# Project Verification Statements (PVS)

**Formerly Effort Reporting**

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## Purpose and Overview:

Acceptance of federal awards, either direct or indirect, obligates the University of Nebraska to comply with the federally mandated rules, regulations, and guidelines as they apply to sponsored projects. The Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, commonly called *"Uniform Guidance"* (UG) outlining the guiding principles was implemented December 26, 2014.

The guidance addresses the university's compliance to meet regulatory requirements for compensation for personal services to include all remunerations, paid currently, or accrued for services of employees rendered during the period of performance under the Federal award, including, but not limited to salaries and wages; and may include fringe benefits. It applies to all individuals whose wages and salaries charged to sponsored projects, in whole or in part, can be reviewed and verified to ensure they are reasonable in relation to the amount of work performed during the review period of performance.

The university uses an after-the-fact methodology to meet regulatory requirements for verifying personnel costs charged directly to federal and federal flow-through funds, as well as for reporting cost sharing commitments. Verification at the University of Nebraska utilizes the Project Verification Statement (PVS) methodology and is required of all university employees whose salaries, wages, and/or benefits are federally funded, directly or indirectly, or cost-shared to a sponsored project. Under this method, the PVS process utilizes the internal control system of the SAP® Human Resources (HR) module, housing all payroll/personnel costs for the University of Nebraska. The PVS process extracts actual personnel expenses from the SAP® HR module and places them into on-line, user-friendly, drill-down reports and ensures all personal service costs are captured, reviewed, documented, and verified in an accurate and timely manner.

The verification process includes an intricate review by the responsible person, or principal investigator, of personnel costs charged to federal or federal pass-through projects, as well as those that involve cost share, in order to assess the amount charged is reasonable in relation to the work performed. The process is project-based and will capture all federal associated personnel costs and/or cost share posted to a particular project. Project-based review allows the responsible person(s), or principal investigator(s) to review and verify the project as a whole for the deemed period of performance. The system is flexible to allow campuses to generate PVS's based on a frequency of their choosing, but at least annually. OSP Post-Award is responsible for confirming that PVS's are verified by the responsible person or PI in an appropriate amount of time—determined to be 60 days from generation. In the instances where this does not occur, OSP Post-Award will lock that specific WBS that has not been verified and will also refrain from creating any further WBS's for the PI. E-mail reminders notify recipients that PVS's require action, ensuring timely review and verification.

# Responsible Person (PI) Step-by-Step Guide *Project Verification Statement*

*(Updated 6/4/2020)*

This document is a step-by-step guide to assist users in completing all necessary tasks in the interface. More detailed documentation is also available.

**Note:** If you plan to access the PVS system off campus or via a wireless device on campus, you will need to use VPN to access.

There are two tasks a PI must perform in this interface: **review** PVS's and **verify** PVS's.

| **REVIEW PVS's (Required)** | |
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| | 1. Select **one PVS** from the *Released* rows by clicking the gray square ( ) to the left of the row. The row will become highlighted.<br>2. Click Detail. |
| | 3. **Review employee records** for accuracy. (Refer to the *Other Functionality* section at the end of this document for more information.) |
| Detail | 4. Select **all employees** by clicking .<br>• To de-select all employees, click . |
| | 5. Click Review. Checkboxes will be checked for all employees. This completes the review process.<br>• Individual employees (as opposed to selecting all) can be selected by clicking to the left of each employee name. These employees can then be reviewed and/or commented on individually by clicking Review and/or Comment; however, all employees must be reviewed (checkboxes checked) in order for the system to allow verification.<br>• The review process can be undone by selecting all (or individual) employees and clicking Undo review. |
| **VERIFY PVS's (Required)** | |
| | 1. Once employees have been reviewed (all checkboxes next to employees' names are checked), click Verify. A *Comment* field will open. (Comments are optional.) |
| Verify | 2. Click Enter. A disclaimer pop-up will open.<br>• (Optional) To enter a comment, enter text the *Comment* field and click Enter. A disclaimer pop-up will open. Comments cannot be deleted/overwritten.<br>• (Optional) To cancel the verification process altogether, click . An informational message will open stating that the PVS has not been verified. |
| | 3. Click Verify on the disclaimer pop-up. Verified PVS(s) will automatically move to the *Verified* section of the screen.<br>• The PVS is now verified and no further action is required. An email will be sent to the department contact (if applicable) and the PI notifying them that the PVS has been verified. |
| **DELEGATE PVS's (Optional)** | |
| | 1. **Select PVS(s)** & click Delegate. |
| | 2. **Select a PI** by clicking . A list of PI's will open.<br>• You can search for a PI's name by pressing **Ctrl + F** on the keyboard or clicking at the bottom right of the pop-up window.<br>• The search field is not case-sensitive. For best results, search by the **PI's last name only**. When the correct result is found, select it (red outline), select again (red outline) and click . |
| Delegate | 3. **Select one PI** from the list.<br>• Multiple PVS's can be delegated to one PI; multiple PI's cannot be delegated to one PVS. |
| | 4. Click at bottom right of the *PI User ID* pop-up. |

