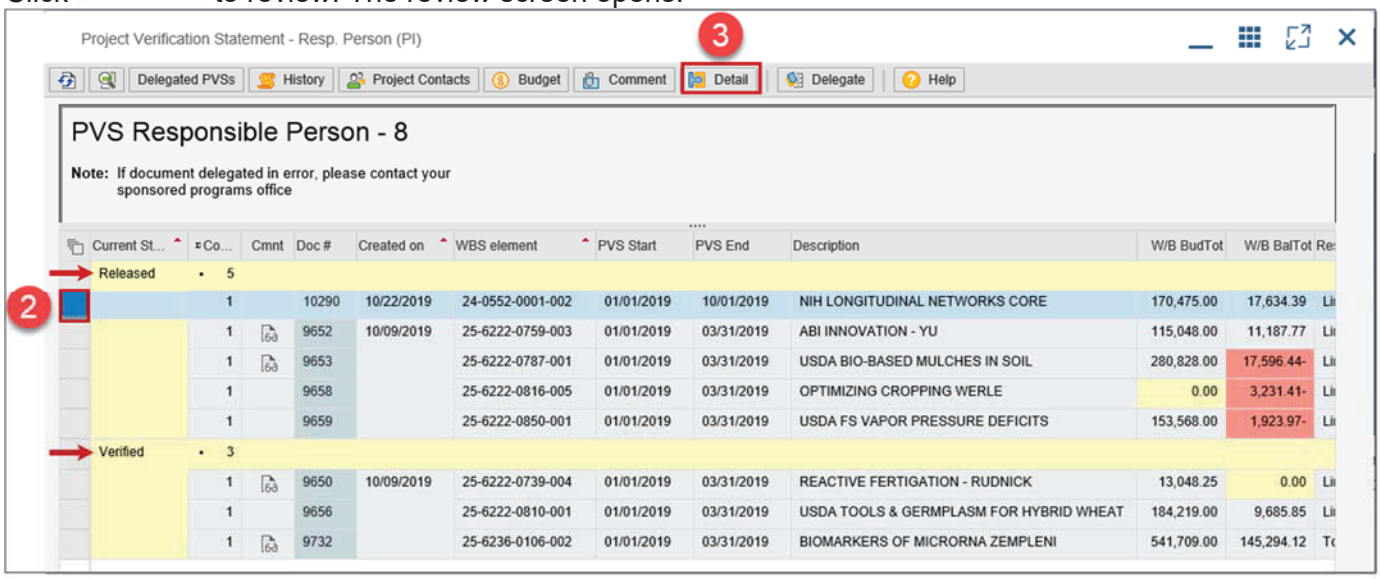
PVS Verification Process (Responsible Person)

There are two main requirements of a responsible person: 1) review PVS's; and 2) verify PVS's. (Verification cannot happen without first reviewing.) Responsible persons can also delegate verification to other PI's.

Note: "Responsible Person" and "PI" will be used interchangeably throughout this document.

1. Launch the interface by clicking the **Project Verification Statement Resp. Person (PI)** tile in Firefly.

   The interface displays two status areas:
   - *Released* – PVS's will display when at least one has been released
   - *Verified* – PVS's will display when at least one has been verified
2. To review, **select a PVS from the *Released* area** by clicking the square (☐) to the left of the row. The row will become highlighted.
3. Click Detail to review. The review screen opens.



