Payroll Allocation Confirmation

March 16, 2023

Federal Guidelines - Documentation for Compensation

- Standards for Documentation of Personnel Expenses – Federal Guidelines
  - Charges to Federal awards for salaries and wages must be based on records that accurately reflect the *work* performed. These records must:
    - (i) Be supported by a system of internal control which provides reasonable assurance that the *charges are accurate, allowable, and properly allocated*;
    - (ii) Be incorporated into the official records of the non-Federal entity;
    - (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding *100% of compensated activities* (for IHE, this per the IHE's definition of *IBS*);
  - And more…..

Oracle Effort Certification (effort@) - Faculty

Faculty → One Effort Report

Example:

Faculty receives salaries from:
- 3 federal awards
- 1 non-federal award
- 2 institutional accounts

 *Clinical faculty, salary sources UVA and UPG

→

Faculty Effort Report
Section 1.1 - federal award
Section 1.2 - non-fed award
Section 2 - institutional

*Section 3- Medicare cost reporting

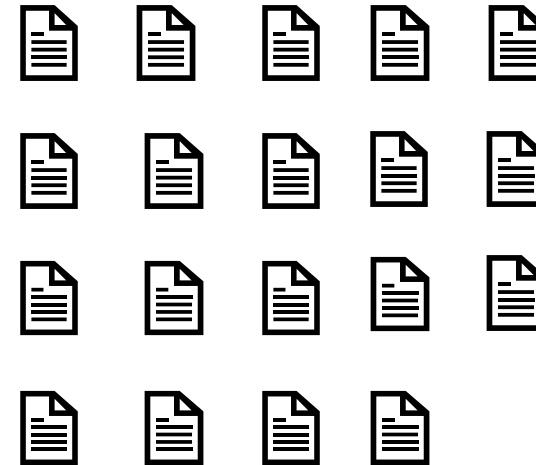# Oracle Effort Certification - Staff, GRAs, Wages

Faculty → One Employee → One Effort Report

Example:

One PI has 7 Grants that are staffed by:
- PI (Self)
- 15 Grad students
- 3 Staff

Total: 19 Employees

→

19 Effort Reports

Payroll Allocation Confirmation (PAC) System -
PAC Statements (for PI/Faculty) and Grant Statements

Example:

7 Grants staffed by:
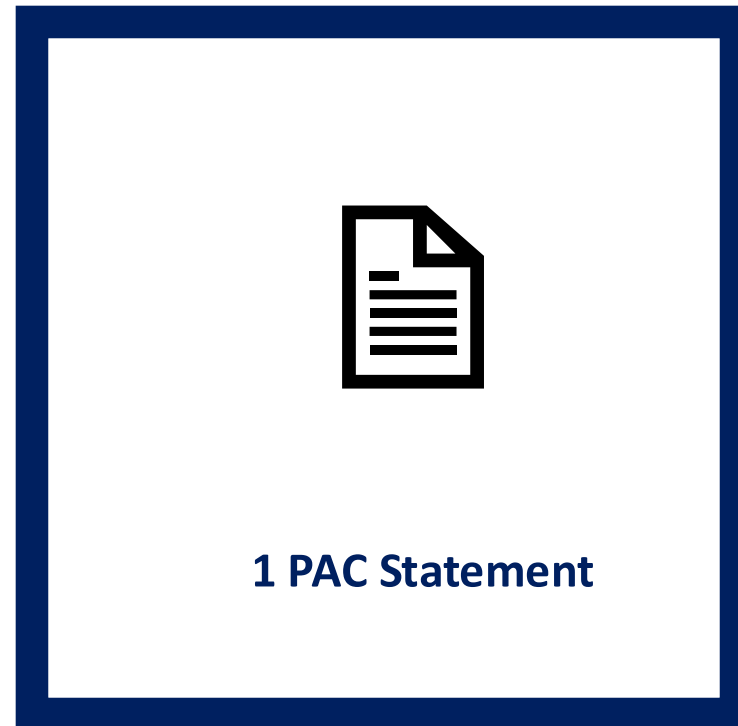- PI (Self)
- 15 Grad students
- 3 Staff

One Faculty → One PAC Statement

One Grant → One Grant Statement

1 PAC Statement + **7 Grant Statements**

= **8 Total Certification Statements**

Email Notifications

Certifiers will be notified:

