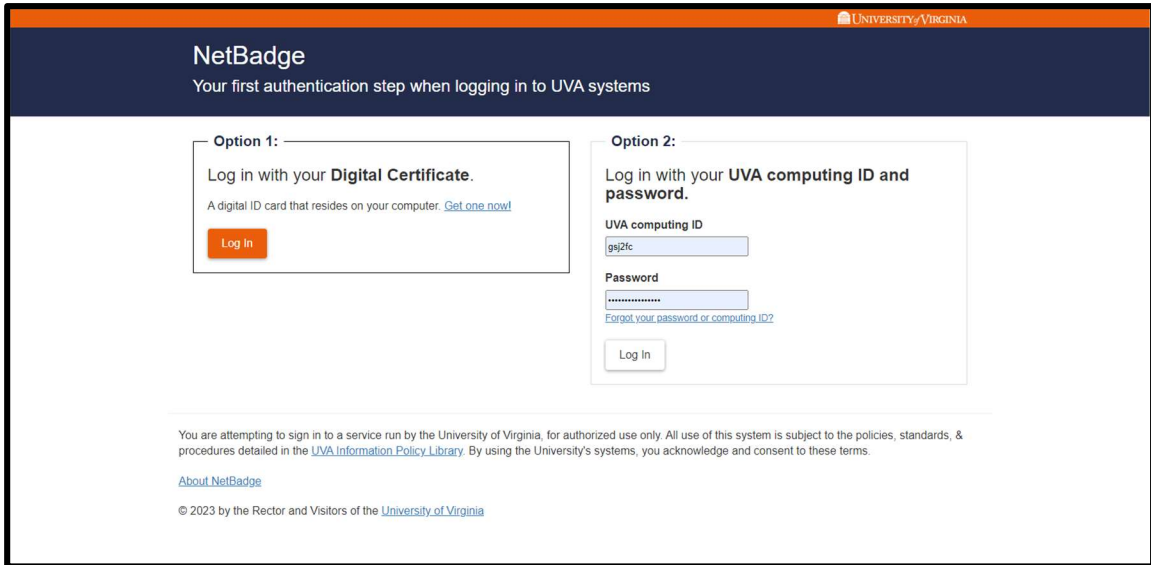
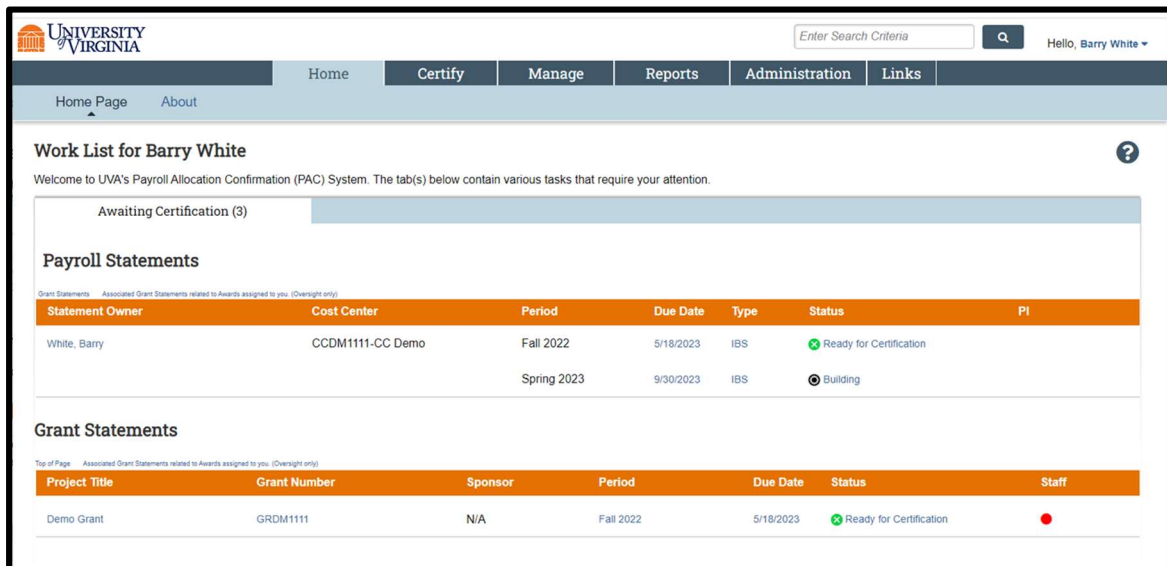


