



# **Payroll Allocation Confirmation (PAC) System**

## **Payroll Reporting Coordinator (PRC) Guide**

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April 2023

## Certification Review

*Certification* or *confirmation* is an after-the-fact review to determine that the salaries charged to federally sponsored awards accurately reflect the work performed.

As a Payroll Reporting Coordinator, you may be responsible for the pre-review of sponsored statements.

**Note:** Your institution requires a formal pre-review process. Contact your central administrator if you have any questions or need assistance.

The certification process begins with payroll data loaded into PAC System. This data is generated from your institution's source system. For example, you may use Workday™ to manage your payroll.

PAC System uses the loaded data to generate Payroll or Grant statements for the period of performance.

**Note:** Payroll changes are *not* made in PAC System. Any changes to payroll will be made using your source system, then loaded into PAC System.

Pre-review begins prior to your certification period opening. This is an opportunity to review the statements generated by PAC System and verify that the Payroll is accurate before the certifiers complete the certification process. Once the pre-review period ends, and the certification period is open, certifiers can view their statements and attest that their Payroll or payroll charges are accurate.

When the certification process is complete, you can run reports to gather and group the data.

## Computed Payroll

PAC System calculates Computed Payroll when statements are generated.

*Computed Payroll* is a percentage based on an individual's total payroll for the period of performance.

## Period of Performance

The period of performance is a period of time in which payroll data is grouped to form a Payroll or Grant statement. Each institution's period varies, but a typical period of performance may be a calendar or fiscal year, or a quarterly or monthly period. UVA adheres to a semi-annual period of performance

## Statement Review and Pre-Review

Grant statements are created for grants with payroll for one or more individuals. Payroll statements are generated for individuals (PIs and Faculty). The pre-review process for both Grant and Payroll statements is similar. PAC System calculates the computed Payroll percentage based on an individual's total payroll for the period of performance for both statement types.

<p><b>Note:</b> Your institution uses both Grant and Payroll statements.</p>
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### Payroll Statements

Payroll statements show sponsored and non-sponsored grants for an individual. This statement shows 100% of the individual's Payroll for the period of performance.

### Grant Statements

These statements show all non-faculty individuals with Payroll on the Grant for the period of performance.

### The Work List

As a Primary Payroll Reporting Coordinator (PPRC), any statements requiring your review will automatically appear on your Work List.

If you **are** a Primary Payroll Reporting Coordinator:

- Payroll statements appear on the Associated Certifiers tab in the Work List.
- Grant statements appear on the Associated Grant Statements tab in the Work List.

If you are **not** a Primary Payroll Reporting Coordinator:

- All Payroll statements in the Ready for Pre-Review and Ready for Certification statuses will not appear on the Work List. You will need to navigate to your Cost Center Dashboard to access them.

If you are assigned as a Grant Manager or a Restricted Access Coordinator:

- Only Grant statements for PIs to which you are assigned as a Grant Manager will appear on the Work List.
- Only Payroll statements for certifiers for whom you are assigned as a Restricted Access Coordinator will appear on the Work List.

The Work List is the default start page when you log in to PAC System. You can also navigate to your Work List from anywhere in PAC System.

**To navigate to your Work List:**

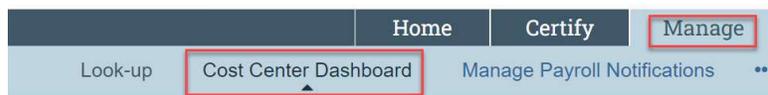
1. Click **Home** from the top navigator.
2. Click **Home Page** from the top sub-navigator.

## The Cost Center Dashboard

If you do not have a Work List, you will navigate to the Cost Center Dashboard to find your statements.

**To navigate to the Cost Center Dashboard:**

1. Click **Manage** from the top navigator.
2. Click **Cost Center Dashboard** from the top sub-navigator.



### Cost Center Dashboard

Search for Cost Center :

3. Select your desired Cost Center from the dropdown menu and click **Choose**.

You may also search for a Cost Center using the Cost Center name or code.

## Cost Center Dashboard — Payroll Certification Tab

The Payroll Certification tab shows information about the members of the selected Cost Center and their Payroll statements. You can use the dropdown menus to filter the employee type and period of performance. To see employee information, click the employee name link.

By default, the current period of performance is displayed.

## Cost Center Dashboard — Grant Certification Tab

The Grant Certifications tab shows a simple dashboard with information about the current certification process. The selected default employee type and the most recent period of performance is the default view for the Cost Center Dashboard. You may also use the employee type dropdown menu or period dropdown menu to filter the results.

