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Payroll Distribution Confirmation

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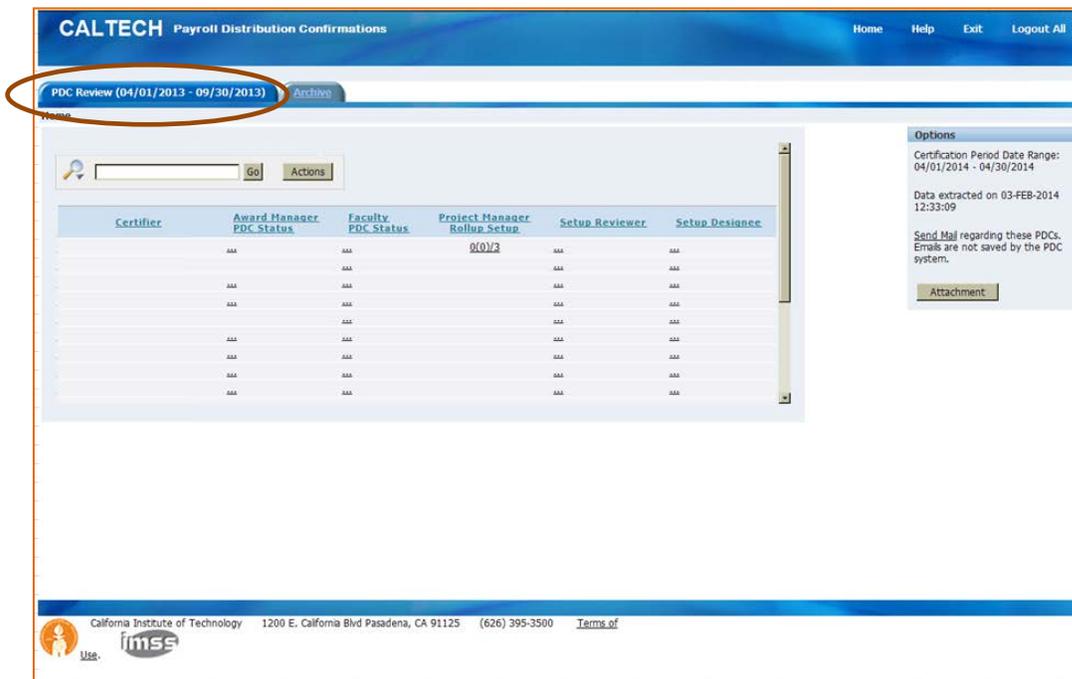
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Overview

On-line Payroll Distribution Confirmation (PDC) is an access.caltech application that allows **Award Managers** and **Faculty** to certify reasonableness of distribution of payroll charges to sponsored awards. Payroll Distribution Reports are generated from the Labor Distribution (LD) Module for each six month period ending March 31 and September 30:

- Fiscal Year Period A: **October 1 - March 31**
- Fiscal Year Period B: **April 1 - September 30**

The current reporting period will be displayed on the first tab of your PDC Home Page. It will also indicate if you are in the Review or Certification period.



Reports

There are three types of reports used in the PDC process, two require certification, while the other only requires an approval:

- **Faculty Payroll Distribution Confirmation (FPDC) (requires certification)**
Each person with Professorial Salary labor charged to sponsored awards receives a Faculty Payroll Distribution Confirmation Report. These reports list 100% of the faculty member's payroll distribution charges (in %) for the reporting period. See Appendix A for a sample report.
- **Award Manager Payroll Distribution Confirmation (AMPDC) (requires certification)**
An Award Manager will receive an AMPDC listing each award for which they are assigned the Award Manager role in Oracle Grants Management (OGM). The report includes all individuals that have any payroll charges to their awards. 100% of each individual's time will be shown whether or not all the time was charged to that Award Manager. See Appendix A for a sample report.
- **Project Manager Roll-up Report (requires approval)**
A Project Manager (PM) will receive a request for a Roll-up Report from the Award Manager. The report will list only the payroll charges for individuals charged to a Project Manager's project/s, not the individual's 100% salary distribution.

