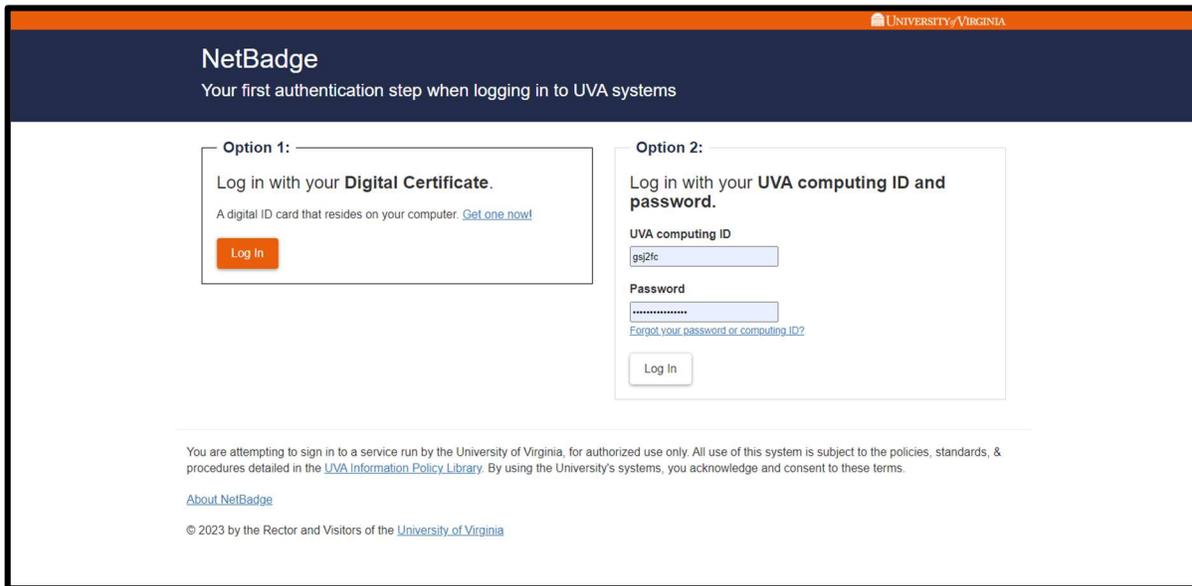
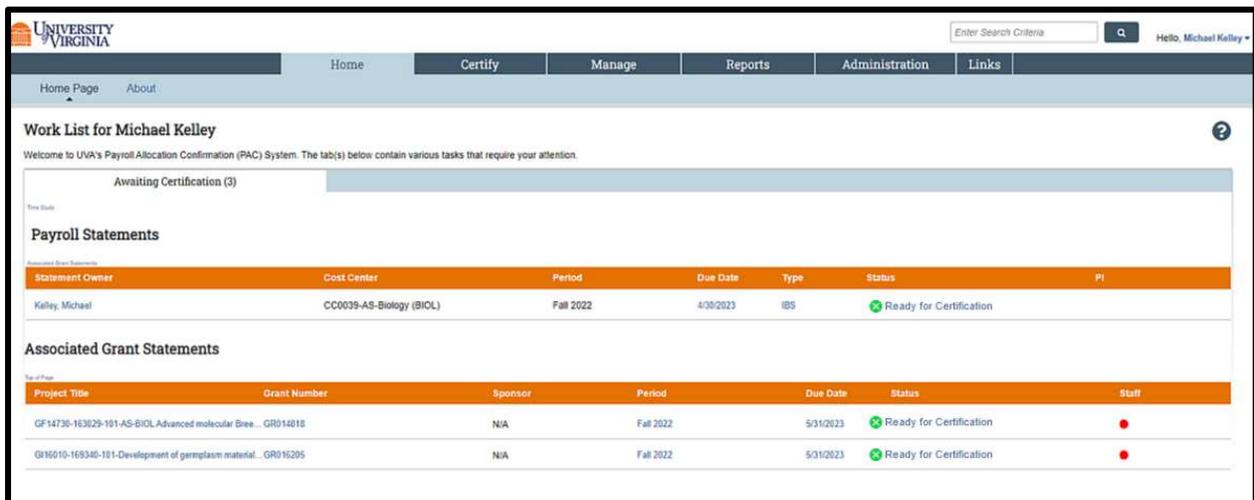


