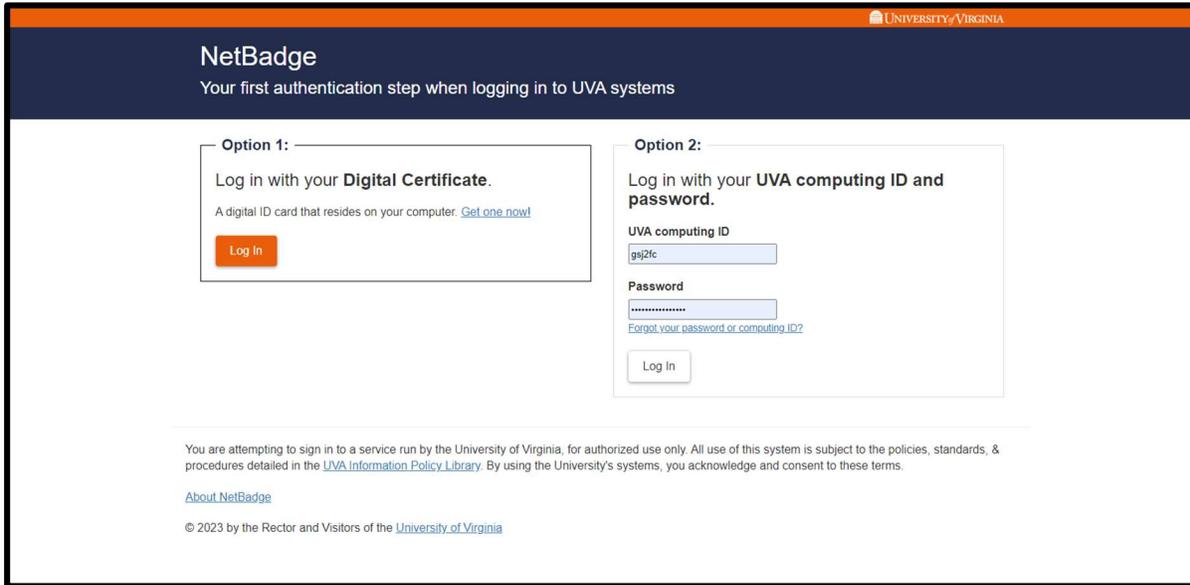
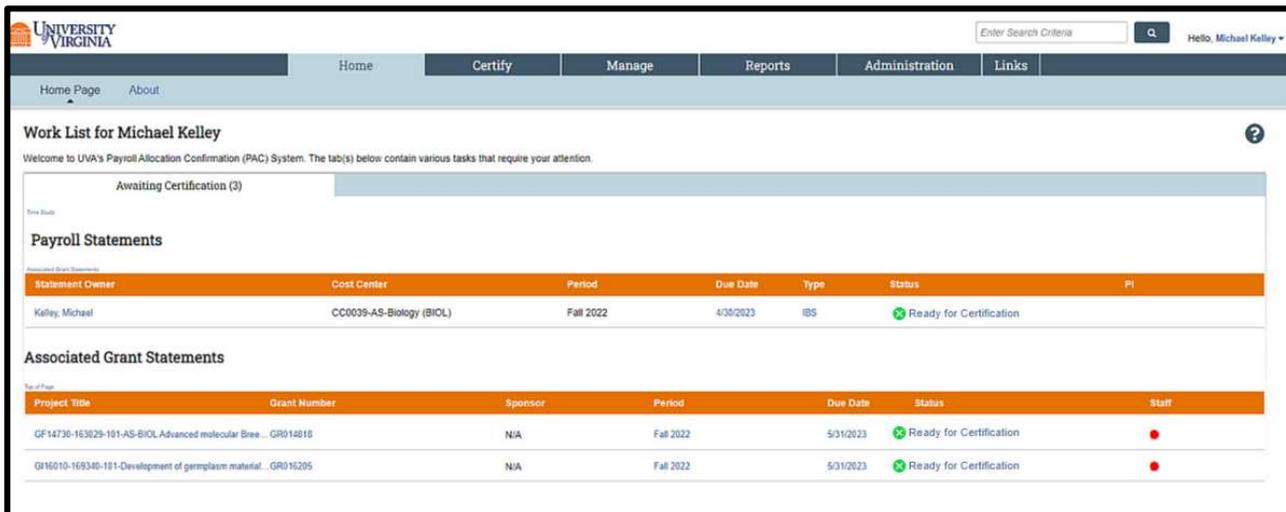


FACULTY PAC STATEMENT CERTIFICATION

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.