# UVA CLINICAL FACULTY MEDICAL CENTER RELATED ACTIVITIES REPORTING

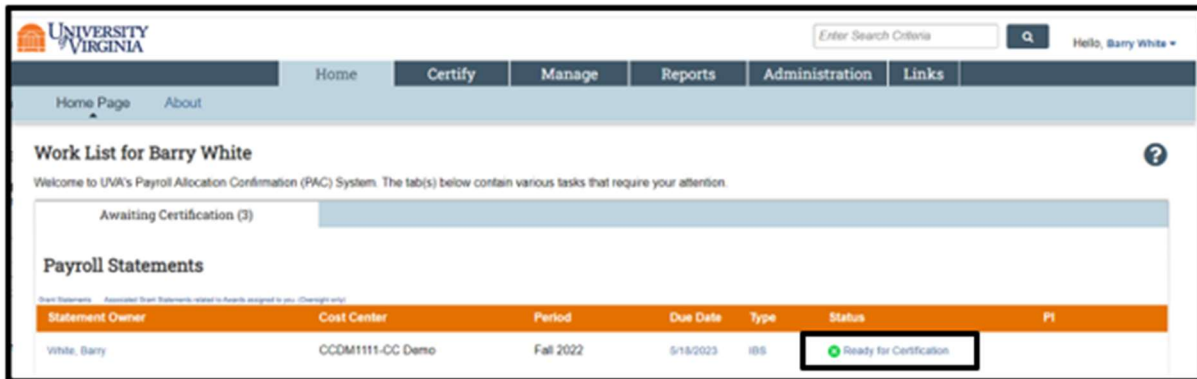
1. Access Payroll Allocation Confirmation (PAC) System for your certification through the email you received or by going directly to the PAC System environment at <https://pac.virginia.edu/ecc/>.
2. Log into the application through SSO and using your UVA username/password.



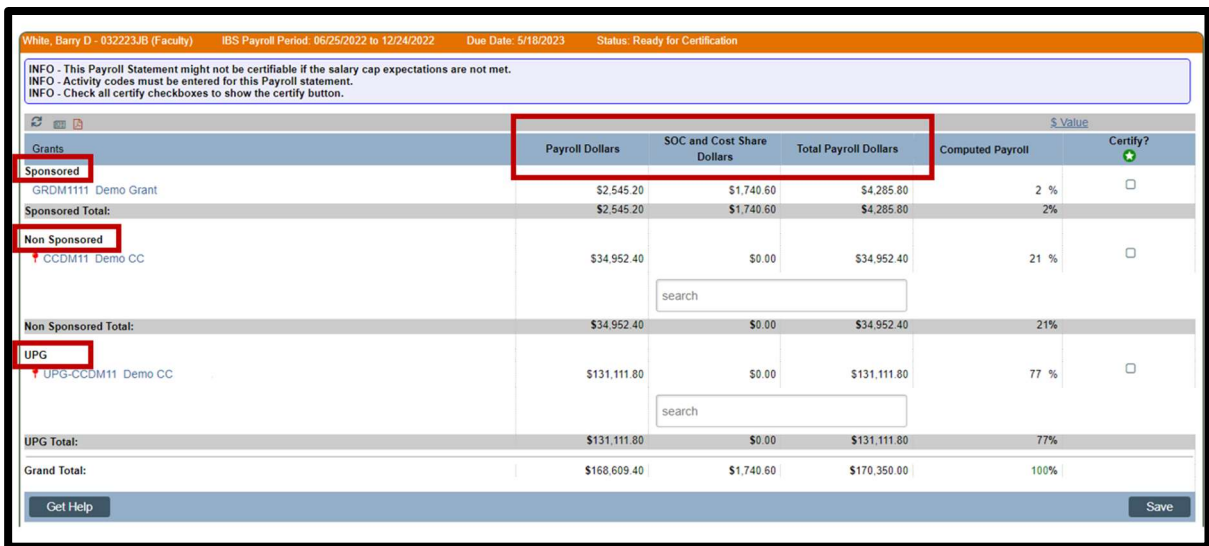
3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays three sections:
  - a. Payroll Statements
  - b. Grant Statements
  - c. Associated Grant Statements



