

UVA CLINICAL FACULTY MEDICAL CENTER RELATED ACTIVITIES REPORTING

- 1. Access Payroll Allocation Confirmation (PAC) System for your certification 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.

	University/Virginia
NetBadge Your first authentication step when logging in to UV	'A systems
Option 1: Log in with your Digital Certificate. A digital ID card that resides on your computer. <u>Get one now!</u> Log in	Option 2: Log in with your UVA computing ID and password. UVA computing ID gig2te Password Forget your password or computing (D2 Log in
You are attempting to sign in to a service run by the University of Virginia, for au procedures detailed in the <u>UVA Information Policy Library</u> . By using the Universi <u>About NetBadge</u> © 2023 by the Rector and Visitors of the <u>University of Virginia</u>	uthorized use only. All use of this system is subject to the policies, standards, & Ity's systems, you acknowledge and consent to these terms.

- 3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays three sections:
 - a. Payroll Statements
 - b. Grant Statements
 - c. Associated Grant Statements

UNIVERSITY VIRGINIA					Enter Search Criteria	Q Hello, Barry White -
	Home Certify	Manage	Reports	Admir	istration Links	
Home Page About						
Vork List for Barry White						0
elcome to UVA's Payroll Allocation Confirm	mation (PAC) System. The tab(s) below	contain various tasks that r	equire your attention.			•
Awaiting Certification (3)						
Payroll Statements						
rant ocatements — Associated Grant Statements related to Awards assign	ned to you. (Oversight only)					
Statement Owner	Cost Center	Period	Due Date	Туре	Status	РІ
Statement Owner White, Barry	Cost Center CCDM1111-CC Demo	Period Fall 2022	Due Date 5/18/2023	Type IBS	Status	PI
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Statement Owner	Cost Center Cost Center CCDM1111-CC Demo	Period Fall 2022 Spring 2023	Due Date 5/18/2023 9/30/2023	Type IBS IBS	Status Seady for Certification Building	PI
Statement Owner White, Barry Grant Statements	Cost Center Cost Center CCDM1111-CC Demo	Period Fall 2022 Spring 2023	Due Date 5/18/2023 9/30/2023	Type IBS IBS	Status Ready for Certification Building	PI
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- 4. You are required to to submit a Medical Center Related Activities Report on a semi-annual basis.
- 5. To access your Payroll Statements for certification and Medical Center Related Activities Reporting, click on the link associated to the Ready for Certification line under Payroll Statements.

UNIVERSITY VIRGINIA					En	ter Search Criteria	٩	Hello, Barry White •
	Home	Certify	Manage	Reports	Administ	ration Links		
Home Page About								
Work List for Barry White Welcome to UVA's Payrol Allocation Confirmation (PAC) System. The tab(s) below contain various tasks that require your attention.								
Awaiting Certification (3)								
Payroll Statements	Changit with							
Statement Owner	Cost Center		Period	Due Date	Type 5	Status	PI	
Vitite, Barry	CCDM1111-CC	Damo	Fall 2022	5/18/2023	185	Ready for Certification		

- 6. The Payroll Statement
 - a. is split into two or three sections, Sponsored (if you are paid by a Sponsored Grant), Non-Sponsored, and UPG.
 - b. lists all payroll dollars, salary-over-the-cap (SOC), and cost share dollars, for each grant or activity that has salary charges, for the reporting period.

White Barry D - 032223 IB (Faculty)	IRS Payroll Pariod: 06/25/2022 to 12/24/2022	Due Date: 5/18/2023 Statue: Res	adv for Certification			
INFO - This Payroll Statement might no INFO - Activity codes must be entered INFO - Check all certify checkboxes to	bot equivier ender our 20/20/2010 10/24/2022 of the certifiable if the salary cap expectations of for this Payroll statement. show the certify button.	are not met.	ay to certification			
2 m B					<u>\$ Va</u>	lue
Grants		Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
GRDM1111 Demo Grant		\$2,545.20	\$1,740.60	\$4,285.80	2 %	D
Sponsored Total:		\$2,545.20	\$1,740.60	\$4,285.80	2%	
Non Sponsored CCDM11 Demo CC		\$34,952.40	\$0.00	\$34,952.40	21 %	D
			search			
Non Sponsored Total:		\$34,952.40	\$0.00	\$34,952.40	21%	
UPG UPG-CCDM11 Demo CC		\$131,111.80	\$0.00	\$131,111.80	77 %	D
			search			
UPG Total:		\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:		\$168,609.40	\$1,740.60	\$ 170,350.00	100%	
Get Help						Save