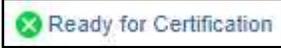
3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays three sections:
 - a. Payroll Statements
 - b. Grant Statements
 - c. Associated Grant Statements



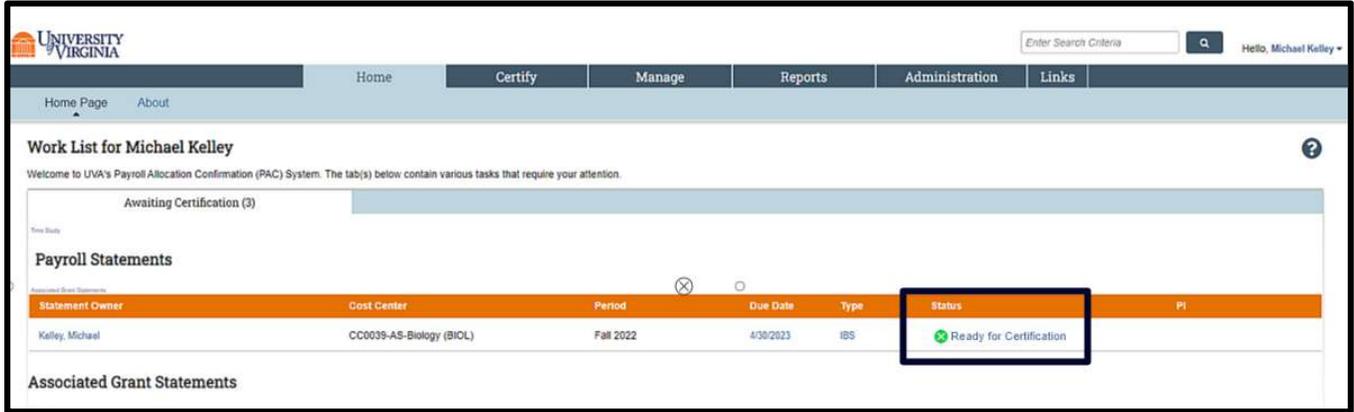
4. Per UVA's policy, you are required to certify your Faculty PAC Statements (Payroll Statements)

and all Grant Statements you are the responsible PI for.

5. To access your Payroll Statements for certification, click on any link associated to the

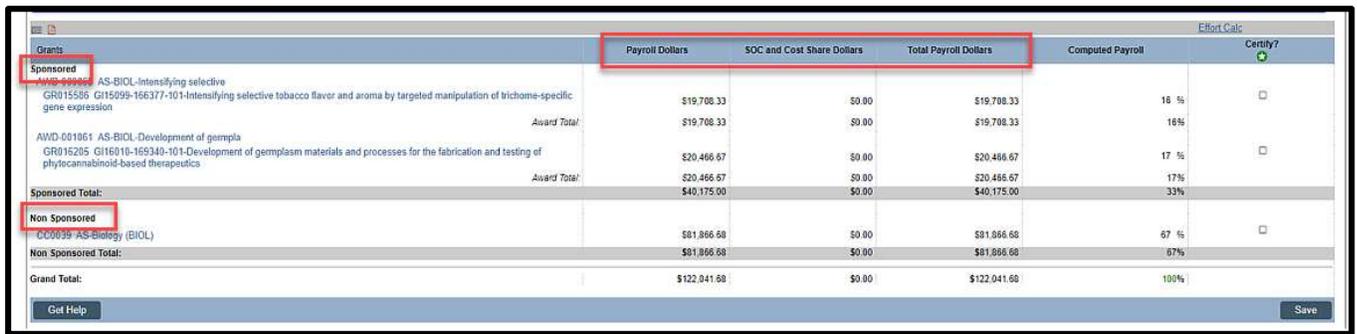


line under Payroll Statements.