| **DELEGATE PVS's (Continued)** | |
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| Delegate | 5. Click in *Delegate* pop-up. An informational message will appear at the bottom left of the screen stating that the PVS has been delegated.<br>• If you wish to cancel the delegation altogether, click . An informational message will open stating that the PVS was not delegated.<br>• If a delegation was made it error or needs to be retracted, contact sponsored programs/grants office.<br>• Delegated PVS's will be removed from the original PI's list. Click Delegated PVSs to view PVS's that have been delegated. Click RespPerson PVSs to return to the main screen. |
| **OTHER FUNCTIONALITY** | |
| Minimize screen button | 1. Click button.<br>• To restore the minimized screen, click in the upper right of the Firefly screen, next to the *Logout* button. |
| Maximize screen button | 1. Click button.<br>• Click the button again close full screen mode. |
| Close screen button | 1. Click button. |
| Refresh | 1. Click to refresh the interface. |
| Record Detail | 1. **Select one PVS** & click . A list/vertical view of the columns and rows is displayed. |
| Delegated PVSs<br>RespPerson PVSs | 1. Click Delegated PVSs to view a list of PVS's that have been delegated to another PI. Once clicked, the button name will change to *RespPerson PVSs*.<br>2. Click RespPerson PVSs to return to the default screen listing released and verified PVS's. |
| History | 1. Select **PVS(s)** & click History. The status of selected PVS(s) is displayed.<br>2. Click Nav. Back to return to previous screen or click Next Item to display next record. |
| Project Contacts | 1. Select **PVS(s)** & click Project Contacts. Project contact information for selected PVS(s) is displayed.<br>• Email Click to send an email to selected contacts. Email sender will be SAP WorkflowUNP@nebraska.edu with subject line "Note from <sender>."<br>2. Click Nav. Back to return to previous screen or click Next Item to display next record. |
| Budget | 1. Select **PVS(s)** & click Budget. Budget detail for selected PVS(s) is displayed.<br>2. Click Nav. Back to return to previous screen or click Next Item to display next record. |
| Comment | 1. **Select row** and click Comment. A text field will open.<br>2. **Enter comments** in the text field.<br>3. Click Enter.<br>• Click to cancel the comment. An informational message will display in the lower left-hand corner of the screen stating that not all records were updated. |
| Detail | 1. Select **PVS(s)** & click Detail. The review screen opens.<br>• Select row(s) **without a PJ/ND** in the *Type* column & click Payroll.<br>• Select row(s) **with a PJ/ND** in the *Type* column & click PJ/ND.<br>• Click the hyperlinked document number to drill down to the SAP financial document. The *Itm* column will indicate which corresponding line item in the FI document to go to.<br>2. Click Nav. Back to return to previous screen or click Next Item to display next record. |

