50 hours a week on behalf of the School of Medicine, the Medical Center, and the University Physicians Group (UPG). These hours correspond with my University payroll certified in this report.***

- c. Click 'Save Note.'



10. Once Pre-Review is completed, click on the Pre-Review button.

**Note:** If the Pre-Review button is not clicked the statement will not route for certification.

White, Barry D - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Status: Ready for Pre Review

WARNING - You cannot certify this Payroll Statement because you do not have the right to certify Statements.  
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Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4286	2 %	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>2%</b>	
<b>Non Sponsored</b>					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	<input type="checkbox"/>
O-B- Instructor For Resident/Fellows/Trainees					
				<input type="text" value="21 %"/>	
Non Sponsored Total:					
	\$34,952.40	\$0.00	\$34,952.40	21%	
<b>UPG</b>					
UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	<input type="checkbox"/>
O-A- Direct Patient Care					
				<input type="text" value="27 %"/>	
Clinic: Allergy					
				<input type="text" value="50 %"/>	
UPG Total:					
	\$131,111.80	\$0.00	\$131,111.80	77%	
<b>Grand Total:</b>	<b>\$168,609.40</b>	<b>\$1,740.60</b>	<b>\$4286</b>	<b>100%</b>	

Get Help Pre Review Save