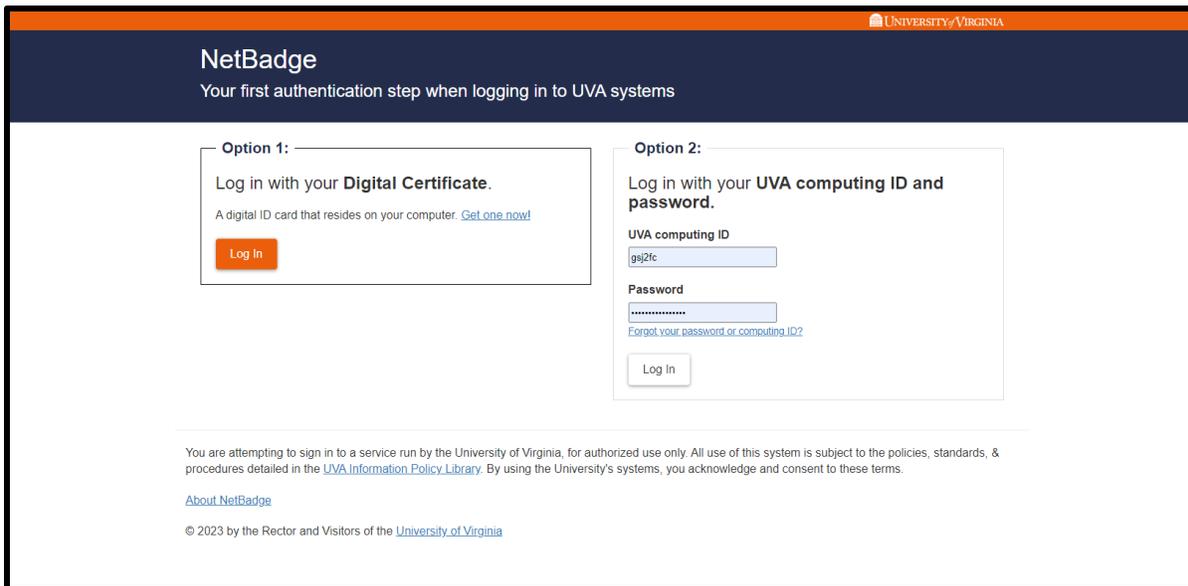


PAYROLL STATEMENT PRE-REVIEW – PAYROLL REPORTING COORDINATORS (PRC)

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>.
2. Log into the application through SSO and using your UVA username/password.