GRANT STATEMENT CERTIFICATION- PI/FACULTY

1. Access UVA's 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.



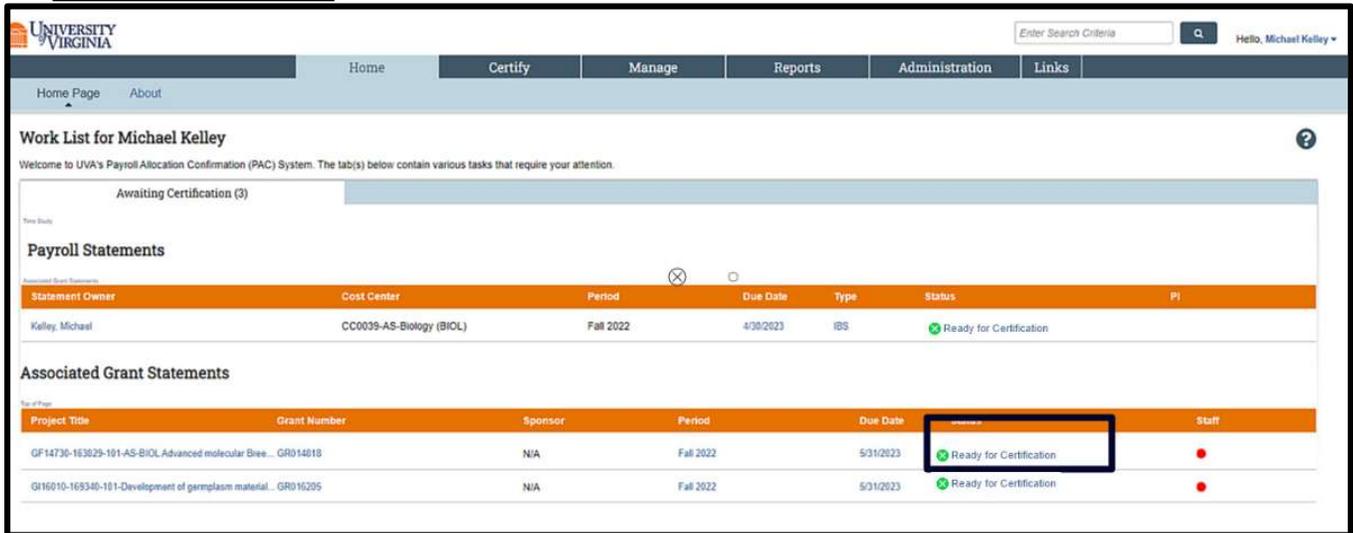
3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays three sections:
 - a. Payroll Statements
 - b. Grant Statements
 - c. Associated Grant Statements



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 Grant Statements for certification, click on any link associated to the

 Ready for Certification line under Grant Statements.



Work List for Michael Kelley

Welcome to UVA's Payroll Allocation Confirmation (PAC) System. The tab(s) below contain various tasks that require your attention.

Awaiting Certification (3)

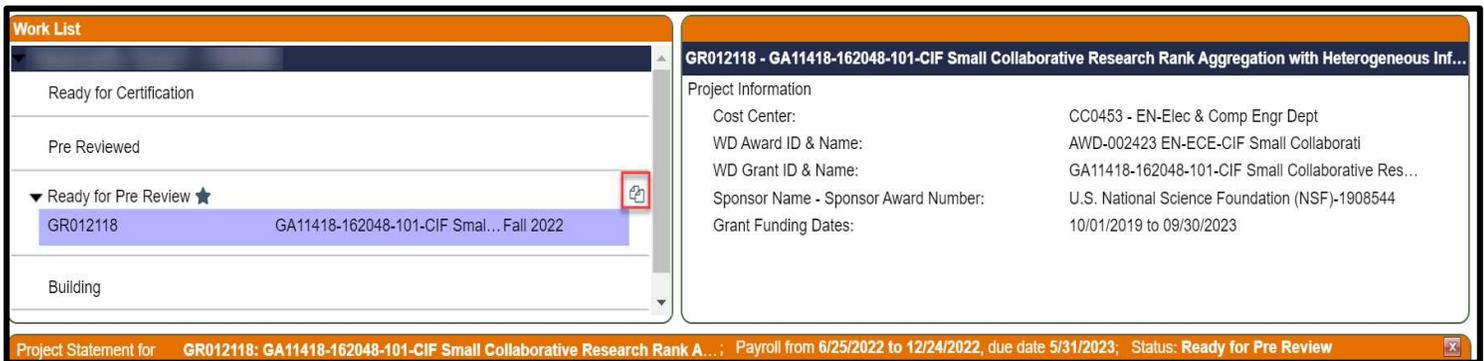
Payroll Statements

Statement Owner	Cost Center	Period	Due Date	Type	Status	PI
Kelley, Michael	CC0039-AS-Biology (BIOL)	Fall 2022	4/30/2023	IBS	 Ready for Certification	

