Payroll Reporting Coordinator PAC System FAQs:

1. **Question**: Why do I see some statements on my PAC system landing page but not all of them?
1. **Answer:** Statements being viewable on a user's landing page is determined by their role. Primary PRCs will see all faculty and grant statements under their cost center on their landing page unless a statement was manually assigned to another PRC or if a Grant Manager override was added to the grant statement and is a different user than the Primary PRC. Grant Managers added to grant statements in the grant manager override field will be able to view grant statement from their landing page. PRCs (non-primary) will not see any statements on their landing page.

2. **Question:** How do I see all the faculty PAC and grant PAC statements for a specific cost center?
2. **Answer:** Use the Cost Center Dashboard to see all faculty and grant PAC statements for a specific cost center
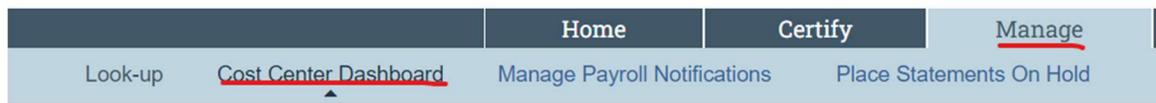
3. **Question:** If a Grant Manager is assigned to a grant statement can I as a PRC still preview the grant statement?
3. **Answer:** Yes, PRCs can preview grant statements at any time. The Grant Manager override role is added to give GMs access to the grant statements. Grant manager override roles can easily be added and removed by using the + or – buttons under the cost center dashboard.

4. **Question:** The payroll percentages in my statement appear to be incorrect after a recently approved payroll accounting adjustment updated the payroll dollars on a PAC statement, can this be fixed?

4. **Answer:** Please select the refresh button on the statement .