**Note:** You can hover over any statement status icon to see specifics for the statement.

## Cost Share

As your institution uses data loads to collect cost sharing information, the PAC System will automatically update its database to include that information when the data load is complete. Cost share data is typically loaded to the PAC System using information from your institution's source system and does not need to be added manually.

## Cost Sharing Reports

To help you successfully monitor cost sharing, the PAC System provides cost sharing reports. These reports show cost sharing and payroll information.

**Best practice:** Make use of the **Cost Share Report, Payroll and Cost Share Report**, and **PI and Staff Report** to keep track of your payroll and cost sharing data.

## The Pre-Review Process

As a Payroll Reporting Coordinator or Grant Manager, it's important to complete your pre-review tasks in a timely manner. Your pre-review period is 15 days, but may be longer or shorter. Completing this review within the pre-review period means your certifiers won't have to wait to certify their statements.

PAC System sends an email notification when statements are ready for pre-review.

## Find Your Payroll Statements

To find a Payroll statement in the Ready for Pre-Review status from the Work List as a PPRC:

1. Navigate to your Work List.
2. Click the **Associated Certifiers** tab.
3. Find the statement you wish to pre-review. Statements ready for preview have a Ready for Pre-Review status icon .

Work List for Beth Belt ?

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

Awaiting Certification		Associated Certifiers (207)		Associated Grants			
Statement Owner	Cost Center	Period	Due Date	Type	Status	PI	
Adige, Abhije	CC1525-PV-BII NSSAC	Spring 2023	09/30/2023	IBS	 Building		
Adige, Anindtha	CC1525-PV-BII NSSAC	Fall 2022	05/15/2023	IBS	 Ready for Pre-Review		
		Spring 2023	09/30/2023	IBS	 Building		

4. Click the **Ready for Pre-Review** icon  or the status hyperlink to select the statement.

To find a Payroll statement in the Ready for Pre-Review status from the Cost Center Dashboard as a non-primary PRC:

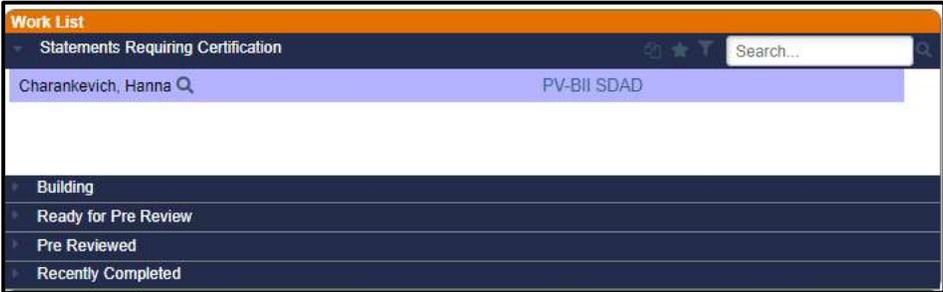
1. Navigate to the Cost Center Dashboard.
2. Click the **Payroll Certifications** tab.
3. Click the **Ready for Pre-Review** status icon  for the desired statement.

## The Payroll Statement Page

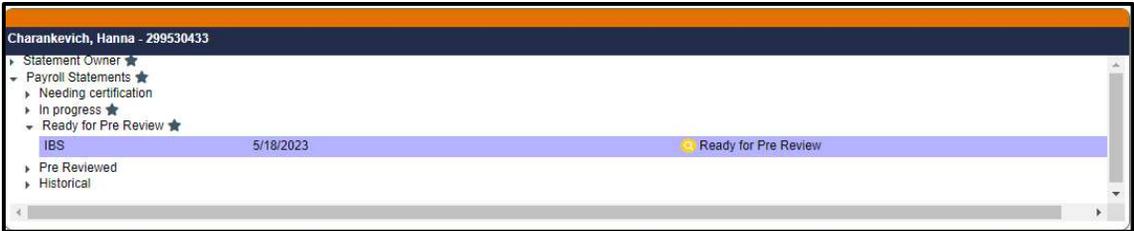
The Payroll statement displays three panes with information about the individual, their Payroll, and the period of performance.

- Work List
- Individual Pane
- Statement Pane

The Work List shows the individual's name and Cost Center, categorized by status. You can view the Cost Center information by clicking the Cost Center name hyperlink. You can also search for additional statements from this pane without returning to the Home Page.



The Individual pane shows statement information for the selected individual. You can see other status information for the individual by clicking the arrows ► to expand the category.