Associated Grant Statements

Project Title	Grant Number	Sponsor	Period	Due Date	Status	Staff
GF14736-163029-101-AS-BIOL-Advanced molecular Bee...	GR014818	NIA	Fall 2022	5/31/2023	 Ready for Certification	
GI16010-165348-101-Development of germplasm material...	GR016205	NIA	Fall 2022	5/31/2023	 Ready for Certification	

6. The Grant Statement you selected on the Home Page will be displayed.



Work List

- Ready for Certification
- Pre Reviewed
- Ready for Pre Review 
 - GR012118** GA11418-162048-101-CIF Smal... Fall 2022 
- Building

GR012118 - GA11418-162048-101-CIF Small Collaborative Research Rank Aggregation with Heterogeneous Inf...

Project Information

Cost Center:	CC0453 - EN-Elec & Comp Engr Dept
WD Award ID & Name:	AWD-002423 EN-ECE-CIF Small Collaborati
WD Grant ID & Name:	GA11418-162048-101-CIF Small Collaborative Res...
Sponsor Name - Sponsor Award Number:	U.S. National Science Foundation (NSF)-1908544
Grant Funding Dates:	10/01/2019 to 09/30/2023

Project Statement for **GR012118: GA11418-162048-101-CIF Small Collaborative Research Rank A...**; Payroll from 6/25/2022 to 12/24/2022, due date 5/31/2023; Status: Ready for Pre Review

7. To view all Grant statements at one time, click the Select All icon 

8. The Grant Statement lists all UVA non-faculty employees that were paid from the grants for which you are a PI.

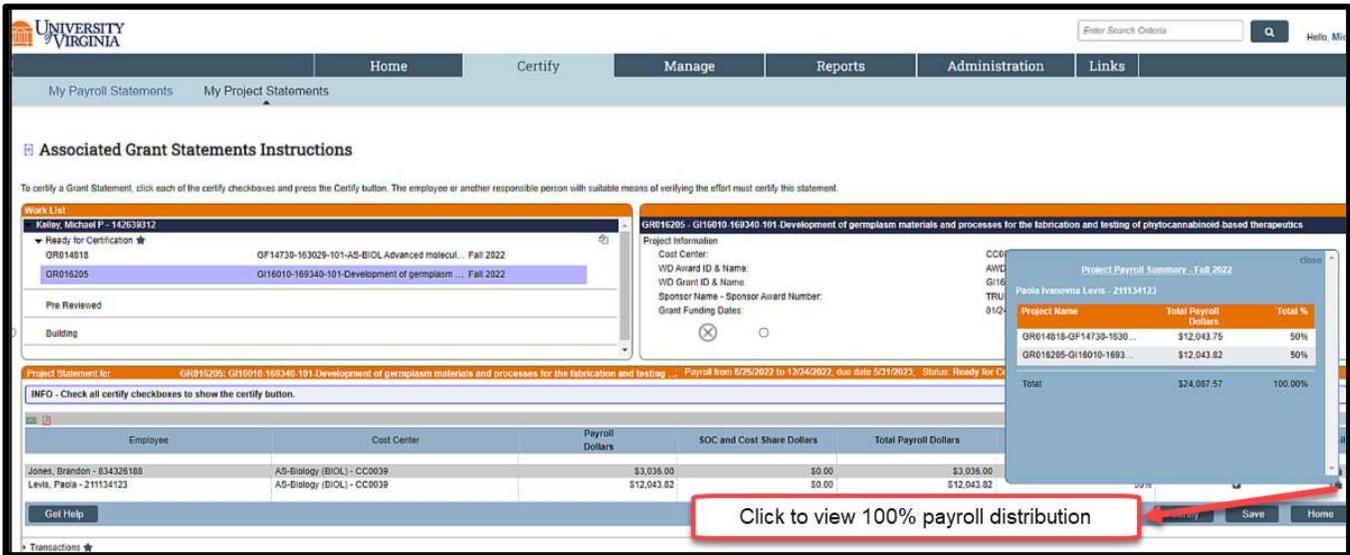
a. The statement displays the individual's total payroll, and any applicable salary-over-the-cap (SOC) or cost share dollars, for the reporting period.