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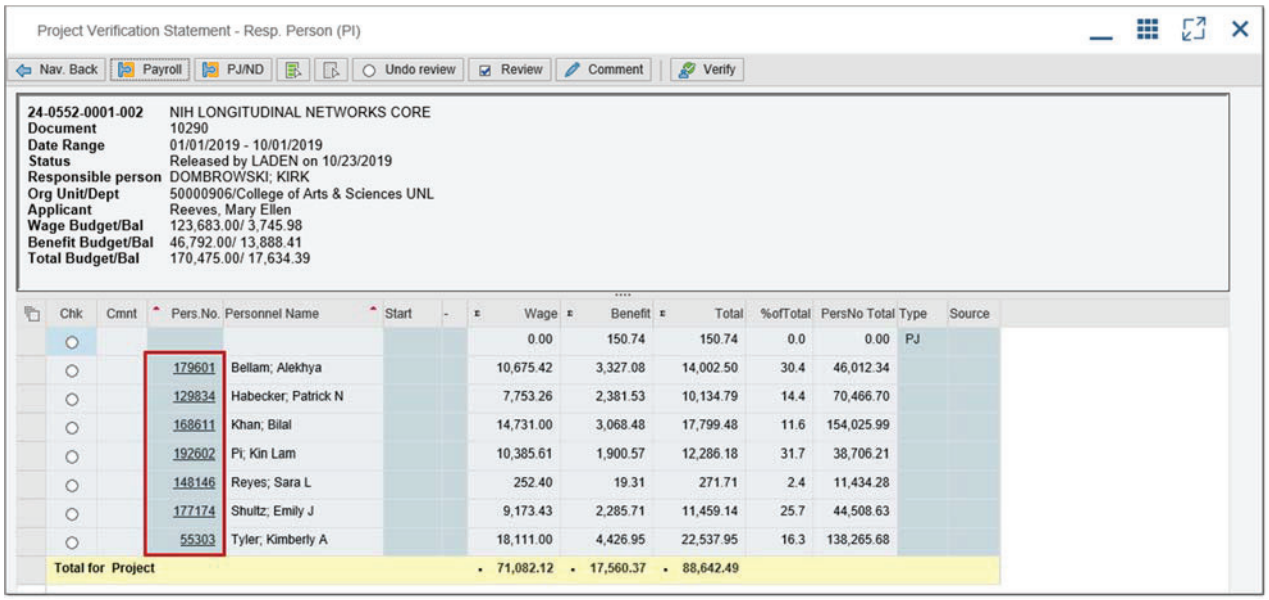
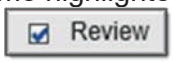
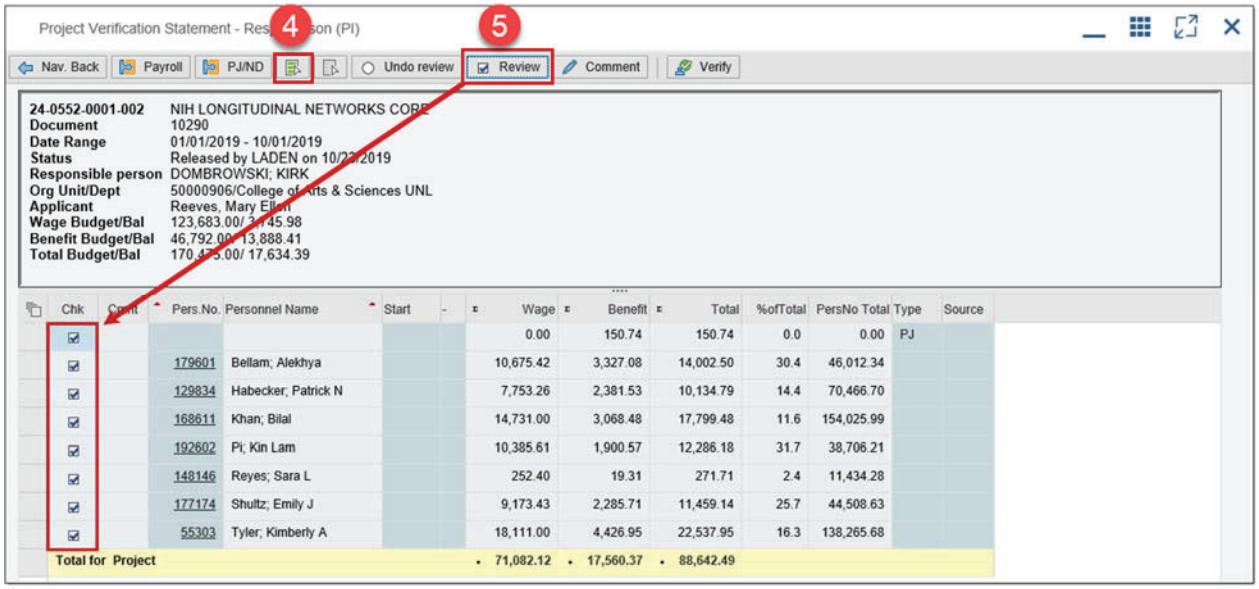
The review screen displays WBS information in the header area. Employees and summary payroll information appear in the table. The **underlined personnel number** can be clicked to view employee details.