4. You are required 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.



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.



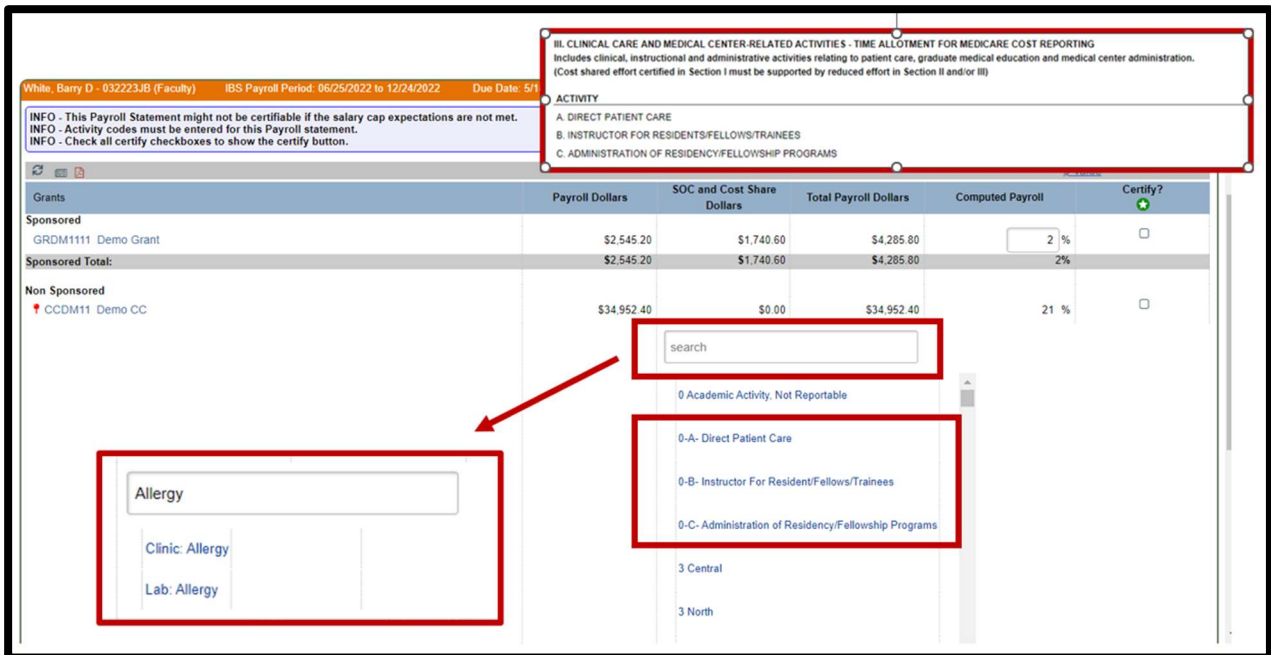
The screenshot shows the 'Payroll Statement' details for Barry White. It includes a header with 'White, Barry D - 032223JB (Faculty)', 'IBS Payroll Period: 06/25/2022 to 12/24/2022', 'Due Date: 5/18/2023', and 'Status: Ready for Certification'. Below the header, there are three informational messages. The main table has columns for 'Grants', 'Payroll Dollars', 'SOC and Cost Share Dollars', 'Total Payroll Dollars', 'Computed Payroll', and 'Certify?'. The table is divided into three sections: 'Sponsored', 'Non Sponsored', and 'UPG'. Each section has a 'Total' row. The 'Grand Total' row shows a total of \$170,350.00. There are search boxes for each section and a 'Save' button at the bottom right.