The Statement Pane contains specific statement information, including the dates of the period of performance, payroll values, and sponsored and non-sponsored grants.

Charankevich, Hanna - 299530433 (if faculty) | IBS Payroll Period: 6/25/2022 to 12/24/2022 | Status: Ready for Pre Review

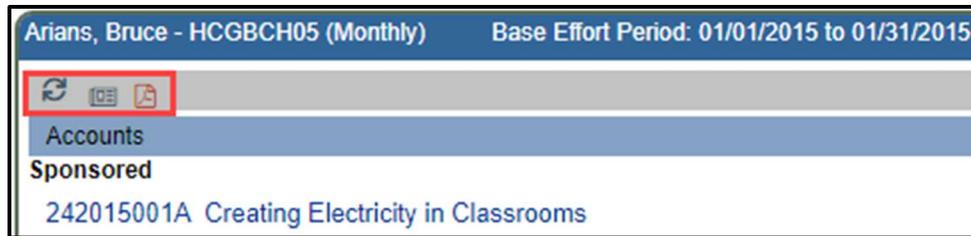
**WARNING** - You cannot certify this Payroll Statement because you do not have the right to certify Statements.  
**INFO** - This Payroll Statement might not be certifiable if the salary cap expectations are not met.

Grants	Payroll Dollars	SOC and Cost Share Dollars	Total Payroll Dollars	Computed Payroll	Certify?
<b>Sponsored</b>					
AWD-000814 UVA0GS11707-BII-Building Sustainable Data Comm					
GR017357 GS11707-160743-101-Building a Sustainable Data Commons to Support Department of Health Strategic Plans	\$335.00	\$0.00	\$ 335.00	1 %	
GR100082 BII-Building Sustainable Data Comm-Phase 2	\$2,199.85	\$0.00	\$ 2,199.85	6 %	
<b>Award Total:</b>	<b>\$2,534.85</b>	<b>\$0.00</b>	<b>\$2,534.85</b>	<b>7%</b>	
AWD-002321 UVA0GF11259-PV-BI-Expansion of Social Impact Dat					
GR014282 GF11259-170347-101-Expansion of the Social Impact Data Commons - New Issues/Geographies and a Cross-Cutting Equity Focus	\$3,605.10	\$0.00	\$ 3,605.10	9 %	
<b>Award Total:</b>	<b>\$3,605.10</b>	<b>\$0.00</b>	<b>\$3,605.10</b>	<b>9%</b>	
AWD-003263 PV-BII Impacts of Rural Broadb					
GR015165 GG12419-168503-101-Impacts of Rural Broadband and Broadband Programs across Racial and Ethnic Groups before and during the COVID-19 Pandemic	\$32,859.65	\$0.00	\$ 32,859.65	84 %	
<b>Award Total:</b>	<b>\$32,859.65</b>	<b>\$0.00</b>	<b>\$32,859.65</b>	<b>94%</b>	
<b>Sponsored Total:</b>	<b>\$38,999.60</b>	<b>\$0.00</b>	<b>\$38,999.60</b>	<b>100%</b>	
<b>Non Sponsored</b>					
CC0896 PV-BII-BioComplexity Initiative					
CC1524 PV-BII SDAD	\$83.75	\$0.00	\$ 83.75	0 %	
<b>Non Sponsored Total:</b>	<b>\$83.75</b>	<b>\$0.00</b>	<b>\$83.75</b>	<b>0%</b>	
<b>Grand Total:</b>	<b>\$39,083.35</b>	<b>\$0.00</b>	<b>\$39,083.35</b>	<b>100%</b>	

On Hold:  \$ Value

Get Help | Pre Review | Save

An important feature of the Statement Pane is the list of icons that allow you to reset and see additional information for the statement.



These three actions are:

- Reset Statement
- List of Reports
- PDF Reports

**Reset Statement** returns the statement to its original values. This is useful if you have made changes to the statement that you'd like to cancel.

**List of Reports** displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.

**PDF Reports** generates a PDF version of the statement that can be downloaded. This may be used in cases where a certifier is unable to access PAC System to certify their statement.

## Additional Statement Action

In addition to reviewing and editing the Payroll statement, you may have an additional action available.

**Note:** This action may not be available to you if your permissions or institution settings do not allow them.

- \$ Value or % Value

The **\$ Value** or **% Value** action toggles whether the statement shows the dollar or percentage value.

## Grant Information

For each grant on the statement, you can hover over the title of the grant to see more information about it, including the associated PI.