6. The Payroll Statement

- a. is split into two sections, Sponsored and Non-Sponsored.
 - i. For Clinical Faculty you will have a third section for UPG salaries (see separate Medicare Cost Reporting user guide)
- 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.



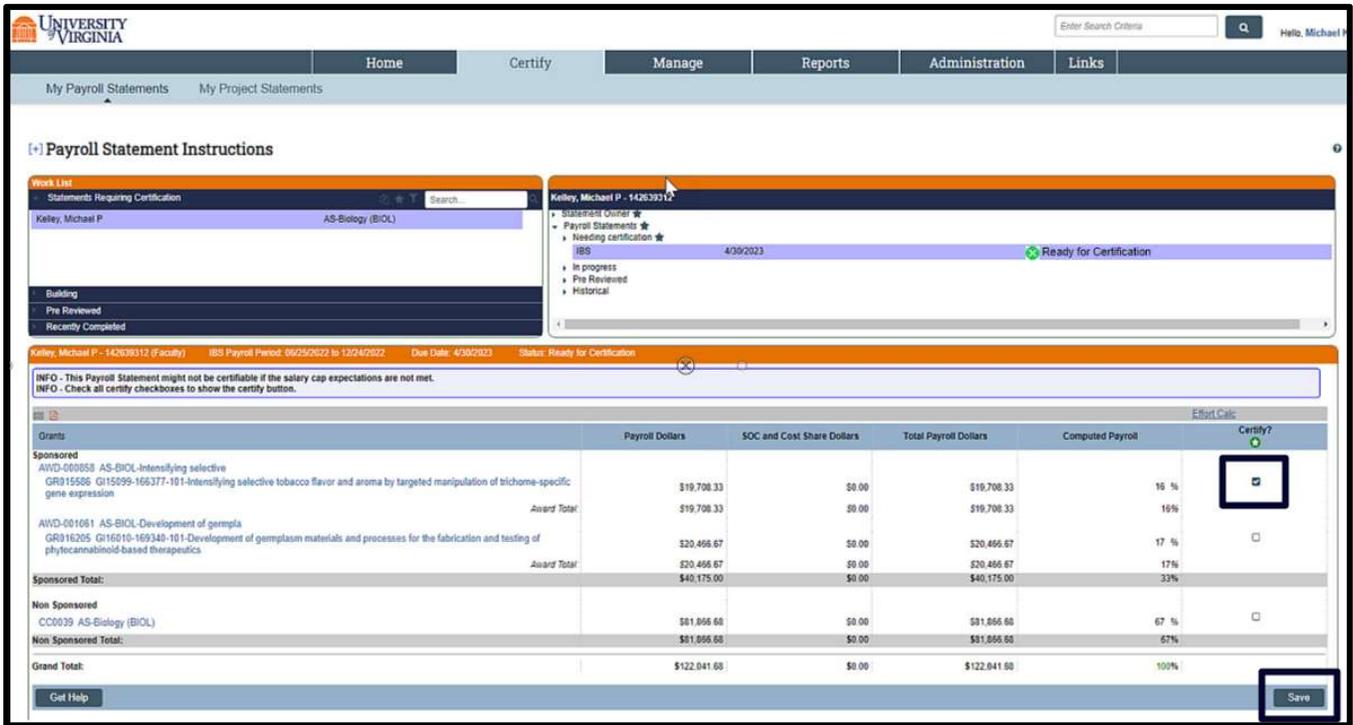
Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
AWD-000002 AS-BIOL-Intensifying selective					
GR015506 GI15099-166377-101-Intensifying selective tobacco flavor and aroma by targeted manipulation of trichome-specific gene expression	\$19,708.33	\$0.00	\$19,708.33	16 %	<input type="checkbox"/>
Award Total:	\$19,708.33	\$0.00	\$19,708.33	16%	
AWD-001861 AS-BIOL-Development of gempla					
GR016285 GI16018-169340-101-Development of gemplasm materials and processes for the fabrication and testing of phytocannabinoid-based therapeutics	\$20,466.67	\$0.00	\$20,466.67	17 %	<input type="checkbox"/>
Award Total:	\$20,466.67	\$0.00	\$20,466.67	17%	
Sponsored Total:	\$40,175.00	\$0.00	\$40,175.00	33%	
Non Sponsored					
CC0039 AS-Biology (BIOL)	\$81,866.68	\$0.00	\$81,866.68	67 %	<input type="checkbox"/>
Non Sponsored Total:	\$81,866.68	\$0.00	\$81,866.68	67%	
Grand Total:	\$122,041.68	\$0.00	\$122,041.68	100%	

