

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.

	UNIVERSITY/VIRGINIA
NetBadge Your first authentication step when logging in	to UVA systems
Option 1: Log in with your Digital Certificate. A digital ID card that resides on your computer. Gel one now! Log In	Option 2: Log in with your UVA computing ID and password. UVA computing ID gsj2fc Password Fargot your password or computing ID2 Log in
You are attempting to sign in to a service run by the University of Virgin procedures detailed in the <u>UVA information Policy Library</u> . By using the <u>About NetBadge</u> © 2023 by the Rector and Visitors of the <u>University of Virginia</u>	ia, for authorized use only. All use of this system is subject to the policies, standards, & University'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. Awaiting Certification
 - b. Associated Certifiers
 - c. Associated Grants

	UNIVERSITY VIRGINIA						Enter	Search Crite	eria		۹	Hello, Ezra Ma	lik 🔻
			Home	Certify	Manage	Reports	Adı	ninistra	tion	Links			
	Home Page	About											
N r	Work List for E Welcome to UVA's Pay equire your attention.	Ezra M roll Allocat	alik tion Confirma	ation (PAC) Sys	tem. The tab(s) t	pelow contain v	arious tas	sks that					0
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	Statement Owner		Cos	Center	Perio		ue Date	туре	Status			- FI	
	Gerste, Avery		CC99	99999-CC9999999	- Demo Fall 2	022 0	5/18/2023	IBS	Read	ly for Pre Rev	view	•	
	White, Barry		CCD	M1111-CC Demo	Fall 2	022 0	5/18/2023	IBS	 Read 	ly for Pre Rev	view	•	



- 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.

UNIVERSITY VIRGINIA					Enter Search C	Criteria	٩	Hello, Ezr	a Malik 🔻
	Home	Certify	Manage	Reports	Administ	ration	Links		
Home Page About									
Work List for Ezra Ma Welcome to UVA's Payroll Allocat require your attention.	alik ion Confirmati	on (PAC) Syst	em. The tab(s) b	elow contain v	arious tasks that				?
Awaiting Certification		Associated C	ertifiers (2)	A	ssociated Grant	ts			
Statement Owner	Cost (Center	Period	I D	ue Date Type	Status		PI	
Gerste, Avery	CC999	999-CC999999-	Demo Fall 20	022 05	5/18/2023 IBS	Ready	for Pre Review	٠	
White, Barry	CCDM	1111-CC Demo	Fall 20	022 05	5/18/2023 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				
WAR	RNING - You cannot certify this Payroll Statement because you do not have the ri - This Payroll Statement might not be certifiable if the salary cap expectations a D - Activity codes must be entered for this Payroll statement.	ight to certify Statements. are not met.				
ø					On I	Hold: SValue
Gra	ints	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Spon	DM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4,285.80	2 %	
Spon	sored Total:	\$2,545.20	\$1,740.60	\$4,285.80	2%	
Non C	Sponsored CCDM11 Demo CC	\$34,952.40	\$0.00 search	\$34,952.40	21 %	
Non	Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
UPG	PG-CCDM11 Demo CC	\$131,111.80	\$0.00 search	\$131,111.80	77 %	
			L			
UPG	Total:	\$131,111.80	\$0.00	\$131,111.80	77%	
Gran	d Total:	\$168,609.40	\$1,740.60	\$170,350.00	100%	
	Get Help				P	re 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.

White. Barry D - 0322234B (Faculty) IBS Payroll Period. 06/25/2022 to 12/24/2022 Due Date: 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. Due Date: INFO - Activity codes must be entered for this Payroll statement. Due Date: Due Date: INFO - Check all certify checkboxes to show the certify button. Due Date: Due Date:	III. CLINICAL CARE AND Includes clinical, instruct (Cost shared effort certifi ACTIVITY A DIRECT PATIENT CAR B. INSTRUCTOR FOR RE C. ADMINISTRATION OF	MEDICAL CENTER-RELATED tional and administrative activi ied in Section I must be suppo RE SIDENTS/FELLOWS/TRAINEE RESIDENCY/FELLOWS/IP PR	ACTIVITIES - TIME ALLOTMENT Hiss relating to patient care, grad rted by reduced effort in Section S DODRAMS	FOR MEDICARE COST REPORTING Unate medical education and medical II and/or III)	center administration.
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%	
ron sponsorea	\$34,952.40	\$0.00 search 0 Academic Activity. Not	\$34,952 40	21 %	D
Alleray		0-A- Direct Patient Care 0-B- Instructor For Resid	lent/Fellows/Trainees		
		0-C- Administration of R	esidency/Fellowship Programs		
Lab: Allergy		3 Central 3 North			