4. When payroll accuracy has been investigated, click to select all records/employees. All rows will become highlighted.
5. Click 

. Radio buttons (circles) will change to check boxes with a checkmark, indicating that rows have been reviewed.



Note: Individual records can be reviewed by clicking the gray square to the left of an employee name and clicking the *Review* button. All employee records for a given PVS must be reviewed (i.e., checkboxes checked); otherwise, the system will not permit verification. Comments can also be added for individual records/employees.

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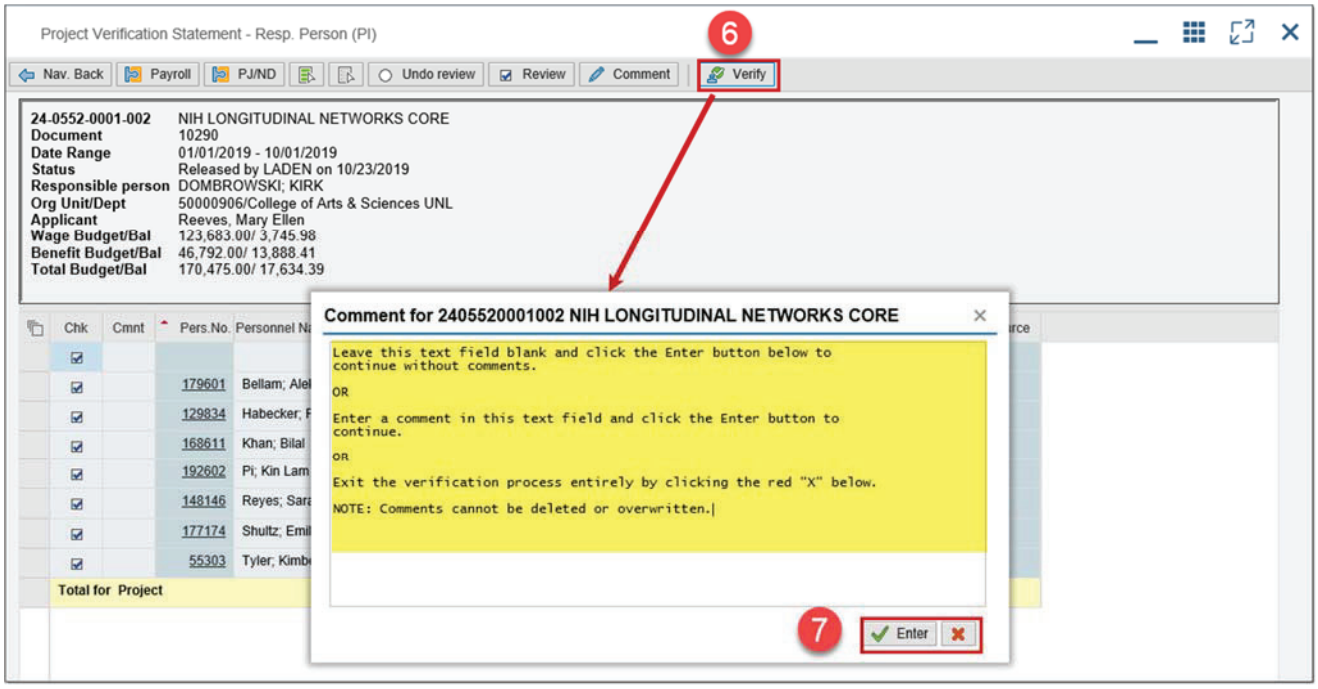
6. Click Verify. A *Comment* field will open; comments are optional.