## Notes, Attachments, Transactions, Activity Log, Email Log, and Certifiers & Approvers

The options may be available to you depending on your institution's policies and permissions. You can add a note or an attachment to a statement if needed. You may also view transactions and logs for this statement, as well as any certifiers or approvers associated with it.

## Payroll Statement Pre-Review

**To complete the pre-review for a Payroll statement:**

1. Navigate to a Payroll statement in the Ready for Pre-Review status.
2. Review the grant and payroll information and verify that all grants are present and that the Payroll information looks correct.
3. If the grant or payroll information does not appear to be correct, make changes in your source system and wait for the revised data to be loaded back into PAC System.
4. If the grant and payroll information is correct, click **Pre-Review**.

The status for the statement will automatically change to a pre-review completed status, removing it from your Work List. The statement remains in this status until the certification period opens.

## Find Your Grant Statements

**To find a Grant statement in the Ready for Pre-Review status from the Work List as a PPRC:**

1. Navigate to your Work List.
2. Click the **Associated Grants** tab
3. Find the statement you wish to pre-review. Statements ready for preview have a Ready for Pre-Review status icon .

**Work List for Beth Belt**

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

Awaiting Certification		Associated Certifiers (207)		Associated Grants (63)			
Principal Investigator	Project Title	Grant Number	Account Number	Sponsor Name	Period	Status	Staff
Adiga, Abhijn	GG12241-162598-101-2233721-FACT Ne...	GR015009	GR015009	N/A	Fall 2022	Ready for Pre Review	
Adiga, Abhijn	GG12241-162598-101-FACT Network Mo...	GR015010	GR015010	N/A	Fall 2022	Ready for Pre Review	

4. Click the **Ready for Pre-Review** icon or the status hyperlink to select the statement.

**To find a Grant statement in the Ready for Pre-Review status from the Cost Center Dashboard as a non-primary PRC:**

1. Navigate to the Cost Center Dashboard.
2. Click the **Payroll Certification** tab for Payroll statements, or click the **Grant Certifications** tab for Grant statements.
3. Click the **Ready for Pre-Review** status icon for the desired statement.

## The Grant Statement Page

The Grant statement displays three panes with information about the Grant, members of the Grant and their Payroll, and the period of performance.

- Work List
- Grant Pane
- Statement Pane

The Work List shows the Grant's name, categorized by status. You can view the Grant information by clicking the Cost Center name hyperlink. You can also navigate to other statements from this pane without returning to the Home Page.

**Work List**

▶ Adiga, Abhijn - 474709568
▶ Barrett, Christopher Louis - 713857827
▶ Behl, Madhur - 553637080
Ready for Certification
Pre Reviewed
▼ Ready for Pre Review ★
GR011966 GA11281-163434-101-CRISP Type 2 dMIST Data-... Fall 2022

The Grant Pane shows specific information about the Grant, including the Cost Centers, funding information, and sponsor award number.

GR011966 - GA11281-163434-101-CRISP Type 2 dMIST Data-driven Management for Interdependent Stormwate..	
Project Information	
Cost Center:	CC0448 - EN-Comp Science Dept
WD Award ID & Name:	AWD-000342 EN-CE-1307 Stormwater
WD Grant ID & Name:	GA11281-163434-101-CRISP Type 2 dMIST Data...
Sponsor Name - Sponsor Award Number:	U.S. NSF - Directorate For Engineering-1735587
Grant Funding Dates:	09/01/2017 to 08/31/2023

The Statement Pane shows each employee who was a part of the Grant during the period of performance along with their certified and computed Payroll percentages.

An important feature of the Statement Pane is the list of icons that allow you to see additional information for the statement.

**Note:** Depending on your institution's settings, these options may not be available or may use different icons.

Project Statement for GR7950617: DEVELOPMENT OF NOVEL INSECTICIDE SYNERGISTIC	
<div style="border: 1px solid red; padding: 2px;">   </div>	
Employee	Department
Gordon, Rudy - 31357115	Huron Biometrics - Huronbiometrics

These actions are:

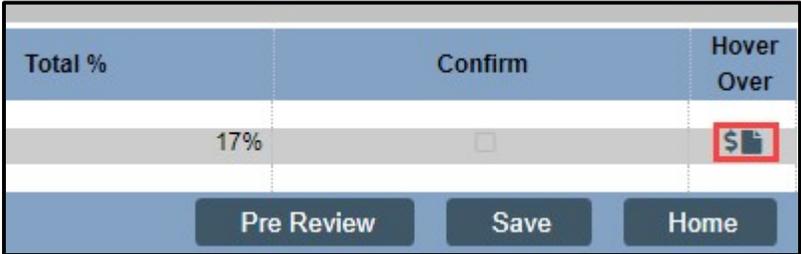
- List of Reports
- PDF Reports

**List of Reports** displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.

**PDF Reports** generates a PDF version of the statement that can be downloaded.

Additionally, Grant statements have a Hover Over column with two actions:

- Run Payroll Report
- View All Payroll



**Run Payroll Report** takes you directly to the Reporting page and automatically generates the Payroll Report associated with this Grant statement.