Roles – Who Can See and Do What

The PDC application automatically determines user roles, based on various factors. A user may have more than one role. Each role will determine what is displayed on their PDC home page and may determine the reports they will see.

Payroll Coordinator

The Payroll Coordinator's PDC Home Page will list all Faculty and Award Managers for which they are set up as the Payroll Coordinators in the Oracle Grants Management database. During the opening of a Review Period, the PDC application will confirm that each Faculty/Award Manager has only one Payroll Coordinator.

Users with a Payroll Coordinator role can:

- Review reports
- Assign Reviewers
- Assign Project Manager Rollup report approvers
- Monitor progress of completed Approvals, Reviews, and Certifications

Reviewer

As a Reviewer, the user will only have access to view/enter comments for those Faculty and Award Managers for which they have been set up as a "Reviewer" by the Payroll Coordinator.

Users with a Reviewer role can:

- Review reports
- Add comments
- Monitor progress of completed Approval, Reviews, and Certifications

Award Manager and Faculty Certifiers

Award Managers and Faculty review and certify to the reasonableness of payroll distributions to their Awards.

As Award Manager or Faculty, user will be able to view the Payroll Distribution Confirmation Reports that pertain to their roles.

Users with a Certifier role can:

- View reports
- Certify reports

Designees for Award Manager and Faculty

A Designee is an individual that is assigned by the Award Manager or Faculty, to certify the Payroll Distribution Confirmation Report/s on his/her behalf. This individual should have suitable means of verification that work was performed, and has the knowledge to confirm that payroll charges were reasonable in relation to the work performed.

As a Designee, the user will have access to the Faculty and/or Award Manager Payroll Distribution Confirmation Report for which they have been assigned.

Users with a Designee role can:

- View reports
- Certify reports

Project Manager Rollup Reports Approvers

An Award Manager may request a Project Manager to approve payroll charges to Projects linked to his/her Award/s.

User with a Project Manager Rollup role can:

- Approve a Project Manager Rollup report

Project Manager Roll-up Reviewer

A Project Manager may request a Reviewer to review payroll charges to his/her Project Manager Rollup report.

User with a Project Manager Rollup Reviewer role can:

- Approve a Project Manager Rollup report

Cognizant Administrators

Users with a Cognizant Admin role can:

- View all reports for their Payroll Coordinators (as configured by Post Award Administration)
- Monitor progress of completed Approvals, Reviews, and Certifications

Post Award Administration

Users with a Post Award Administration role can:

- Define reporting periods
- Open and close Review and Confirmation periods
- Initiate email notifications to different groups
- Setup Cognizant Administrators
- View all certifiers under the Payroll Coordinators
- View all reports
- Monitor progress of completed Approvals, Reviews, and Certifications

View Only

Users with a View Only role can:

- View all reports

Review Period

The Review Period will open soon after October 1 and April 1, following the end of a PDC period. Post Award Administration will send an email announcing that a Review Period is open to Payroll Coordinators, Cognizant Administrators and Reviewers. Faculty and Award Managers will not receive this notification, but can access their PDCs during the Review Period.

Key Points of Review Period:

- Payroll coordinator changes in Oracle Grants Management are dynamically updated in the PDC application
- Reviews may be by specific employee or reviewed 'in mass' on the Award Manager Payroll Distribution Report
- Reviewer may add comments at the employee level for the Award Manager Report and at the report level for the Faculty report
- All comments are 'rolled' over from reporting period to reporting period, but **not** saved in the archived reports
- Distributions in both the Faculty Payroll Distribution and Award Manager Payroll Distribution Reports are updated weekly, reflecting any Labor Distribution Adjustments (LDA)
- Reviews are date/time stamped and saved