- 7. On the Payroll Statement, review all grants, payroll dollars, salary-over-the-cap (SOC), and cost share dollars for accuracy.
 - a. Your Cost Center Payroll Reporting Coordinator (PRC) has already reviewed your statement and it should be accurate. If you have questions about your statement, you can click the 'Get Help' button to email your PRC about any issues you may be having (ensure that all pop-up blockers are turned off).



- 8. To begin your Medical Center Related Activities Report
 - 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.

White, Barry D - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Due Date: 5 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. INFO - Check all certify checkboxes to show the certify button. Due Date: 5	III. CLINICAL CARE AND Includes clinical, instruct (Cost shared effort certif A DIRECT PATIENT CAF B. INSTRUCTOR FOR RI C. ADMINISTRATION OF	MEDICAL CENTER-RELATED tional and administrative activ led in Section I must be support RE ESIDENTS/FELLOWS/TRAINEE RESIDENCY/FELLOWS/IP PF	ACTIVITIES - TIME ALLOTMENT ities relating to patient care, gra- rted by reduced effort in Section	FOR MEDICARE COST REPORTING duate medical education and medica I I and/or III)	3 center administration.
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored GRDM1111 Demo Grant	\$2,545.20 \$2,545.20	\$1,740.60 \$1,740.60	\$4,285.80 \$4,285.80	2 %	0
Non Sponsored ↑ CCDM11 Demo CC	\$34,952.40	\$0.00 search 0 Academic Activity, Not	\$34,952.40 Reportable	21 %	D
Allergy		0-A- Direct Patient Care 0-B- Instructor For Resid	ient/Fellows/Trainees esidency/Fellowship Program	s .	
Lab: Allergy		3 Central 3 North			



- 9. Your PRC may have used a place holder for your categories and percentage using "0-Academic Activity, Not Reportable."
 - a. Please be sure to update the appropriate categories and % relevant to the NSP or UPG Activity.
 - b. To remove a category line, enter "0%" and the line will be removed when you save (and refresh your web browser) or certify.

White, Barry D - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Due Date: 5/18/2023	3 Status: Ready for Certifi	ication					
INFO - This Payroll Statement might not be certifiable if the salary cap expectations are not met. INFO - This Payroll Statement has been previously saved. INFO - Activity codes must be entered for this Payroll statement. INFO - Check all certify checkboxes to show the certify button.							
S talue							
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?		
Sponsored GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$4,285.80	2 %	0		
Sponsored Total:	\$2,545.20	\$1,740.60	\$4,285.80	2%			
Non Sponsored © CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	•		
Ś. Ś.	0 Academic Activity, Not Repor	table		21 %	Ś		
		search					
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%			
UPG © UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %			
	0 Academic Activity, Not Repor	table		77 %			
		search					
UPG Total:	\$131,111.80	\$0.00	\$131,111.60	77%			
Grand Total:	\$168,609.40	\$1,740.60	\$170,350.00	100%			
Get Help					Save		

- 10. 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 - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Due Date: \$/18/2023	Status: Ready for Certification	1			
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. INFO - Check all certify checkboxes to show the certify button.					
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Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$4,285.80	2 %	U
Sponsored Total:	\$2,545.20	\$1,740.60	\$4,285.80	2%	
Non Sponsored					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	D
	0-B- Instructor For Resident/Fellows/Trainees			21 %	
	L	search			
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
UPG					
OUPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	
	0-A- Direct Patient Care			27 %	
	Clinic: Allergy	Clinic: Allergy			
		Allergy			
UPG Total:	\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:	\$168,609.40	\$1,740.60	\$170,350.00	100%	
Get Help					Save



- 11. 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.