**Reporting**

This page lists all reports that are available through the application.

Category	Reports	Description
Commitments	Cost Transfer Report	The Payroll Report is a payroll summary report for a specific individual. Dependent on Account and date range.
Management	Center Payroll Summary Report	
Monitoring	Center Salary Activity Report	The date range for this can be set one of two ways. First, the report can be run by a date range. This allows the user to run a report that crosses reporting periods relevant to the Account activity.
Reporting/Grant Share	Cost Share Report	
Time Study	Monthly Funding and Effort Information Report	
	Payroll Adjustment Reconciliation Report	The alternate way of setting the range is by selecting 'Employee Type'. This will only show the total of activities for each work activity across the account.
	Payroll and Cost Share Report	
	Payroll Report	

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type Statement Type
31527115	Rudy		Gordon	Human Biometrics	Hurobiometrics	GR765817 - DEVELOPMENT OF NOVEL INSECTICIDE SYNERGISTIC FOR RESISTANCE MANAGEMENT	04/01/2017 to 04/30/2017	\$5,000.00	6 %	370-31330-0000-000001-600100-0000-00000 (Training)	Payroll Pre Review State
							05/01/2017 to 05/31/2017	\$5,000.00	6 %	370-31330-0000-000001-600100-0000-00000 (Training)	Payroll Pre Review State
							06/01/2017 to 06/30/2017	\$5,000.00	6 %	370-31330-0000-000001-600100-0000-00000 (Training)	Payroll Pre Review State
<b>Subtotal</b>								<b>\$15,000.00</b>	<b>12 %</b>		
<b>Carroll: Total for Period</b>								<b>\$18,000.00</b>	<b>32 %</b>		
<b>Total Of All Carrolls</b>								<b>\$15,000.00</b>	<b>12 %</b>		

**View All Payroll** displays a 100% view of how the employee was paid for the period of performance.

Project Payroll Summary - Fall 2022 close

Jingyun Ning - 740265834

Project Name	Total Payroll Dollars	Total %
GR011966-GA11281-1634...	\$1,019.25	6%
GR012257-GA11524-1668...	\$16,647.75	94%
<b>Total:</b>	<b>\$17,667.00</b>	<b>100.00%</b>

Click the corresponding icon to select either the Payroll Report or to view all payroll information for this statement.

### Get Help

The **Get Help** button prepares an email for your Primary Payroll Reporting Coordinator or Grant Manager that you can send for assistance or questions.

PAC System will open your default email client and automatically add a subject line and recipient for you. You can then add your own text to the email and send it.

**Note:** All communications sent through your email client are stored there. PAC System does not keep a record of or track these emails.

## Notes, Attachments, Transactions, Activity Log, and Email Log

The options may be available to you depending on your institution's policies and permissions. You can add a note or an attachment to a statement if needed. You may also view transactions and logs for this statement.

## Grant Statement Pre-Review

**To complete the pre-review for a Grant statement:**

1. Navigate to a Grant statement in the Ready for Pre-Review status.
2. Review the payroll information for the Grant.
3. Click **Save** if you wish to come back to the statement without completing the pre-review.
4. Click **Pre-Review** to complete the pre-review.

## Statements On Hold

You may need to place statements on hold. The On Hold status prevents a statement from being certified or pre-reviewed. For example, payroll changes may have been made to a certifier in your source system, but have not yet been loaded back into PAC System, or a Grant may require additional review before its Grant statements are ready for certification.

Statements may be placed on hold at any time prior to certification and during the pre-review process.

Both Payroll and Grant statements may be put on hold, and multiple statements may be put on hold at a time.

Once placed on hold, the statement will show the On Hold status in red until a Payroll Reporting Coordinator removes the statement from hold.

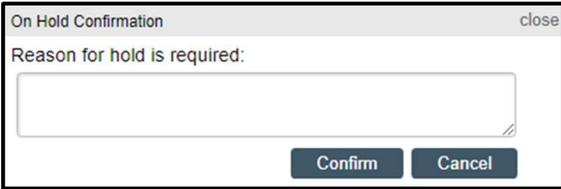
## Place Statement On Hold

### To place a statement on hold

1. Navigate to the statement you wish to place on hold.
2. Select the **On Hold** checkbox.



4. Enter the reason for the hold in the text box. Click **Confirm**.  
**Note:** This confirmation *only* appears if your institution requires a hold reason.