Certification Period

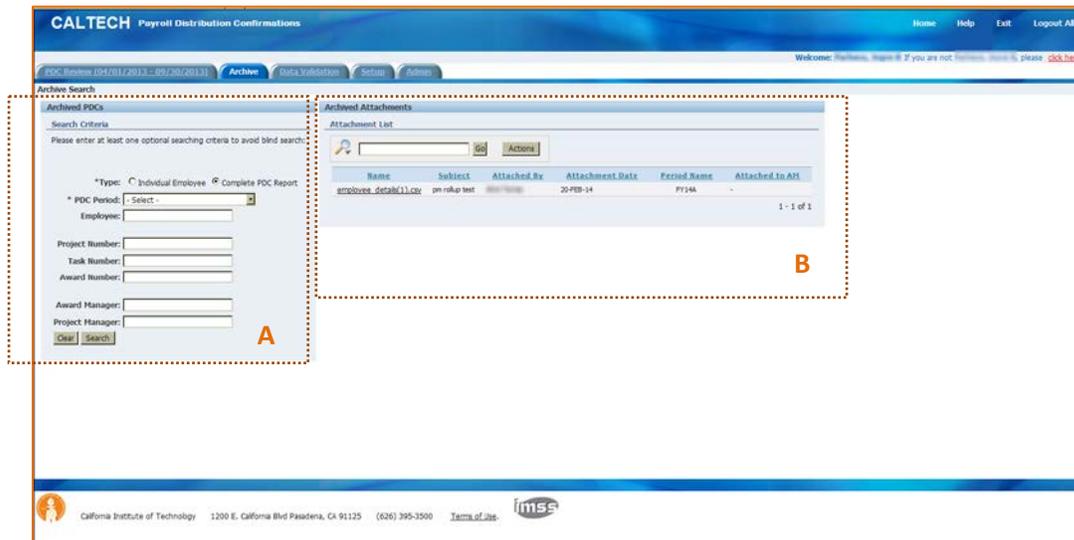
The Certification Period will open after the end of the Review Period (approximately 90 business days after the end of a PDC Reporting period), indicating that the Faculty Payroll Distribution and Award Manager Payroll Distribution Reports are ready for certification. Post Award Administration will send an email, announcing opening and deadline of the Certification Period, to Certifiers, Designees, Payroll Coordinators, Cognizant Administrators and Reviewers.

Key points of Certification Period:

- Reviewer comments are visible to certifier
- Electronic Certification immediately date/time stamped and saved
- Completed certifications viewable by Payroll Coordinators and Cognizant Administrators

Archived Period Data

After the end of a Certification Period, all Payroll Distribution Reports will be archived within the PDC application. The archived reports will be accessible to all user roles and reflect the Electronic Certification date/time stamp.

