

PAYROLL STATEMENT 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**.
- 2. Log into the application through SSO and using your UVA username/password.

	■Universitye/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 gaj2rc Password Fored your password or computing ID2 Log In
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- 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

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		Home	Certify	Manage	Reports	Admini	istration	Links		
Home Page	About									
Work List for I Nelcome to UVA's Pay attention.	Beth Belt yroll Allocation Confir	mation (PAC)	System. The tab(s)	below contain vario	us tasks that requi	re your				8
Awaiting	Assoc	ciated Gran								
Statement Owner		Cost Cer	nter	Period	Due Da	te Type	Status		P	21
Adiga, Abhijin		CC1525-P\	-BII NSSAC	Fall 2022	05/18/20	23 IBS	Ready	for Pre Review	•	
Adiga, Aniruddha		CC1525-P\	/-BII NSSAC	Fall 2022	05/18/20	23 IBS	Ready	for Pre Review	•	
Baek, Young Yun		CC1525-P\	-BII NSSAC	Fall 2022	05/18/20	23 IBS	Ready	for Pre Review		
Barrett, Christopher		CC0448-EN	I-Comp Science Dept	Fall 2022	05/18/20	23 IBS	Ready	for Pre Review	•	
Bhattacharya, Paranta	ра	CC1525-P\	-BII NSSAC	Fall 2022	05/18/20	23 IBS	Ready	for Pre Review		
Rura Catias Andrei		000000 P	V DIL Discompleyity Is	itiative Fall 2022	05/49/20			6 0 110 11		

- 4. The goal is to Pre-Review all Payroll Statements for all your assigned faculty (For primary PRCs this is listed under the Associated Certifiers tab, or for non-primary PRCs by navigating to 'Certify' menu option -> 'My Payroll Statements'.
- 5. From the Home Page, click on any link to be directed to the Payroll Statement to begin the Pre-Review process.

Associated Certifiers	(60) 🞜	Associated (Grants		
Cost Center	Period	Due Date Ty	/pe	Status	PI
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023 IB	S	Ready for Pre Review	•
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023 IB	S	Ready for Pre Review	•
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023 IB	S	Ready for Pre Review	•
CC0448-EN-Comp Science Dept	Fall 2022	05/18/2023 IB	S	Ready for Pre Review	•
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023 IB	S	Ready for Pre Review	•

- 6. The Payroll Statement:
 - a. Is split into two sections, Sponsored and Non-Sponsored
 - 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.



			Eff	ort.Calc
Payroli Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
\$19,708.33	50.00	\$19,708.33	16 %	
\$19,708.33 \$20,466.67	\$0.00	\$19,708.33	1695	
\$20,466.67	\$0.00	\$20,455.67	17%	
\$40,175.00	\$0.00	\$40,175.00	67 %	0
\$81,866.68	\$0.00	\$81,866.68	67%	
\$122,041.68	\$0.00	\$122,041.68	100%	
	Payroll Dollars 519,768,33 519,708,33 520,466 67 530,466 67 540,175,00 581,866 58 531,866 58 5122,941,68	Payroll Dollars SOC and Cost Share Dollars \$19,76,33 \$0,00 \$19,76,33 \$0,00 \$19,76,33 \$0,00 \$20,466,67 \$0,00 \$20,466,67 \$0,00 \$50,866,67 \$0,00 \$51,866,88 \$0,00 \$51,866,88 \$0,00 \$122,941,88 \$0,00	Payroll Dollars SOC and Cost Share Dollars Total Payroll Dollars \$19,706.33 \$0.00 \$19,706.33 \$19,706.33 \$0.00 \$19,706.33 \$19,706.33 \$0.00 \$19,706.33 \$20,466.67 \$0.00 \$20,466.67 \$20,466.67 \$50.00 \$20,466.67 \$51,97.66 \$50.00 \$40,175.00 \$51,866.68 \$50.00 \$51,866.68 \$512,241.68 \$50.00 \$122,041.68	Payroll Dollars SOC and Cost Share Dollars Total Payroll Dollars Computed Payroll \$19,700.33 \$0.00 \$19,700.33 16 % \$19,700.33 \$0.00 \$19,700.33 16 % \$20,466.67 \$0.00 \$20,466.67 17 % \$20,466.67 \$0.00 \$20,466.67 17 % \$40,175.00 \$0.00 \$40,175.00 33% \$81,866.68 \$0.00 \$31,866.68 67 % \$12,2,41.68 \$0.00 \$12,20,41.68 100%

- 7. On Payroll Statement, review all payroll allocations for sponsored and non-sponsored funding sources.
 - a. Run the Payroll Report to view the details of the statement.
 - b. If the Payroll Statement needs to be adjusted use the 'On Hold' check box to place the Payroll Statement on hold and prevent it from being released to the faculty member until a payroll adjustment has been completed.