b. To view an employee's 100% payroll distribution, click the  icon in the Details column.

c. Review the Grant Statement(s), review all accounts, ensure that all non-faculty employees are listed and that the payroll dollars are accurate.

i. Your Cost Center Payroll Reporting Coordinator (PRC) has already reviewed your Grant Statement and it should be accurate. If you have questions about your

Grant Statement, you can click the 'Get Help' button to email your PRC about any issues you may be having.

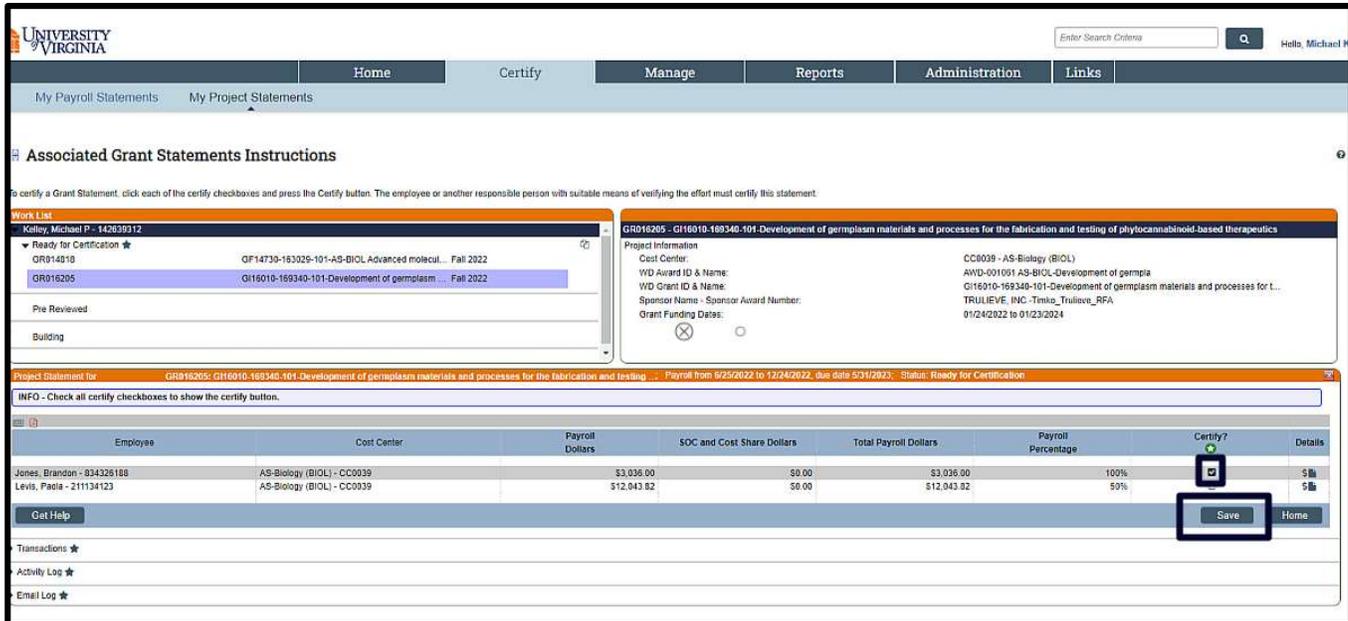


The screenshot shows the 'Associated Grant Statements Instructions' page. A 'Project Payroll Summary' popup is open, displaying the following data:

Project Name	Total Payroll Dollars	Total %
GR014818-GF14738-1630...	\$12,043.75	50%
GR018205-GI16010-1693...	\$12,043.82	50%
Total	\$24,087.57	100.00%

A red box highlights the 'Get Help' button, with an arrow pointing to it and the text: "Click to view 100% payroll distribution".

- If you wish to save your progress reviewing each line of the statement, select each line you wish to save and click the 'Save' button to return to complete the certification process at a later time.