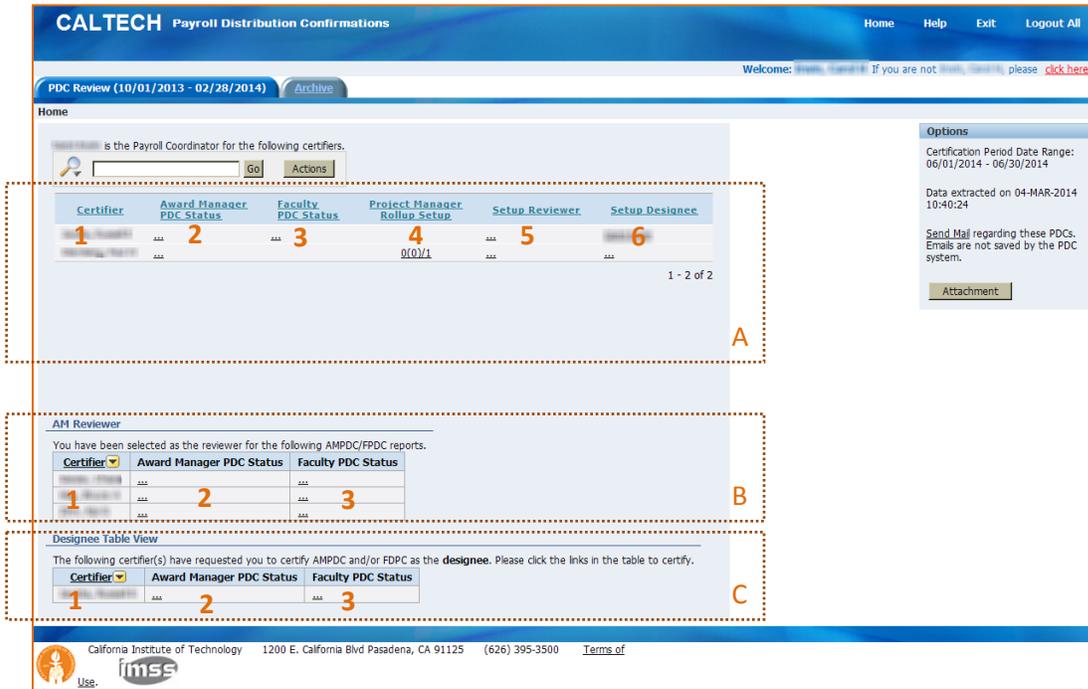


Key Points of Archive Period Date

1. Section A - Search Criteria:
 - a. The **Type** and **PDC Period** parameters are required
 - b. To find an archived **Faculty PDC** report enter his/her name in the **Employee** parameter
2. Section B - Archived attachments list all uploaded attachments, for all periods, not specific to a particular Award Manager of Faculty report

Appendix A – Home Page & Report Samples

PDC Home page



Sections

The PDC Home Page content will differ based on the individual user's role:

- Section A - Payroll Coordinator
- Section B - Award Manager Reviewer
- Section C - Designee for Award Manager/Faculty

Columns

Columns displayed on the PDC Home page are the certifier's name, and links to either a report or a setup process. The column data will vary throughout the Payroll Distribution Confirmation process, from the review period to the certification period. Reports or setups are accessed by 'clicking' on the underlined three dots (...) or the information displayed in the column.

Columns 1 thru 3 display the same information in sections A, B and C.

Column Descriptions:

1. Certifier – Award Manger or Faculty who have an Award Manger and/or Faculty Payroll Confirmation report due the current reporting period
2. Award Manager PDC Status:
 - a. If the column is blank, the certifier does **not** have an Award Manager PDC Report for this reporting period
 - b. If the certifier is required to certify his/her payroll distribution, for this reporting period, the column will display:
 - i. three dots (...) indicating the certifier has an Award Manager PDC Report (that has not been reviewed)
 - ii. Reviewed by name (first name, last name) – indicating the Award Manager PDC Report has been reviewed
 - iii. Certified by name (first name, last name)- indicating the Award Manager PDC Report has been certified
3. Faculty PDC Status:
 - a. If the column is blank, the certifier does **not** have an Faculty PDC Report for this reporting period
 - b. If the certifier is required to certify his/her payroll distribution, for this reporting period, the column will display:
 - i. three dots (...) indicating the certifier has an Faculty PDC Report (that has not been reviewed)
 - ii. Reviewed by name (first name, last name) – indicating the Faculty PDC Report has been reviewed
 - iii. Certified by name (first name, last name)- indicating the Faculty PDC Report has been certified
4. Project Manager Rollup Status:
 - a. If the column is blank, the certifier does **not** have Project Manager Rollup Report for this reporting period
 - b. If a Project Manager Rollup Report is available, for the certifier, the column will display three numbers. In the screen shot, the 0(0)1, the number represent (the user may 'hover' over number for an explanation)
 - i. 0 indicates no Project Manager Rollup Report has been requested
 - ii. (0) indicates no Project Manager Rollup Reports Reviewed t has been reviewed
 - iii. 1 indicates the certifier has 1 Project Manager Rollup Report available for his/her request.