			On Hold: Statue	Override Status	
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored AWD-002213 UVA0G Payroll Report bacterial		_			
GR013526 GB10920-169385-101-Mycobacterial Lung Diseases in Virginia sequencing and clinical determinants of relapse and outcome YR2	\$7,950.00	Pr	events Certification	4 %	
Award Total:	\$7,950.00	\$0.00	\$7,950.00	4%	
Sponsored Total:	\$7,950.00	\$0.00	\$7,950.00	4%	
Non Sponsored					
CC1155 MD-RADL Radiology-Admin	\$29,944.98	\$0.00	\$29,944.98	17 %	
CC1268 MD-CANC Cancer Center	\$1,669.98	\$0.00	\$1,669.98	1 %	
UPG-CC1160 UPG-MD-RADL Thoracoabdominal	\$141,751.69	\$0.00	\$141,751.69	78 %	
Non Sponsored Total:	\$173,366.65	\$0.00	\$173,366.65	96%	
Grand Total:	\$ 181,316.65	\$ 0.00	\$ 181,316.65	100%	

8. Once Pre-Review is completed, click on the Pre-Review button to move the statement for certification. *Note: If the Pre-Review button is not clicked the statement will not route for certification.

					On Hold: C S Value
					On Hold. C <u>s value</u>
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored AVD-000342 EN-CE-1307 Stormwater					
Transportation Systems_Campbell	\$2,715.02	\$0.00	\$ 2,715.02	3 %	
Award Total:	\$2,715.02	\$0.00	\$2,715.02	3%	
Sponsored Total:	\$2,715.02	\$0.00	\$2,715.02	3%	
Non Sponsored	\$72.204.09	50.00	\$ 72.304.09	00.%	
CC0453 EN-Elec&Comp Engr Dept	\$5,898.33	\$0.00	\$ 5,898.33	7 %	
Non Sponsored Total:	\$79,193.31	\$0.00	\$79,193.31	97%	
Grand Total:	\$81,908.33	\$0.00	\$81,908.33	100%	
Get Help					Pre Review Save

9. The system will automatically route you to the next statement on your Worklist for Pre-review. You may also click the 'Home' menu bar option at the top of the application to return to your main Worklist to move on to your next faculty member.



10. Salary Cap Audit Report

The Salary Cap Audit Report has been created to assist PRCs to review salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap.

- a. While in the PAC system, select Reporting and Payroll/Cost Share Category.
- b. Then select "Salary Cap Audit Report" and click the "Run Report" button.

Reporting This page lists all reports that are available through the application.			
Category Management Monitoring Payroll/Cost Share	•	Reports Payroll and Cost Share Report Payroll Report Pl and Staff Payroll Report Profile Cost Share Report Salary Cap Audit Report SPES (Sponsored Project Employee Summary) Report SPES Summary Report	* *

Certifier	Cost center	Pprc	Period	Grant number	Grant start date	Grant end date	lbs for period	Prorated salary cap	Grant payroll	Grant payroll percent	Soc and cost share dollars	Soc and cs percent	Computed t payroll	Total payroll dollars	Amount to charge to grant	Positive value requires adjustment
Alex Colored	1000 A. 44	物識。	Ser.	Street State	Sadt Salar	the March	106791.67	101850	998.32	0.93	0.00	0.00	0.93	998.32	947.21	51.12
	Contraction of the	20.615	and the second	Sec.	a start for	S. Ang Shipp	106791.67	101850	23432.50	21.94	0.00	0.00	21.94	23432.50	22345.89	1086.61
A SAL	The Diversidence	AN AN	Alexandre -	(Euclide)	a state of the	S States	149575.00	101850	19929.96	13.32	8441.90	5.64	18.97	28371.86	19320.95	609.02
and the second s	and a second			(The se	And the	le Tangalan.	149575.00	101850	19930.02	13.32	10140.00	6.78	20.10	30070.02	20471.85	-541.83
	and the second s	and series		Sec. Ter	Starter.	State State	142575.04	101850	1578.50	1.11	178.50	0.13	1.23	1757.00	1252.76	325.75
		Regist	No.	Agento	Sterk Aug	Consta-	142575.04	101850	19740.00	13.85	6310.10	4.43	18.27	26050.10	18608.00	1132.01
		Statistica.		éssezia	(Selection)		142575.04	101850	6790.00	4.76	2743.66	1.92	6.69	9533.66	6813.77	-23.77

The columns of the report are defined as:

- a. Certifier the employee whose salary is subject to the salary cap.
- b. Cost Center is the cost center of the certifier.
- c. Pprc the Primary PRC of the cost center
- d. Period the reporting period of the statement.
- e. **Grant Number, Grant start and Grant end dates** the Grant information subject to Salary Cap
- f. **IBS for period** the employee's institutional base salary for the PAC statement period.
- g. **Prorated salary cap** the salary cap at time of expense for the reporting period of 6 months.
- h. Grant payroll the amount of payroll charged to the sponsored grant.
- i. Grant payroll percent the percentage of payroll charged to the sponsored grant.
- j. **Soc and cost share dollars** provides the amount of payroll allocation for salaries over the cap.



- k. Soc and cs percent provides the percent of payroll allocation for salaries over the cap.
- I. **Computed payroll** the combination of columns Grant payroll percent and Soc and cs percent.
- m. Total payroll dollars the total payroll dollars associated with the grant, directly charged to the sponsored grant and SOC allocations. This report uses the information in the Computed Payroll column as the intended budgeted effort % the employee is contributing toward the grant.
- n. **Amount to charge to grant** Based on the understanding that the Computed Payroll column is the intended budgeted effort % the employee is contributing toward the grant, this column provides the amount to charge the sponsored grant.
- •. **Positive value requires adjustment** tells the report user if the calculation in this column is a positive number, then this amount of payroll needs to be adjusted from the sponsored grant to the SOC portion of the grant.