 A screenshot of a dialog box titled 'On Hold Confirmation' with a 'close' button in the top right corner. The dialog contains the text 'Reason for hold is required:' followed by a large empty text input field. At the bottom of the dialog are two buttons: 'Confirm' and 'Cancel'.

5. Click **OK** to confirm that the statement is now on hold.

If your institution has On Hold notifications enabled, PAC System will send the notification after you confirm.

## Take Statement Off Hold

### To take a statement off hold:

1. Navigate to the statement you wish to remove from hold.
2. Deselect the **On Hold** checkbox.



3. Click **OK** to confirm that you wish to take the statement off hold.
4. If your organization has Off Hold notifications enabled:
  - a. Click **OK** to enter text for and send the email notification.
  - b. Click **Cancel** to cancel sending the notification.
5. Click **OK** to confirm that the statement is now off hold.

## Place Statements On Hold Page

You may have the rights to place multiple statements on hold using the Place Statements On Hold page.

Contact your Central Administrator if you have questions about these rights.

### To place multiple statements on hold:

1. Click **Manage** from the top navigator.
2. Click **Place Statements On Hold** from the sub-navigator.
3. Select the type of statement you wish to put on hold:
  - a. Select the **Grant Statements** tab for Grants.
  - b. Select the **Payroll Statements** tab for Payroll.
4. Enter the information in the fields:
  - a. School/Cost Center or Grant Manager
  - b. Employee type
  - c. Period or Grant Period
5. Select the certifier or grant to place on hold by clicking the arrow button  for a single certifier or grant, or click the double arrow button  to hold all certifiers or grants listed.
6. Click **Save**.

## Monitoring the Certification Process

PAC System provides multiple tools to help you manage and monitor the certification process. Within the Payroll and Grant statement pages, you can run reports for payroll-related results. You should also monitor the Cost Center Dashboard for a quick overview of the certification period.

You can generate additional reports from the Reporting page. For certification, the Certification Status Report and the Grant Status Report are most commonly used to get an overview of your certification progress.

## The Look Up Page

The Look Up page allows you to search for people, Cost Centers, grants, and other information within PAC System.

Depending on your institution's settings, you may need to look up different field types:

- Employee
- Cost Center
- Active Award/Grant
- Inactive Award/Grant

For any search criteria, begin by entering at least 3 characters of the search term. Alphanumeric characters are allowed.

## Payroll Statements

If your institution uses Payroll statements, you'll typically search for employees. If you enter an exact search term match—for example an employee's full name or employee ID—PAC System will direct you to the Payroll statement for that employee. Otherwise, the PAC System will display a list of employees that match your search term.

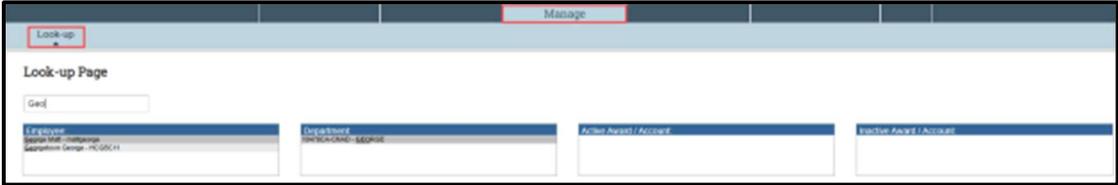
## Grant Statements

If your institution uses Grant statements, you'll search for Grants by their name or number.

### To navigate to the Look Up page:

1. Click Manage from the top navigator.

2. Click Look Up from the sub-navigator.



In the example above, we've entered 3 letters. As you type, PAC System will begin to display matches to your search term. Continue typing for more specific results.

## Introduction to Reporting

PAC System has a wealth of reports to quickly provide you with accurate and specific data. This guide will help you find and generate the right report.

Every report has a different purpose, but all reports have parameters and options in common.

### To access the Reporting page:

1. Click **Reports** from the top navigator.
2. Click **Reporting** from the top sub-navigator.

**Tip:** If you do not have access to the correct reports, contact your Central Administrator for assistance.

## The Reporting Page

The Reporting page is separated into different panels to allow you to find the right report and run it with the correct criteria. The panels are:

- Category — Quickly find the type of report you need.
- Reports — Show a subset of the reports within the category.
- Description — An explanation of the results you can expect from the selected report.