5. Setup Reviewer:
 - a. three dots (...) indicates a Reviewer has not been set up for this certifier, clicking on the three dots (...) will display the Setup Review form (see Appendix C)
 - b. if a Reviewer has been set up, the Reviewer's name will be displayed
6. Setup Designee:
 - a. three dots (...) indicates a Designee has not been set up for this certifier, clicking on the three dots (...) will display the Setup Designee form (see Appendix D)
 - b. if a Designee has been set up, the Designee's name will be displayed

Faculty PDC

CALTECH Payroll Distribution Confirmations Home Help Exit Logout All

Welcome: [Home](#), [Search](#) If you are not [Home](#), [Search](#) please [click here](#)

PDC Review (04/01/2013 - 09/30/2013) [Archive](#) [Data Validation](#) [Setup](#) [Admin](#)

Home > Faculty PDC [Back To PDC Home](#)

Faculty/PI: [View Details](#)
 Designee: <Not assigned>
 Reviewers: [View Details](#) [Print](#)
 Payroll Coordinator: [View Details](#) [Print](#)

Faculty/PI	Expenditure Type	Project Manager	PTA	Agency #	Payroll %	Commitment % (info only)	Cost Share Comm % (info only)
	Professional Faculty				1.00	1.00	-
	Professional Faculty			1337097	0.58	3.50	-
	Non Sponsored Agreements	-	--	-	98.42	-	-
Faculty/PI Total:					100.00		

[Export](#) | [Print](#) row(s) 1 - 3 of 3

Comments:

Information Only

Options

Certification Period Date Range: 04/01/2014 - 04/30/2014

Data extracted on 03-FEB-2014 12:33:09

[Send Mail](#) regarding this Faculty PDC. Emails are not saved by the PDC system.

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Appendix B – How to set up Reviewers & Designee

Reviewer

CALTECH Payroll Distribution Confirmations Home Help Exit Logout All

Welcome, [Name](#), [Last-Name](#). If you are not [Name](#), [Last-Name](#), please [click here](#)

PDC Review (10/01/2013 - 02/28/2014) Archive

Home > AM Reviewer Setup > AM Reviewer Setup Details

Reviewer Setup Details for Award Manager Back to AM Reviewer Setup Save

* Reviewer Name:

* Start Date: 06-MAR-14

End Date:

You can use the following Include/Exclude fields if you want to limit the reviewer's access to certain employees. Be sure to use either Include or Exclude, not both for the same reviewer.

Include/Exclude Flag:

Include/Exclude:

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Project Manager Rollup Reviewer

The screenshot shows the 'CALTECH Payroll Distribution Confirmations' web application. The page title is 'PDC Review (10/01/2013 - 02/28/2014)'. The user is logged in as 'Home'. The main content area is titled 'Setup PM Rollup Report' and 'PM Rollup Report Setup for AM'. There is a search bar with a 'Go' button and an 'Actions' button. A table with columns 'Project Manager', 'PTAs', 'Employees', 'Rollup Required', 'Reviewer List', and 'Approval Status' is displayed. A 'Back To PDC Home Page' button is visible. On the right, there is a 'Task List' section with an 'Attachment' button and a 'Send Mail' link. The footer contains the CALTECH logo, 'imss' logo, and contact information: 'California Institute of Technology, 1200 E. California Blvd Pasadena, CA 91125, (626) 395-3500, Terms of Use'.

The screenshot shows the 'CALTECH Payroll Distribution Confirmations' web application. The page title is 'PDC Review (10/01/2013 - 02/28/2014)'. The user is logged in as 'Home'. The main content area is titled 'Setup PM Rollup Report > PM Reviewer Setup'. There are three buttons: 'Back To PM Rollup Setup', 'Setup Rollup Only', and 'Setup Rollup and Add New Reviewer'. A message states: 'If you want to use Include/Exclude to limit reviewer access, be sure to use either Include or Exclude, not both. No data found.' On the right, there is an 'Options' section with 'Certification Period Date Range: 06/01/2014 - 06/30/2014', 'Data extracted on 04-MAR-2014 10:40:24', and a 'Send Mail' link. An 'Attachment' button is also present. The footer contains the CALTECH logo, 'imss' logo, and contact information: 'California Institute of Technology, 1200 E. California Blvd Pasadena, CA 91125, (626) 395-3500, Terms of Use'.

CALTECH Payroll Distribution Confirmations Home Help Exit Logout All

Welcome: [Home](#), [Search](#). If you are not [Home](#), [Search](#), please [click here](#).

