**PAYROLL STATEMENT- CLINICAL FACULTY MEDICAL CENTER RELATED ACTIVITIES REPORTING**

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

Graphical user interface, application

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1. You are viewing the home page. The Home Page will display your Worklist. The Worklist displays three sections:
   1. Awaiting Certification
   2. Associated Certifiers
   3. Associated Grants

Graphical user interface, website

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1. The goal is to Pre-Review all Clinical Faculty Payroll Statements for all your assigned faculty.
   1. From the Home Page, click on the Status link to be directed to the Payroll Statement to begin the Pre-Review process.

Graphical user interface, website

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1. The Payroll Statement:
   1. Is split into one to three sections, depending on which type of payroll faculty was paid from Sponsored, Non-Sponsored, UPG.
   2. Lists all payroll dollars, salary-over-the-cap (SOC), and cost share dollars, for each grant that has salary charges, for the reporting period.

Graphical user interface, application

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1. On the Payroll Statement, review all payroll allocations for sponsored, non-sponsored, and/or UPG funding sources. Clinical Faculty are required to enter a category and percentage to each non-sponsored and UPG funding sources as part of the Medical Center Related Activities Report. These categories are required to complete the Pre Review.
   1. Click on the search bar and a list of categories will appear.
      1. Click the search bar again to hide the list of categories
   2. Begin typing the name of the category that corresponds to that activity. The lookup search will narrow the list as you type.
   3. **Note:** The activities for Direct Patient Care, Instructor for Resident/Fellows/Trainees, and Administration of Residency/Fellowship Programs are now listed in the list of categories.
   4. ***If you do not know the category and percentage for these funding sources, you can use a placeholder by selecting the category “0-Academic Activity, Not Reportable” listed at the top of the search list. Clinical Faculty will be instructed to confirm the appropriate category before certifying.***

Graphical user interface, application

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1. Enter categories and percentages of time that corresponds to that category for each activity.
   1. The sum of the percentages entered for all categories listed under an activity must total the Computed Payroll % for that activity.

Graphical user interface

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1. 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.
   1. To view the original percent on an activity line, you can click the reset button at the top right corner of your PAC statement.

Graphical user interface

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1. Clinical Faculty are required to enter the average number of hours worked per week during this period and are instructed to do so in their training guides. You may choose to enter this for them.
   1. Click ‘Submit Hours.’



* 1. Enter the average number of hours worked. You can enter a decimal value or whole number.
  2. Click ‘Close.’

**Note:** The ‘Submit Hours’ link will not appear once the statement is in the ‘Certified’ State. You will need to contact the [MCR Admin](mailto:CLMedicalCenterRelatedActivitiesReporting@hscmail.mcc.virginia.edu?subject=Please%20Edit%20Average%20Hours%20Worked) to edit the Hours.

A screenshot of a computer

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**Note**: If the ***Certifier*** tries to submit their statement before hours have been submitted, the following pop up with appear.

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Description automatically generated

1. Once Pre-Review is completed, click on the Pre-Review button.

**Note:** If the Pre-Review button is not clicked the statement will not route for certification.

Graphical user interface

Description automatically generated with medium confidence