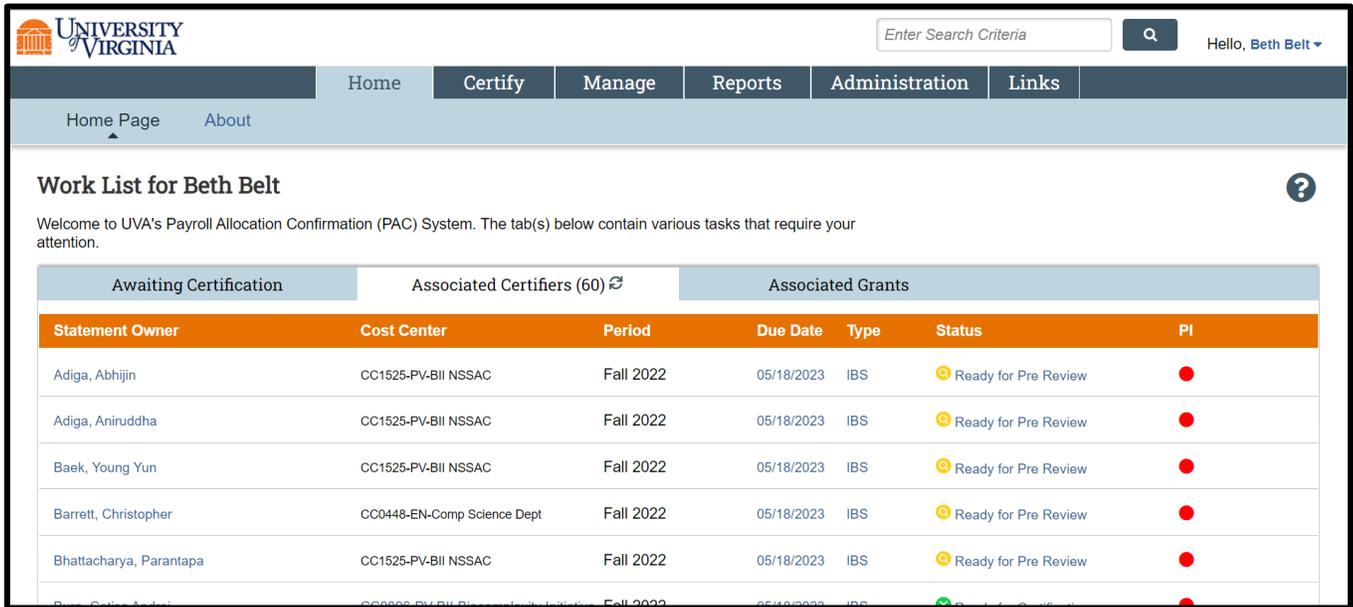


The screenshot shows the NetBadge login interface. At the top, it says "NetBadge" and "Your first authentication step when logging in to UVA systems". There are two options for login:

- Option 1:** "Log in with your Digital Certificate." It includes a link "Get one now!" and a "Log In" button.
- Option 2:** "Log in with your UVA computing ID and password." It includes input fields for "UVA computing ID" (containing "gsj2fc") and "Password" (masked with dots), a "Forgot your password or computing ID?" link, and a "Log In" button.

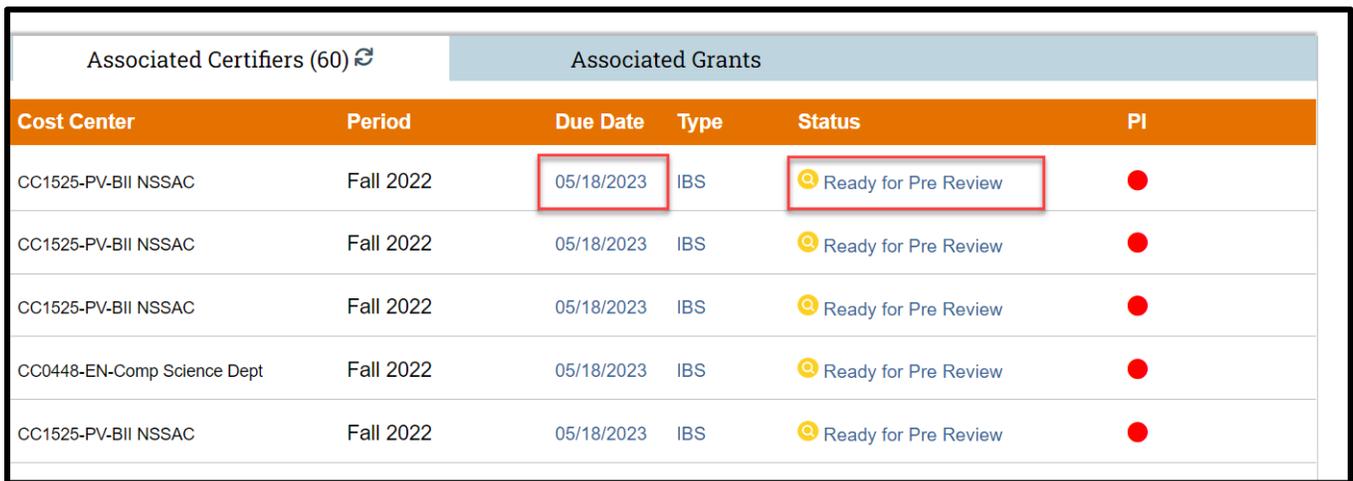
At the bottom, there is a disclaimer: "You are attempting to sign in to a service run by the University of Virginia, for authorized use only. All use of this system is subject to the policies, standards, & procedures detailed in the [UVA Information Policy Library](#). By using the University's systems, you acknowledge and consent to these terms." Below this is a link "About NetBadge" and a copyright notice "© 2023 by the Rector and Visitors of the [University of Virginia](#)".