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>					
CCDM1111 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	<input type="checkbox"/>
<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-CCDM1111 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	<input type="checkbox"/>
<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>	

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: 5/1

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.

III. CLINICAL CARE AND MEDICAL CENTER-RELATED ACTIVITIES - TIME ALLOTMENT FOR MEDICARE COST REPORTING  
 Includes clinical, instructional and administrative activities relating to patient care, graduate medical education and medical center administration.  
 (Cost shared effort certified in Section I must be supported by reduced effort in Section II and/or III)

ACTIVITY

A. DIRECT PATIENT CARE  
 B. INSTRUCTOR FOR RESIDENTS/FELLOWS/TRAINEEES  
 C. ADMINISTRATION OF RESIDENCY/FELLOWSHIP PROGRAMS

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"/>

search

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

3 North

Allergy

Clinic: Allergy

Lab: Allergy

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 | Status: Ready for Certification

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.

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"/>
0 Academic Activity, Not Reportable				21 %	<input type="checkbox"/>
<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 Academic Activity, Not Reportable				77 %	<input type="checkbox"/>
<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 | 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.

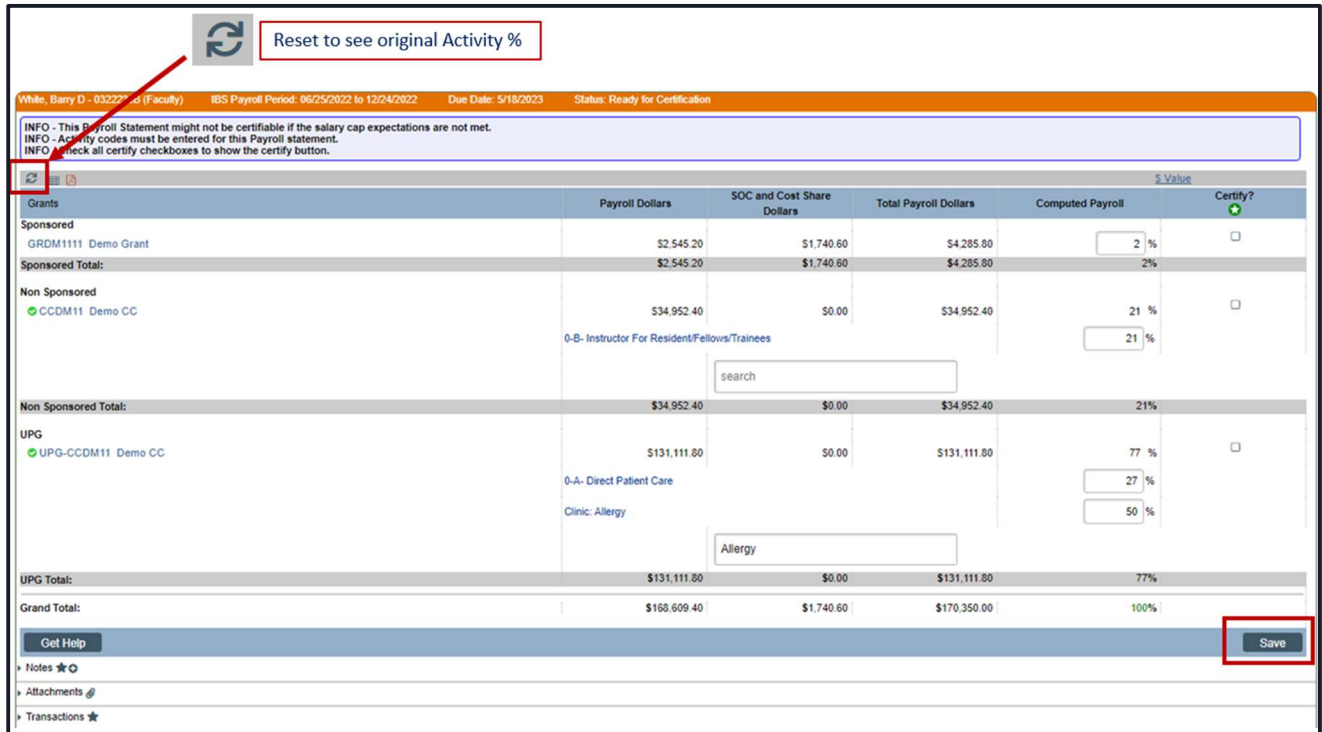
White, Barry D - 032223JB (Faculty) | IBS Payroll Period: 06/25/2022 to 12/24/2022 | Due Date: 5/18/2023 | Status: Ready for Certification