- 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 - 032223JB (Faculty) IBS Payroll Period: 06/25/2022 to 12/24/2022 Status: Ready for Pro	e Review				
WARNING - You cannot certify this Payroll Statement because you do not have the right to certify Statement 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.	nts.				
Ø 💷 🗅				On H	fold: S 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	\$ 4286	2 %	
Sponsored Total:	\$2,545.20	\$1,740.60	\$4286	2%	
Non Sponsored					
© CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	
	0-B- Instructor For Resident/Fe	llows/Trainees		21 %	
		search			
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
IIDG					
© UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	
	0-A- Direct Patient Care			27 %	
	Clinic: Allergy			50 %	
		search			
UPG Total:	\$ 131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:	\$168,609.40	\$1,740.60	\$4286	100%	
Get Help				Р	re 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.

Reset to see original Activity %					
White, Barry D - 03227 JB (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 Statement. INFO - Les Payroll Statement might not be certifiable if the salary cap expectations are not met. INFO - Activity codes must be entered for this Payroll statement.	s.				
2 a B				On He	ld: D <u>\$ Value</u>
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored	\$2,545,20	\$1 740 60	\$ 4286	2 %	
Sponsored Total:	\$2,545.20	\$1,740.60	\$4286	2%	
Non Sponsored © CCDM11 Demo CC	\$34,952.40 0-B- Instructor For Resident/Fe	\$0.00	\$34,952.40	21 %	
		search			
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
UPG-CCDM11 Demo CC	\$131,111.80	\$0.00	\$131,111.80	77 %	
	0-A- Direct Patient Care			27 %	
	Clinic: Allergy			50 %	
		search			
UPG Total:	\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:	\$168,609.40	\$1,740.60	\$4286	100%	
Get Help				Pro	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.'

Non	Sponsored Total:	
UPG	close	
	Note (max 4000 characters. Extra text will be truncated):	Clinic
	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: A
Gran	Save Note	1
> Not	es 🖈 O	
Acti	vity Log 🗙	

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 - 0322233B (Faculty) IBS Payroll Period: 06/25/2022 to 12/2	4/2022 Status: Ready for PTe Review				
WARNING - You cannot certify this Payroll Statement because you do not INFO - This Payroll Statement might not be certifiable if the salary cap exp INFO - Activity codes must be entered for this Payroll statement.	have the right to certify Statements. ectations are not met.				
Ø 📷 🖪				On H	iold: D <u>\$ Value</u>
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
GRDM1111 Demo Grant	\$2,545.20	\$1,740.60	\$ 4286	2 %	
Sponsored Total:	\$2,545.20	\$1,740.60	\$4286	2%	
Non Sponsored					
CCDM11 Demo CC	\$34,952.40	\$0.00	\$34,952.40	21 %	
	0-B- Instructor For Resident/Fe	iows/trainees		21 %	
		search			
Non Sponsored Total:	\$34,952.40	\$0.00	\$34,952.40	21%	
IPG					
© UPG-CCDM11_Demo_CC	\$131.111.80	\$0.00	\$131,111,80	77 %	
	0-A- Direct Patient Care			27 %	
	Clinic: Allergy			50 %	
		search			
UPG Total:	\$131,111.80	\$0.00	\$131,111.80	77%	
Grand Total:	\$168,609.40	\$1,740.60	\$4286	100%	
Get Help				Pr	e Review Save