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. 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.



Payroll Statement Instructions

Week List: Statements Requiring Certification

Kelley, Michael P. AS-Biology (BIOL)

Building: Pre Reviewed, Recardity Completed

Statement Center: Payroll Statements, Needing certification, IBS (4/30/2023) **Ready for Certification**, In progress, Pre Reviewed, Historical

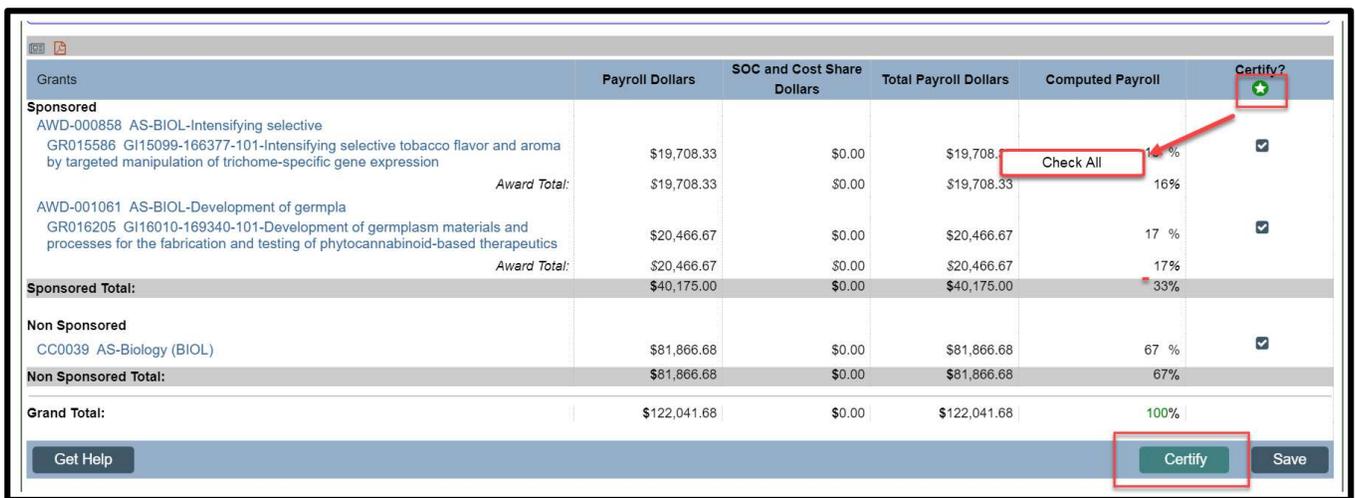
INFO - This Payroll Statement might not be certifiable if the salary cap expectations are not met. INFO - Check all certify checkboxes to show the certify button.