- When the Certification Period Opens (or when the PRC/Grant Managers have completed the Pre-Review)
- System Generated Reminder Emails will be sent to certifiers

Example Notification - Statements are Ready for Certification

PAC Statement Notification

From: osp-postawardcompliance-request@virginia.edu
To: PAC Statement Certifiers

Subject: PAC Statement is Ready for certification

Your PAC Statement is now available for review and certification in the online Payroll Allocation Confirmation System. PAC statements must be completed to by the due date listed on the PAC Statement. To certify:

1. Log into the PAC system using this link.
2. If you are working from the office or logged into VPN, the link will take you by SSO into the Huron PAC System where you will find a worklist of the statements that are ready for certification.
3. Please work with your Payroll Reporting Coordinator (PRC) if you are unsure if your statement is ready for certification, you receive errors when trying to complete, or if your PAC Statement is on hold.

Grant Statement Notification

From: osp-postawardcompliance-request@virginia.edu
To: Grant Statement Certifiers

Subject: PAC Statement is Ready for certification

Your Grant Statement(s) are now available for review and certification in the online Payroll Allocation Confirmation System. Grant statements must be completed by the due date listed on the Grant Statement. To certify:

1. Log into the PAC system using this link.
2. If you are working from the office or logged into VPN, the link will take you by SSO into the Huron PAC System where you will find a worklist of the statements that are ready for certification.
3. Please work with your Payroll Reporting Coordinator (PRC) and/or Grant Manager if you are unsure if your statement is ready for certification, you receive errors when trying to complete, or if your Grant Statement is on hold.

Payroll Allocation Confirmation (PAC) Statement

- The PAC Report displays sponsored Grants the employee was charged or cost shared to for the semi-annual period and is a 100% view of a PI/Co-PI/Faculty payroll using the formula:

Computed Payroll = Payroll + Cost Share

- The total payroll is shown in dollars and the total payroll percentage is shown for each Grant. This is based on the PI/Co-PI/Faculty total payroll for the semi-annual period.

Work List

Statements Requiring Certification | Search...

Gerste, Katrin | UVA Cost Center

Building
Pre Reviewed
Recently Completed

Gerste, Katrin - kg12345
- Statement Owner ★
- Payroll Statements ★
  - Needing certification ★
    - IBS — 6/30/2023 — ⊗ Ready for Certification
  - In progress
  - Pre Reviewed
  - Historical

Gerste, Katrin - kg12345 (Faculty) | IBS Payroll Period: 06/25/2022 to 12/24/2022 | Due Date: 6/30/2023 | Status: Ready for Certification

INFO - This Payroll Statement might not be certifiable if the salary cap expectations are not met.
INFO - Check all certify checkboxes to show the certify button.

$ Value   Effort Calc

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
AWD-999998 UVA ABC R01					
GR999998 Research Study	$21,041.70	$9,123.67	$30,165.37	26.48 %	☑
Award Total:	$21,041.70	$9,123.67	$30,165.37	26.48%	
AWD-999999 UVAGB99999- Study on Nutrition					
GR999999 GB99999-Nutrition Study	$11,989.00	$4,902.28	$16,891.28	14.83 %	☑
Award Total:	$11,989.00	$4,902.28	$16,891.28	14.83%	
Sponsored Total:	$33,030.70	$14,025.95	$47,056.65	41.31%	
Non Sponsored					
CC9998 UVA Administration	$0.00	$0.00	$0.00	0.00 %	☑
CC9999 UVA Cost Center	$66,877.67	$0.00	$66,877.67	58.70 %	☑
Non Sponsored Total:	$66,877.67	$0.00	$66,877.67	58.70%	
Grand Total:	$99,908.37	$14,025.95	$113,934.32	100.01%	

Get Help   Certify

PAC Statement – Medical Center Related Activities Reporting

- Medical Center Physicians are responsible for submitting Medical Center Related Activities using their PAC Statement (Section III on the UVA Employee Effort Report in effort@).
- Under each Non Sponsored Activity, physicians enter the category and time allotment.
- The search field is a lookup search that narrows the search based on the string entered.
- The total % for all categories entered under a Non Sponsored Activity must equal the Computed Payroll %.