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.

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"/>
0-B- Instructor For Resident/Fellows/Trainees				21 %	<input type="checkbox"/>
<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				27 %	<input type="checkbox"/>
Clinic: Allergy				50 %	<input type="checkbox"/>
<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 | 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.



While, Barry D - 03222 (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Due Date: 5/18/2023 Status: Ready for Certification

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.

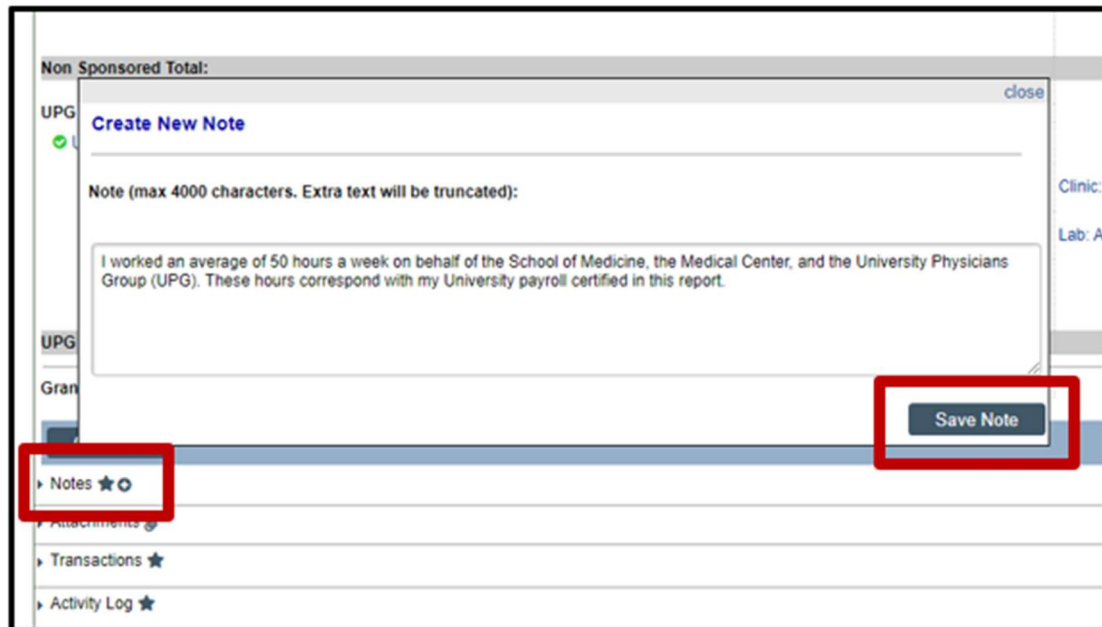
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Value	Certify?
<b>Sponsored</b>						
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$4,285.80	2 %		<input type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$2,545.20</b>	<b>\$1,740.60</b>	<b>\$4,285.80</b>	<b>2%</b>		
<b>Non Sponsored</b>						
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %		<input type="checkbox"/>
O-B- Instructor For Resident/Fellows/Trainees						
				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 %		<input type="checkbox"/>
O-A- Direct Patient Care						
				27 %		
Clinic: Allergy						
				50 %		
<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 Save