## Parameters, Results, Customize

Each report also has additional tabs for:

- Parameters — Set your search criteria.
- Results — The results of your report.
- Customize — Change your customized reports, or *queries*, indicated by the wrench icon .

## Generate Reports

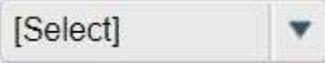
Reports are available to you depending on your roles and rights within the PAC System as well as any Cost Center relationships you may have. You can generate a report at any time, with any set of parameters. While there are many reports available, you may only use a few that are specific to your role.

### To generate a report

1. Find the category and click the name of the report. The description of the report will be displayed in the **Description** pane.
2. Set your desired report parameters in the **Parameters** tab. Depending on the report, you may have a few or many choices.

## Parameter Options

Button/Field	Function
Arrow Button  	Select your parameter, then use the arrow button to move your parameter from left to right to add, or from right to left to remove.
Double Arrow Button  	Move all parameter options from one panel to the other.
Text Search Field <input type="text"/> <small>Expand Search</small>	<p>Begin by typing <i>at least</i> three letters of your desired search term. Your results will be displayed as you continue typing.</p> <p>For some searches you may be able to further refine your search to include sub-parameters, such as sub-Cost Centers, by clicking <b>Expand Search</b>.</p>
Check Box <input type="checkbox"/> <input checked="" type="checkbox"/>	Select multiple parameters or items.
Radio Buttons <input type="radio"/> <input checked="" type="radio"/>	Select one item.
Date Picker Button 	Select a date. You can click a date from the picker or type a date in the field.

Button/Field	Function
Informational Button 	Click to get more information about any parameter. Click again to close the hover information.
Drop-down Menu 	Select an option from the list.
Blank Field	If a field entry is not required, the field can be left blank. Leaving the field blank will act as a wild card, which will include all possible results. This can cause reports to be very large and take more time to generate.

3. Once your parameters are set, click the **Run Report** button.
4. You may receive an error indicating that your report contains no data. To resolve this, re-check your parameters or widen your search criteria, then click **Run Report** again.
5. PAC System displays your report in the Results tab automatically.

**Tip:** You can download your results in different file formats. Your file format options are displayed in the **Results** tab below the report data.

## Choosing the Right Report

Reports provide the necessary data for you to determine what tasks need to be completed, which users have certified or not yet certified, and many other data points.

Your institution may have additional custom reports  that have been created by your Central Administrator. These custom reports are created to your specific requirements and are not listed below.

## Commonly Used Reports

Category	Report Name	Purpose
Management	Certification Status Report	<b>Monitoring the certification process</b> See a list of all Payroll statements in the selected status
Management	Grant Status Report	<b>Monitoring the certification process</b> See a list of all Grant statements in the selected status
Management	Payroll Task Listing	<b>Find unfinished tasks within the workflow</b> See existing tasks and reassign tasks to different users
Monitoring	Employee Type History	<b>Monitoring the certification process</b>  See employee type changes for the specified certifier, history for the employee type, and the date of the employee type change
Monitoring	List of All Users	<b>User and Cost Center management</b> See a list of users in PAC System by role
Management	Grant Certification Status Summary	<b>Grant management</b>  See the number of Grant statements by Cost Center and selected statuses
Management	Sponsored Grant Activity	<b>Payroll management</b> Find employees whose computed Payroll or certified Payroll total has exceeded your user-defined threshold
Management	Work List	<b>Payroll and Grant management</b> See all Payroll or Grant statements for a self-certifier or Cost Center
Payroll/Cost Share	Certifier Payroll Summary	<b>Payroll management</b> See a list of an employee's grants and payroll for a 12-month period
Payroll/Cost Share	Cost Share	<b>Payroll management</b> See a list of all cost share entries in PAC System

Category	Report Name	Purpose
Payroll/Cost Share	Payroll Adjustment Reconciliation	<b>Monitoring certification process</b> See a list of certifiers with Payroll statements that have been reopened using PAR
Payroll/Cost Share	Payroll and Cost Share	<b>Payroll management</b> See all payroll and cost share transactions for a specific date range and individual
Payroll/Cost Share	PI and Staff Payroll	<b>Payroll management</b> See a list of all individuals who charge a Principal Investigator's grant with their monthly salary charges
Payroll/Cost Share	SPES (Sponsored Grant Employee Summary)	<b>Grant payroll reporting</b> See a list of all employees with salary charged to a specific grant
Payroll/Cost Share	SPES Summary	<b>Grant payroll reporting</b> See a list of all employees with salary charged to a specific grant within a date range
Payroll/Cost Share	Payroll Report	<b>Validating data in the system</b> Find payroll information for a specific individual, Cost Center, or grant within a date range
Management	External Audit	<b>Reporting information for auditing purposes</b> See a list of a historical certification statements by certifier or Grant
Management	Certification Status Summary	<b>Monitoring certification process</b> See the number of certification statements for a specific employee type and a specific period of performance in each status by Cost Center.