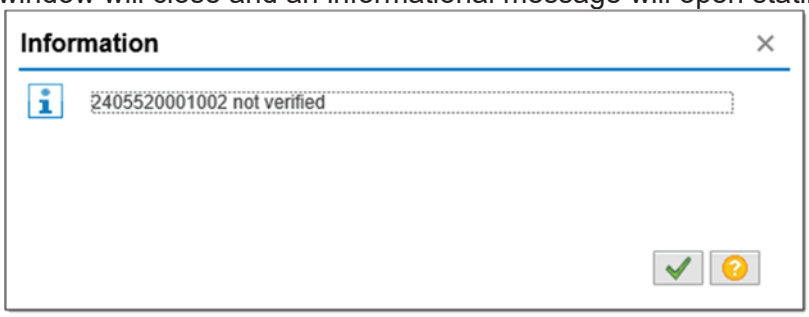


7. Click Enter to continue without entering a comment. A disclaimer will open.

- (Optional) Enter a comment and click Enter. A disclaimer will open.

  Note: Comments cannot be deleted.

- (Optional) To exit the *Comment* pop-up and cancel the verification, click ✖. The *Comment* pop-up window will close and an informational message will open stating that the PVS was not verified.



Note: Comments can be copied/pasted into the *Comment* field using the keyboard shortcuts **Ctrl + C** and **Ctrl + V**; there is no right-click copy/paste functionality in this field. The *Comment* field can contain up to 504 characters.

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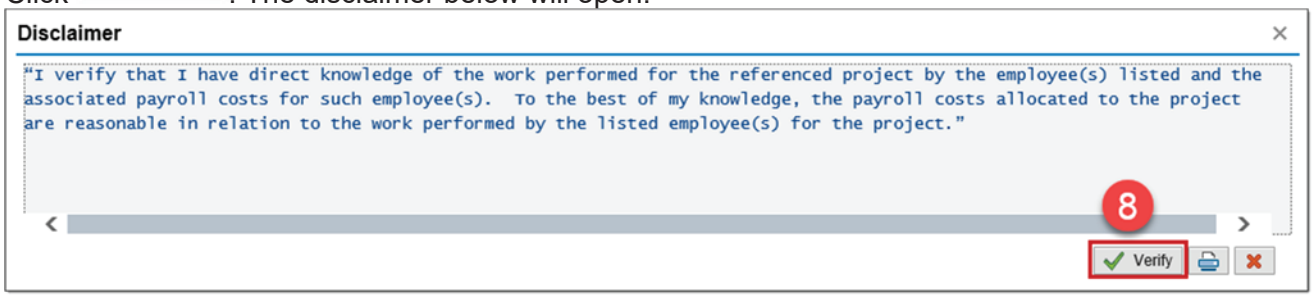
8. Click Verify. The disclaimer below will open.



The PVS has been verified and no further action is required of the PI. An email notification will be sent to the department contact and the PI stating that the PVS has been verified.

Delegate PVS (Optional)

1. **Select one PVS(s)** by clicking the square ( ) to the left of the row(s); the row(s) will become highlighted.
2. Click Delegate. A delegate pop-up will open.
3. **Search for a PI** by clicking to the right of the *PI User ID* field. A list of PI's will open.

   Note: When the *PI User ID* pop-up window is open, pressing **Ctrl + F** on the keyboard or clicking at the bottom right of the pop-up window will allow you to search for a PI's name. The search field is not case-sensitive. For best results, search last name **only.** When the correct result is found (red outline), select it, select again (red outline) and click .

4. **Select one PI** from the list by clicking on it.

   Note: Multiple PVS's can be delegated to one PI.

5. Click at bottom right of the *PI User ID* pop-up.
6. Click in *Delegate* pop-up. An informational message will appear at the bottom left of the screen stating that the PVS has been delegated. 2405060212001 was delegated to Charles J Ansorge

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