PDC Review (10/01/2013 - 02/28/2014) [Archive](#)

Home > Setup PM Rollup Report > PM Reviewer Setup > PM Reviewer Setup Details

Reviewer Setup Details for PM Cancel Save

* Reviewer Name:

* Start Date: 

End Date: 

You can use the following Include/Exclude fields if you want to limit the reviewer's access to certain project or employee.

Include/Exclude Flag:

Include/Exclude Type:

Include/Exclude: 

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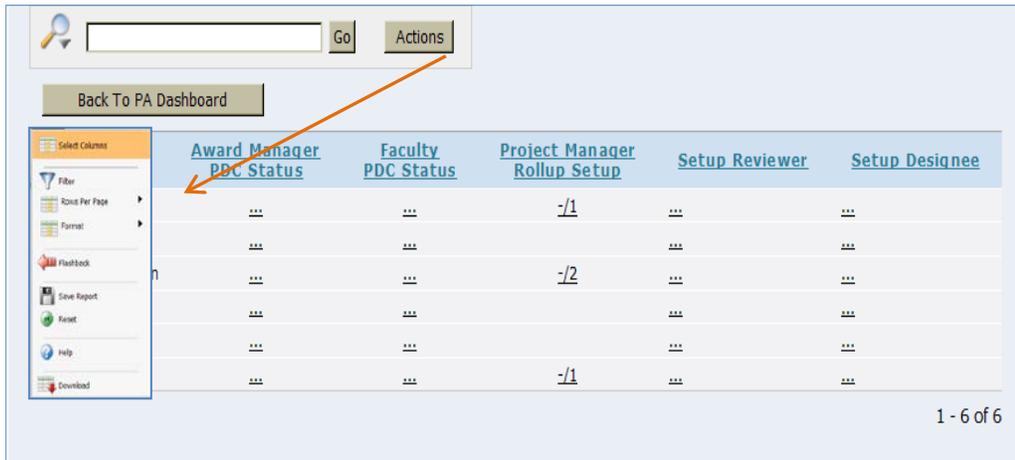
 

Designee

The screenshot shows the 'CALTECH Payroll Distribution Confirmations' web application. The page title is 'Designee Setup'. The breadcrumb trail is 'Home > Designee Setup'. The main content area contains a 'Designee Setup' form with a 'Back to PDC Home' button and a 'Save' button. There are input fields for 'Certifier' (with a dropdown menu) and 'Designee' (with a search icon). On the right side, there is an 'Options' section with the following information: 'Certification Period Date Range: 06/01/2014 - 06/30/2014', 'Data extracted on 04-MAR-2014 10:40:24', and a 'Send Mail' link with the text 'Send Mail about this Faculty PDC to a colleague. Emails are not saved by the PDC system.' Below this is an 'Attachment' button. The footer contains the CALTECH logo, the text 'California Institute of Technology', the address '1200 E. California Blvd Pasadena, CA 91125', the phone number '(626) 395-3500', and a 'Terms of Use' link. The 'imss' logo is also present in the footer.

Appendix C – Apex Functionality

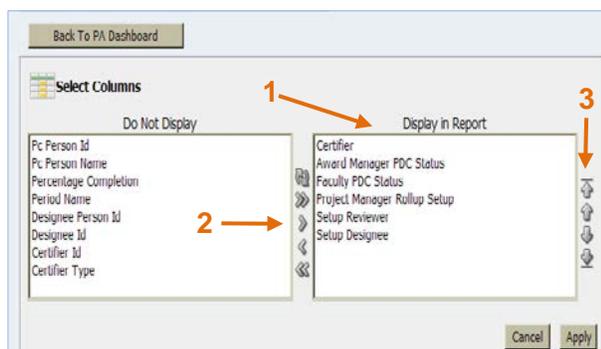
The search results in the Request List may be modified in many different ways by utilizing the options available with the *Actions* button.