Grant Statement

- Grant Statements display all staff and students who were charged or cost shared to the Grant for the semi-annual period.

  - **Payroll Dollars** - The total payroll for each employee charged to the Grant is shown in dollars.
  - **SOC and Cost Share Dollars –** Total Salary over the Cap + Cost Share Dollars
  - **Total Payroll Dollars –** Total Payroll + Cost Share + Salary over the Cap Dollars
  - **Payroll Percentage** - The total payroll percentage is shown for each Grant and is based on the individual's total payroll for the semi-annual period.

- *PI/Co-PI/Faculty that have charged to a Grant will not be listed on a Grant statement. Their payroll appears on their PAC Statement.*

- If only PI/Co-PI/Faculty were charged to the Grant, a Grant statement will **not** be created because the payroll information will be on their own PAC statement.

Work List

Coers, Arya L - AC12345

Ready for Certification ★

| GR999999 | GB99999-Nutrition Study | Fall 2022 |

Pre Reviewed

▶ **Building** ★

GR999999 - GB99999-Nutrition Study

Project Information

Cost Center:	CC9999 - UVA Cost Center
WD Award ID & Name:	UVAGB99999- Study on Nutrition
WD Grant ID & Name:	GR999999-GB99999-Nutrition Study
Sponsor Name - Sponsor Award Number:	US NIH SPN-99998
Grant Funding Dates:	07/05/2021 to 06/30/2024

Project Statement for   **GR999999: GB99999-Nutrition Study (Fall 2022)**   ; Payroll from 6/25/2022 to 12/24/2022, due date 6/30/2023; Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Employee	Cost Center	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Payroll Percentage	Certify? ⭐	Details
Hassi, Laila - LH12345	UVA Cost Center - CC9999	$4,000.00	$0.00	$4,000.00	47%	☑	$📄
Moquin, Victorine - VM12345	UVA Engineering - CC9996	$2,610.94	$0.00	$2,610.94	4%	☑	$📄
Waasdorp, Jenna - JW12345	UVA Operations - CC9997	$171.00	$0.00	$171.00	2%	☑	$📄

Get Help   **Certify**   **Home**

Institutional Base Salary Details

- Institutional Base Salary information can be found by clicking on the icons in the Details Column:

  $ Dollar Sign – Displays the payroll details allocated to this employee during this reporting period from this grant

  📄 Document Icon – Displays the summary of 100% of this employee's payroll during this reporting period

PAC System Roles

PAC System Role	Description
Certifier	PI or Faculty that is responsible for certifying PAC or Grant Statements with Sponsored Payroll or Cost Share.
MCR Certifier	Medical Center Physician responsible for reporting Medical Center Related Activities on a PAC Statement.
Primary Payroll Reporting Coordinator (PPRC)	Cost Center Administrator responsible for pre-reviewing PAC and Grant Statements that they are assigned to. Primary PRCs can also add/remove additional PRCs.
Payroll Reporting Coordinator (PRC)	Cost Center Administrator responsible for pre-reviewing PAC and Grant Statements that they are assigned to.
Central Administrator	Administrator group that manages the overall PAC System
MCR Administrator	Administrator group that manages Medical Center Reporting
Proxy	PI or Faculty that is responsible for certifying PAC Statements with Sponsored Payroll or Cost Share on behalf of another PI or Faculty
Designee	PI or Faculty that is responsible for certifying Grant Statements with Sponsored Payroll or Cost Share on behalf of another PI or Faculty

Q&A

- Questions?
- If you have questions after the presentation, please contact Post Award Compliance by email at osp-postawardcompliance-request@virginia.edu