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



Statement Owner	Cost Center	Period	Due Date	Type	Status	PI
Adiga, Abhijin	CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
Adiga, Aniruddha	CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
Baek, Young Yun	CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
Barrett, Christopher	CC0448-EN-Comp Science Dept	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
Bhattacharya, Parantapa	CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●

4. The goal is to Pre-Review all Payroll Statements for all your assigned faculty (For primary PRCs this is listed under the Associated Certifiers tab, or for non-primary PRCs by navigating to 'Certify' menu option -> 'My Payroll Statements').
5. From the Home Page, click on any link to be directed to the Payroll Statement to begin the Pre-Review process.



Cost Center	Period	Due Date	Type	Status	PI
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
CC0448-EN-Comp Science Dept	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●
CC1525-PV-BII NSSAC	Fall 2022	05/18/2023	IBS	Ready for Pre Review	●

6. The Payroll Statement:
 - a. Is split into two sections, Sponsored and Non-Sponsored
 - 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.

10. Salary Cap Audit Report

The Salary Cap Audit Report has been created to assist PRCs to review salaries of employees who are charged to sponsors that mandate salary caps. Note that the report only displays Certifiers whose IBS Salary is greater than the Prorated Salary Cap.

- a. While in the PAC system, select Reporting and Payroll/Cost Share Category.
- b. Then select "Salary Cap Audit Report" and click the "Run Report" button.



Certifier	Cost center	Pprc	Period	Grant number	Grant start date	Grant end date	lbs for period	Prorated salary cap	Grant payroll	Grant payroll percent	Soc and cost share dollars	Soc and cs percent	Computed payroll	Total payroll dollars	Amount to charge to grant	Positive value requires adjustment
							106791.67	101850	998.32	0.93	0.00	0.00	0.93	998.32	947.21	51.12
							106791.67	101850	23432.50	21.94	0.00	0.00	21.94	23432.50	22345.89	1086.61
							149575.00	101850	19929.96	13.32	8441.90	5.64	18.97	28371.86	19320.95	609.02
							149575.00	101850	19930.02	13.32	10140.00	6.78	20.10	30070.02	20471.85	-541.83
							142575.04	101850	1578.50	1.11	178.50	0.13	1.23	1757.00	1252.76	325.75
							142575.04	101850	19740.00	13.85	6310.10	4.43	18.27	26050.10	18608.00	1132.01
							142575.04	101850	6790.00	4.76	2743.66	1.92	6.69	9533.66	6813.77	-23.77

The columns of the report are defined as:

- a. **Certifier** - the employee whose salary is subject to the salary cap.
- b. **Cost Center** - is the cost center of the certifier.
- c. **Pprc** - the Primary PRC of the cost center
- d. **Period** - the reporting period of the statement.
- e. **Grant Number, Grant start and Grant end dates** – the Grant information subject to Salary Cap
- f. **IBS for period** – the employee’s institutional base salary for the PAC statement period.
- g. **Prorated salary cap** - the salary cap at time of expense for the reporting period of 6 months.
- h. **Grant payroll** - the amount of payroll charged to the sponsored grant.
- i. **Grant payroll percent** - the percentage of payroll charged to the sponsored grant.
- j. **Soc and cost share dollars** - provides the amount of payroll allocation for salaries over the cap.

- k. **Soc and cs percent** - provides the percent of payroll allocation for salaries over the cap.
- l. **Computed payroll** - the combination of columns Grant payroll percent and Soc and cs percent.
- m. **Total payroll dollars** - the total payroll dollars associated with the grant, directly charged to the sponsored grant and SOC allocations. This report uses the information in the Computed Payroll column as the intended budgeted effort % the employee is contributing toward the grant.
- n. **Amount to charge to grant** - Based on the understanding that the Computed Payroll column is the intended budgeted effort % the employee is contributing toward the grant, this column provides the amount to charge the sponsored grant.
- o. **Positive value requires adjustment** - tells the report user if the calculation in this column is a positive number, then this amount of payroll needs to be adjusted from the sponsored grant to the SOC portion of the grant.