Select Columns: Removing and Reordering Columns

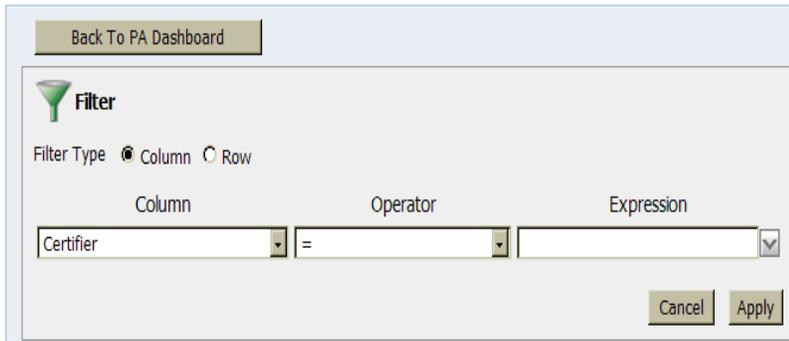
The *Select Columns* option enables you to choose and reorder the columns that you want to display in your report. *Select Columns* opens a window in which you can:

1. Select the column(s) you would like to display or not display
 - a. Use the *Ctrl* key to select more than one column at a time
2. Use the side arrows to move the columns from *Display* to *Do Not Display* and back
3. Use the up and down arrows to change the order of the columns



Filter on Columns

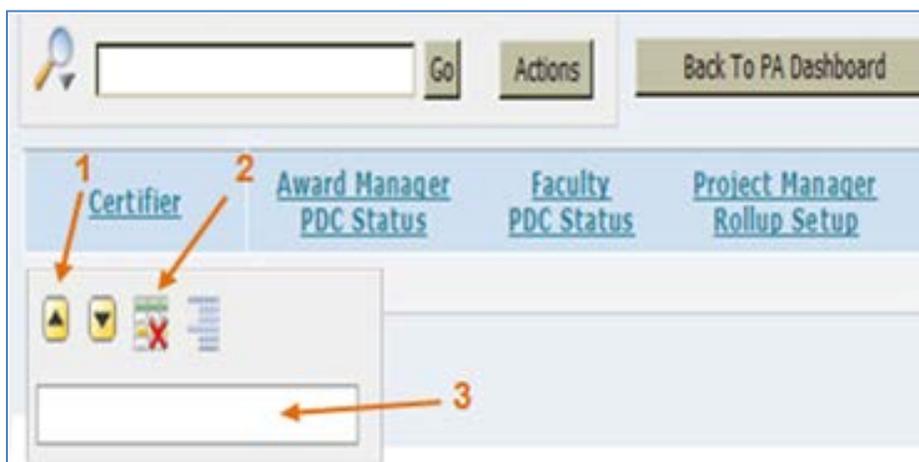
The *Filter* option enables you to further fine-tune your search on the specific found set. *Filter* opens a window that enables you to select the column on which you want to filter, the *Operator* for that search, and enter or select the details for which you want to search.



The screenshot shows a dialog box titled "Filter" with a funnel icon. At the top left is a button labeled "Back To PA Dashboard". Below the title, there are radio buttons for "Filter Type": "Column" (selected) and "Row". The main area contains three fields: "Column" with a dropdown menu showing "Certifier", "Operator" with a dropdown menu showing "=", and "Expression" with an empty text box and a small dropdown arrow. At the bottom right are "Cancel" and "Apply" buttons.

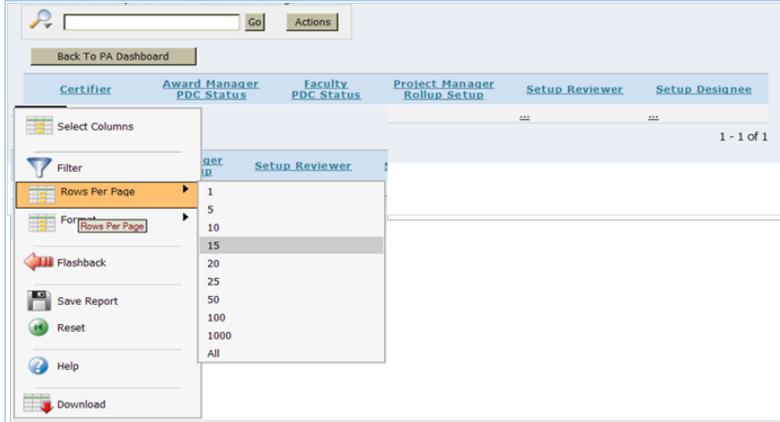
You can also filter on a specific column by simply clicking on the column, which will open up a drop-down that allows you to:

1. Sort on the column
2. Delete the column
3. Enter a search phrase
4. Select the filter item from a list of values (LOV not displayed in figure below)



Rows Per Page

The *Rows Per Page* option enables you to determine how many rows are displayed on a page. This is a great option for creating a report that will be printed out.