**Find a report category:**

[Management](#)

[Monitoring](#)

[Payroll/Cost Share](#)

## Management

Report	Purpose
Certification Activities	Find all certification activities performed for any grant
Certification Status	See all Payroll statements with a specific status, such as In Progress or Certified
Certification Status Summary	See an overview of your institution's Payroll statement certification progress by: <ul style="list-style-type: none"> <li>▪ Period of performance dates</li> <li>▪ Cost Center</li> </ul>
Payroll Task Listing	Find complete or incomplete tasks within PAC System
External Audit	See a list of a historical certification statements by certifier or Grant
Payroll After Budget End	Find any Payroll or Grant statements that have payroll loaded to Grants that are beyond the grant end date
Potential Certification Conflict	See a list of any Payroll statements that were certified and processed by the same employee
Grant Certification Status Summary	See an overview of your Grant statement certification progress by <ul style="list-style-type: none"> <li>▪ Period of performance dates</li> <li>▪ Cost Center</li> </ul>
Grant Status	See all Grant statements with a specified status
Sponsored Grant Activity	See a list of all users whose computed Payroll or certified Payroll total has exceeded the threshold
Work List Report	See all Payroll or Grant statements for a self-certifier or Cost Center

## Monitoring

Report	Purpose
Cost Centers With No Primary Coordinators	Find Cost Centers that do not yet have primary Payroll Reporting Coordinators assigned
Grant Without Principal Investigators	Find grants that do not yet have Principal Investigators associated
List of All Users	See a list of all users based on their assigned roles
List of New Users Since Last Certification	See a list of all new users added since your last certification period
List of Designees 	A custom query that lists all designees and the grants to which they are assigned
Certifiers with Assigned Proxy 	A custom query that displays all certifiers with an assigned proxy
Employee Type History	A custom report that displays employee type history

## Payroll/Cost Share

Report	Purpose
Cost Transfer	See a list of all cost transfer entries in PAC System
Certifier Payroll Summary	See all of a selected certifier's grants by payroll period
Certifier Salary Activity	See a list of all individuals associated with a certifier's grants and their activities for a 12-month period
Cost Share	See a list of all cost share entries in PAC System
Monthly Funding and Payroll Information	See the distribution of labor charges for a certifier for any month
Payroll Adjustment Reconciliation	See a list of certifiers with Payroll statements that have been reopened using PAR
Payroll and Cost Share	See all payroll and cost share transactions for a specific date range and individual

<b>Report</b>	<b>Purpose</b>
Payroll	See payroll information for a specific individual, Cost Center, or grant within a date range
PI and Staff Payroll	See a list of all individuals who charge a Principal Investigator's grant with their monthly salary charges
Proactive Cost Transfer	See all cost transfers and payroll data generated by PAC System
SPES (Sponsored Grant Employee Summary)	See a list of all employees that were paid from a specific grant and verify the accuracy of the charges
SPES Summary	See a list of all employees that were paid from a specific grant during the selected date range
View Payroll Distribution Request	See current payroll distribution percentages for an individual

# Post-Certification Processing

## Overview

When certification is complete, a post-review can be performed. Post-review, adds a final step in the certification process that allows you to review and finalize Payroll statements in the Certified, Not Processed status.

Post-certification is not required for a statement where no changes were made to the certified Payroll during certification. If the certified Payroll and computed Payroll values remain as-is, no further processing is required.

If a certifier attests to payroll outside of the original computed Payroll, your system settings will check if the variance is within your desired threshold. If the variance is exceeded, PAC System will generate a post-certification task.

**Note:** The variance and threshold information is set by your Central Administrator.

## How to Get Help with PAC System

### Embedded Help

PAC System provides embedded, built-in help information within the application. Click the embedded help icon  to get additional information about the function or page you're viewing.

### Contacting Support

There are several ways to contact our Support team. Depending on the urgency of the issue, you can use the following methods:

- **Visit** the [PAC System Support Portal website](#)
- **Email** [INSERT EMAIL]
- **Call** [INSERT NUMBER]

These details are also listed on the PAC System Support Portal website.

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