| OTHER FUNCTIONALITY (con't) | |
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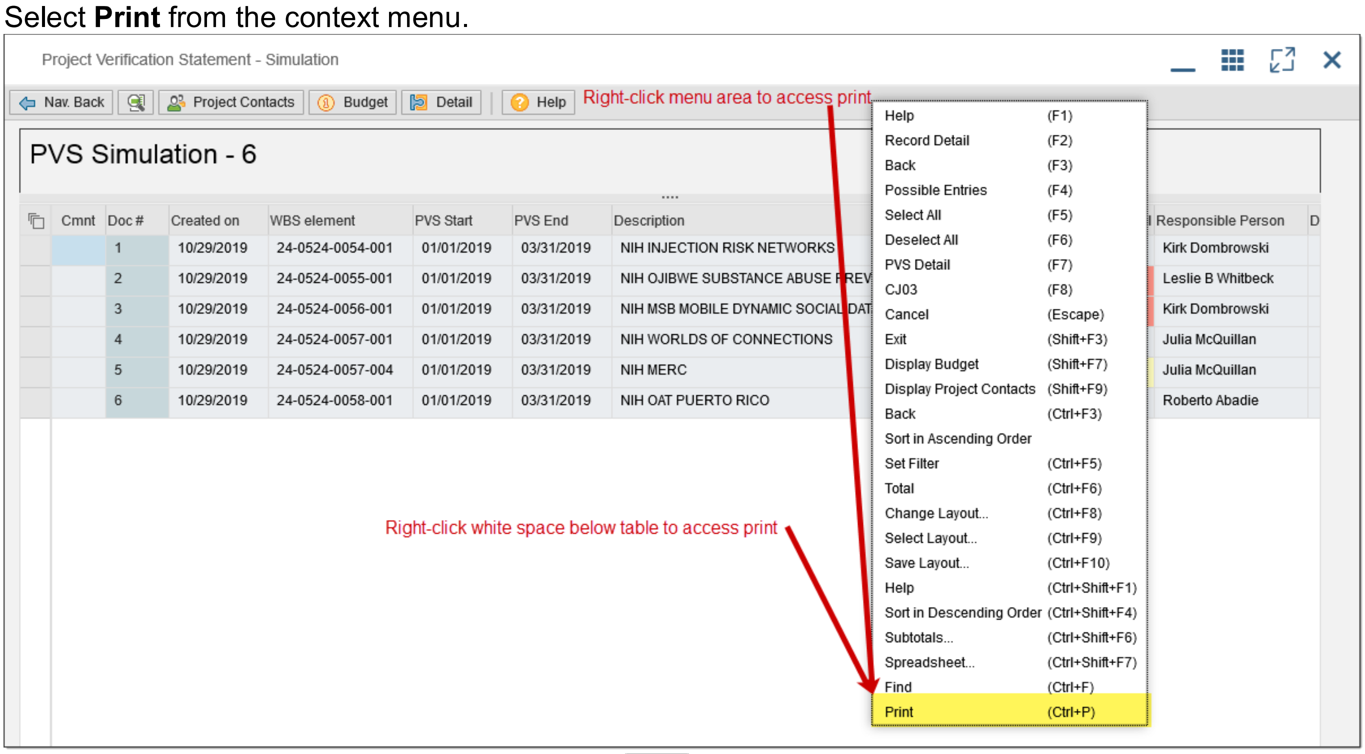
| Nav. Back<br>Next Item | (Default) Returns to previous screen<br>Displays next item when multiple records/items have been selected; when viewing the last item, the button text will change to the default (*Nav. Back*) and return to the previous screen |
| Help | Links to interface-specific documentation |

## HELPFUL HINTS

1. To select multiple, consecutive records hold the *Shift* key on the keyboard while selecting; to select multiple, non-consecutive records, hold the *Ctrl* key on the keyboard while selecting.
2. Display comments by clicking in a *Cmnt* column.
3. To open a minimized screen, click in the upper right of the Firefly screen, next to the *Logout* button.
4. When multiple records are selected, clicking Next Item will display the next record. You must click this button until each records has been displayed. When the last record is displayed, the *Next Item* button will change to a Nav. Back button. Clicking Nav. Back will return to the previous screen.
5. Any screen in the interface can be printed.
   - **Press Ctrl + P** or **right-click** either the menu area or any white space below the list of PVS's.
   - Select **Print** from the context menu.




   - A *Print ALV List* pop-up window will open. Click . A semi-blank screen will open instructing you to wait until the PDF loads. You may need to wait several moments. The PDF opens and can then be printed and/or saved.
6. To export data to Excel:
   - **Right-click any column header** (or choose Select All ).
   - Select **Spreadsheet** from the context menu. A *Select Spreadsheet* pop-up window will open.
   - Make sure the format is Excel (in Office 2007 XLSX Format).
   - (Optional) Select the **Always Use Selected Format** if desired.
   - Click . A *Choose a file to save* pop-up window opens.Leave all defaults as is.
   - Click **Choose**.
   - If you've exported before, a pop-up window will open asking if you want to replace the file. Click **OK**.
   - An information dialog pop-up opens. Click **OK**.
   - You will have the option to Open, Save, or Cancel the export.