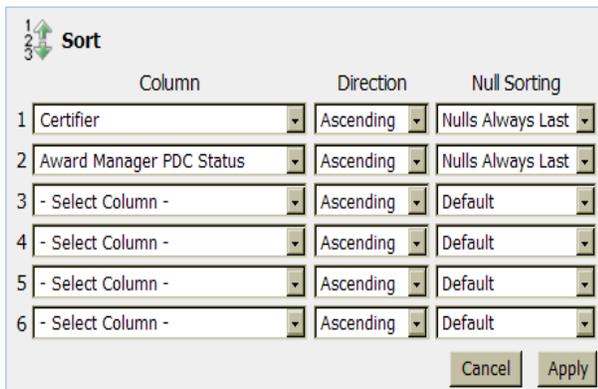


Format

The *Format* option enables you to format the report in a variety of ways.

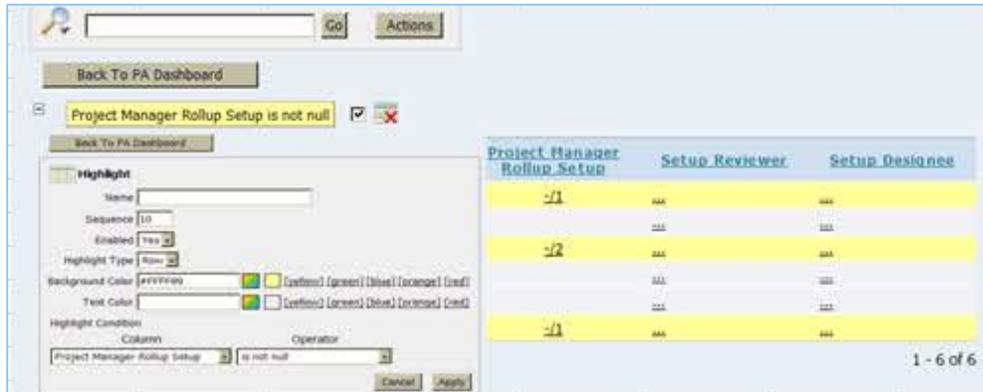
Sort

Sort opens a window that enables you to select the columns on which you want to sort, and the order in which the sorts occur.



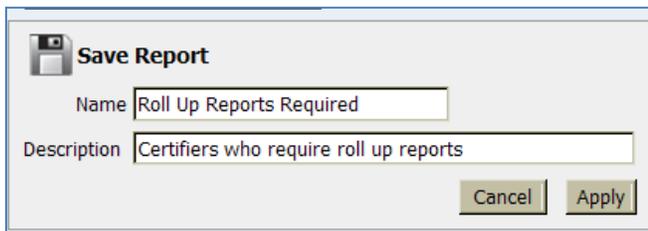
Highlight

Highlight opens a window that enables you to highlight both by row or column and for specific data, as dictated by you (in the example below Project Manager Roll up reports are hi-lighted).



Save Report

Save Report opens a window that enables you to save all of the formatting that you have just completed for reuse in the future.

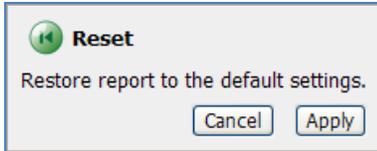


Upon saving a list of reports will now be available each time you display the request list sort by Urgent Requests.



Reset

Reset opens a window to validate that you would like to restore the report to the default settings.



Help

Help opens a new window with very detailed help on the available actions.

Download

Download opens a window that prompts you to choose the report download format.