The screenshot shows the 'Associated Grant Statements Instructions' page with a table of payroll data. The 'Save' button is highlighted in a blue box. The table data is as follows:

Employee	Cost Center	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Payroll Percentage	Certify?	Details
Jones, Brandon - 834326188	AS-Biology (BIOL) - CC0039	\$3,036.00	\$0.00	\$3,036.00	100%	<input type="checkbox"/>	\$
Levis, Paola - 211134123	AS-Biology (BIOL) - CC0039	\$12,043.82	\$0.00	\$12,043.82	50%	<input type="checkbox"/>	\$

10. To certify the entire Grant 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.



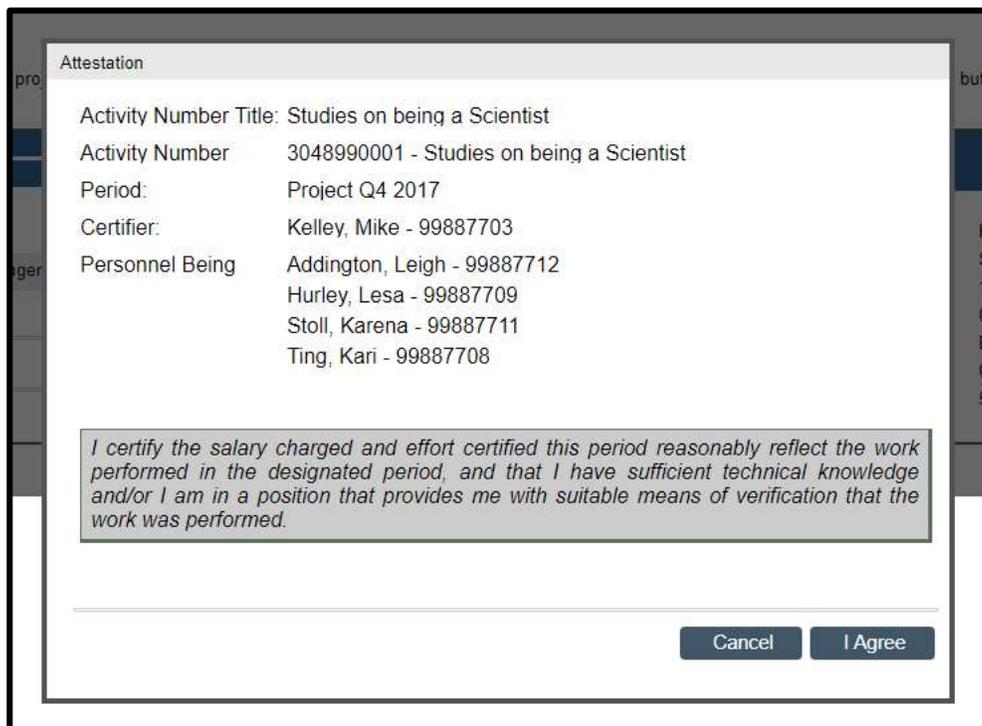
Project Statement for GR013042: GB10668-160946-101-R-CITY Erasing Racism and Violence thro... Payroll from 6/25/2022 to 12/24/2022, due date 5/31/2023; Status: Ready for Certification

INFO - New payroll transactions affect this statement.
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
	ED-YTNX - CC0439	\$13,269.25	\$0.00	\$13,269.25	50%	<input checked="" type="checkbox"/>	\$ \$
	ED-CASTL - CC0404	\$120.00	\$0.00	\$120.00	84%	<input checked="" type="checkbox"/>	\$ \$
	ED-EDHS Department - CC0420	\$1,736.10	\$0.00	\$1,736.10	14%	<input checked="" type="checkbox"/>	\$ \$
	ED-YTNX - CC0439	\$160.00	\$0.00	\$160.00	28%	<input checked="" type="checkbox"/>	\$ \$

Get Help Certify Save Home

11. Review the attestation statement and select 'I Agree' to complete the certification.



Attestation

Activity Number Title: Studies on being a Scientist
 Activity Number 3048990001 - Studies on being a Scientist
 Period: Project Q4 2017
 Certifier: Kelley, Mike - 99887703
 Personnel Being Addington, Leigh - 99887712
 Hurley, Lesa - 99887709
 Stoll, Karena - 99887711
 Ting, Kari - 99887708

I certify the salary charged and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

Cancel I Agree

12. Your Grant Statement is complete and has been removed from your worklist.

- a. You will need to do this for each one of your Grant Statements.