	Reset to see original	Activity %					
White, Barry D - 032222 .d (Faculty)	IBS Payroll Period: 06/25/2022 to 12/24/2022	Due Date: 5/18/2023	Status: Ready for Certification				
INFO - This Dyroll Statement migh INFO - Act my codes must be enter INFO ymeck all certify checkboxes	It not be certifiable if the salary cap expectations a red for this Payroll statement. s to show the certify button.	are not met.					
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Grants			Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored GRDM1111 Demo Grant			\$2,545.20	\$1,740.60	\$4,285.80	2 %	D
Sponsored Total:			\$2,545.20	\$1,740.60	\$4,285.80	2%	
Non Sponsored CCDM11 Demo CC			\$34,952.40 0-B- Instructor For Resident/Fell	\$0.00 ovvs/Trainees	\$34,952.40	21 %	D
				search			
Non Sponsored Total:			\$34,952.40	\$0.00	\$34,952.40	21%	
UPG OUPG-CCDM11 Demo CC			\$131,111.80	\$0.00	\$131,111.80	77 %	0
			0-A- Direct Patient Care			27 %	
			Clinic: Allergy			50 %	
				Allergy			
UPG Total:			\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:			\$168,609.40	\$1,740.60	\$170,350.00	100%	
Get Help							Save
Notes ★O							
Attachments @							
 Transactions ★ 							

- 12. You are required to enter the average number of hours worked per week during this period.
 - a. Click the Plus sign 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.'



JPG O L	Create New Note	
	Note (max 4000 characters. Extra text will be truncated):	Clin
JPG	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.	Lab
Fran	Save Note	
Noto	s * O	

- 13. To certify the entire Payroll Statement:
 - a. Select the individual check boxes under the 'Certify' column or select the green star 🐼, which is a 'Check All'.
 - b. Select the 'Certify' button which has now appeared.

White, Barry D - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Due Date: 5/18/2023	Status: Ready for Certification	1			
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. INFO - Check all certify checkboxes to show the certify button.				Check All	
2 m b				<u>s 1</u>	Value
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$4,285.80	2 %	-
Sponsored Total:	\$2,545.20	\$1,740.60	\$4,285.80	2%	
Non Sponsored © CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	Ø
	0-B- Instructor For Resident/Fell	lows/Trainees		21 %	
		search			
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
UPG-CCDM11 Demo CC	S131,111.80 0-A- Direct Patient Care	\$0.00	\$131,111.80	77 %	Ø
	Clinic: Allergy			50 %	
		Allergy			1
		Lab: Allergy			
UPG Total:	\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:	\$168,609.40	\$1,740.60	\$170,350.00	100%	
Get Help					Certify Save

14. Select 'OK' in the pop-up box which has now appeared.



hrseccuvastage1:8080 says

Your certification is being processed. It's imperative that you don't try to close your browser during this process. All lines are being saved and you will be soon be prompted to attest to your certification.

You must click OK to proceed to the attestation screen and complete the certification process.





15. Review the attestation statement and select 'I Agree' to complete the certification.

Attestation								
Certification A Due Date: 5/18/202	Attestation Payroll 06/25/2022	12/24/2022		0				
Covered Individua Title:	t:	Location: Appointment:	Clinical					
Cost Center:	CCDM1111 - CC Demo	Payroll Coordinator: Period of	000000000000000000000000000000000000000					
Email:	Ready for Certification	Performance:	06/25/2022 to 12/24/2022					
This statement firsthand knowle certified salaries	This statement reflects your salaries devoted towards sponsored activities during the reporting period. I certify that, having firsthand knowledge or having used a suitable means of verification, the work was performed on the above activities and that the certified salaries REFLECT & REASONABLE payroll allocation for this period.							
I Agree	Canoel							

16. Your Payroll Statement and Medical Center Related Activities Reporting is complete and has been removed from your Worklist.