Notes  Attachments  Transactions

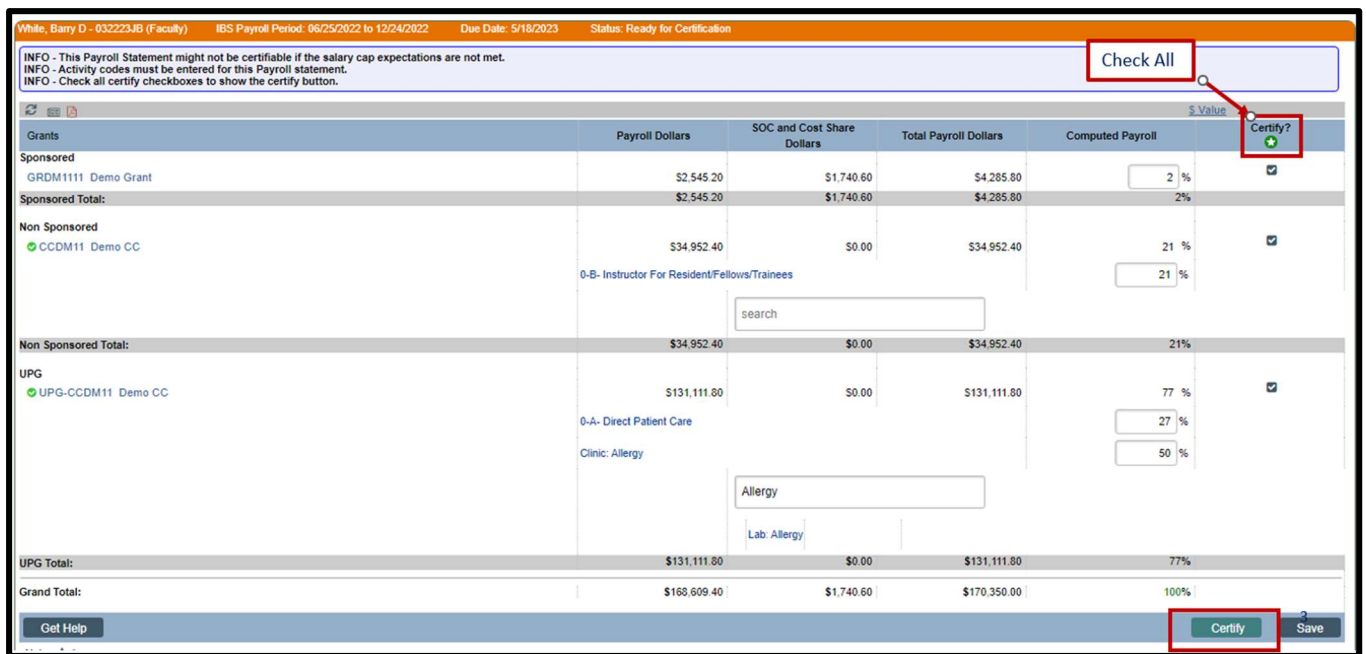
12. You are required to enter the average number of hours worked per week during this period.
  - a. Click the Plus sign to view the Note pop up.
  - b. Enter the average number of hours worked. e.g.
 

***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.'



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.



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 Attestation Payroll 06/25/2022 - 12/24/2022

Due Date: 5/18/2023

Covered Individual:		Location:	Clinical
Title:		Appointment:	Payroll
Cost Center:	CCDM1111 - CC Demo	Coordinator:	
Email:		Period of Performance:	06/25/2022 to 12/24/2022
Status:	<span style="color: green;">✕</span> Ready for Certification	Commitment Level:	Not Specified

*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 A REASONABLE payroll allocation for this period.*

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