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
AWD-00058 AS-BIOL-Intensifying selective					
GR015586 GI15099-166377-101-Intensifying selective tobacco flavor and aroma by targeted manipulation of trichome-specific gene expression	\$19,708.33	\$0.00	\$19,708.33	16 %	<input checked="" type="checkbox"/>
<i>Award Total:</i>	\$19,708.33	\$0.00	\$19,708.33	16%	
AWD-001061 AS-BIOL-Development of germpla					
GR016205 GI16010-169340-101-Development of germplasm materials and processes for the fabrication and testing of phytocannabinoid-based therapeutics	\$20,466.67	\$0.00	\$20,466.67	17 %	<input type="checkbox"/>
<i>Award Total:</i>	\$20,466.67	\$0.00	\$20,466.67	17%	
Sponsored Total:	\$40,175.00	\$0.00	\$40,175.00	33%	
Non Sponsored					
CC0039 AS-Biology (BIOL)	\$81,866.68	\$0.00	\$81,866.68	67 %	<input type="checkbox"/>
Non Sponsored Total:	\$81,866.68	\$0.00	\$81,866.68	67%	
Grand Total:	\$122,041.68	\$0.00	\$122,041.68	100%	

Get Help Save

9. To certify the entire Payroll Statement:

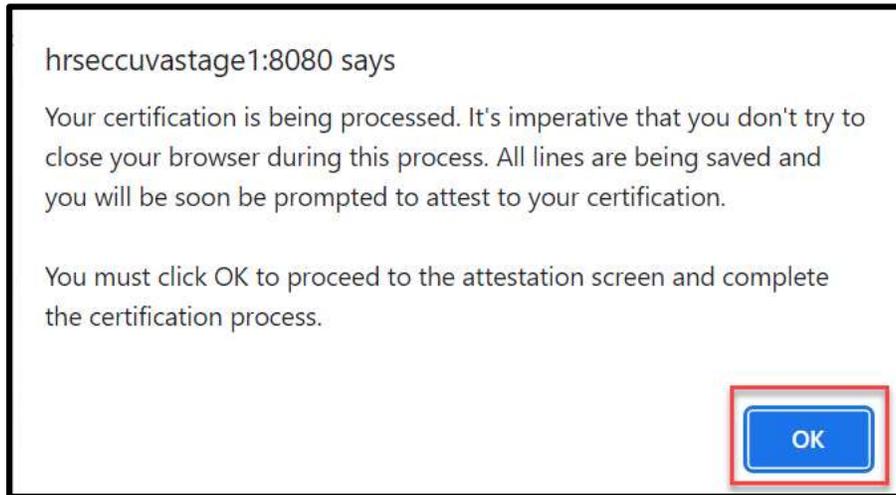
- a. Select the individual check boxes under the 'Certify' column or select the green star  which is a 'Check All'.
- b. Select the 'Certify' button which has now appeared.



Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
Sponsored					
AWD-00058 AS-BIOL-Intensifying selective					
GR015586 GI15099-166377-101-Intensifying selective tobacco flavor and aroma by targeted manipulation of trichome-specific gene expression	\$19,708.33	\$0.00	\$19,708.33	16 %	<input checked="" type="checkbox"/>
<i>Award Total:</i>	\$19,708.33	\$0.00	\$19,708.33	16%	
AWD-001061 AS-BIOL-Development of germpla					
GR016205 GI16010-169340-101-Development of germplasm materials and processes for the fabrication and testing of phytocannabinoid-based therapeutics	\$20,466.67	\$0.00	\$20,466.67	17 %	<input checked="" type="checkbox"/>
<i>Award Total:</i>	\$20,466.67	\$0.00	\$20,466.67	17%	
Sponsored Total:	\$40,175.00	\$0.00	\$40,175.00	33%	
Non Sponsored					
CC0039 AS-Biology (BIOL)	\$81,866.68	\$0.00	\$81,866.68	67 %	<input checked="" type="checkbox"/>
Non Sponsored Total:	\$81,866.68	\$0.00	\$81,866.68	67%	
Grand Total:	\$122,041.68	\$0.00	\$122,041.68	100%	

Get Help Certify Save

10. Select 'OK' in the pop-up box which has now appeared.



11. 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:	Michael P Timko - 142639313	Location:	
Title:		Appointment:	
Cost Center:	CC0039 - AS-Biology (BIOL)	Payroll Coordinator:	Terry Wyant Ludovissy - 107930977
Email:	mpt9g@virginia.edu	Period of Performance:	06/25/2022 to 12/24/2022
Status:	✔ 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.

12. Your Payroll Statement is complete and has been removed from your Worklist.