

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  to review. The review screen opens.

Current St...	Co...	Cmnt	Doc #	Created on	WBS element	PVS Start	PVS End	Description	W/B BudTot	W/B BalTot	Re:
Released • 5											
<input checked="" type="checkbox"/>	1		10290	10/22/2019	24-0552-0001-002	01/01/2019	10/01/2019	NIH LONGITUDINAL NETWORKS CORE	170,475.00	17,634.39	Li
<input type="checkbox"/>	1		9652	10/09/2019	25-6222-0759-003	01/01/2019	03/31/2019	ABI INNOVATION - YU	115,048.00	11,187.77	Li
<input type="checkbox"/>	1		9653		25-6222-0787-001	01/01/2019	03/31/2019	USDA BIO-BASED MULCHES IN SOIL	280,828.00	17,596.44	Li
<input type="checkbox"/>	1		9658		25-6222-0816-005	01/01/2019	03/31/2019	OPTIMIZING CROPPING WERLE	0.00	3,231.41	Li
<input type="checkbox"/>	1		9659		25-6222-0850-001	01/01/2019	03/31/2019	USDA FS VAPOR PRESSURE DEFICITS	153,568.00	1,923.97	Li
Verified • 3											
<input type="checkbox"/>	1		9650	10/09/2019	25-6222-0739-004	01/01/2019	03/31/2019	REACTIVE FERTIGATION - RUDNICK	13,048.25	0.00	Li
<input type="checkbox"/>	1		9656		25-6222-0810-001	01/01/2019	03/31/2019	USDA TOOLS & GERMLASM FOR HYBRID WHEAT	184,219.00	9,685.85	Li
<input type="checkbox"/>	1		9732		25-6236-0106-002	01/01/2019	03/31/2019	BIOMARKERS OF MICRORNA ZEMPLENI	541,709.00	145,294.12	Tc


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.

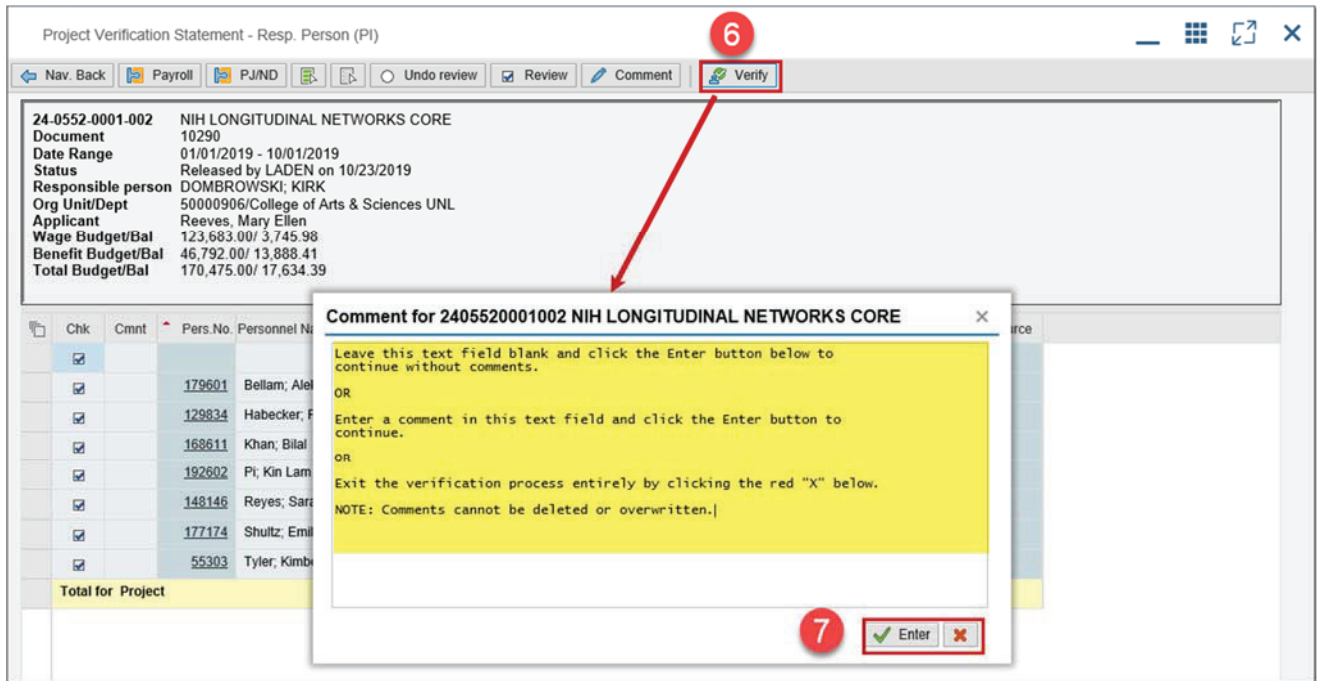
Chk	Cmnt	Pers.No.	Personnel Name	Start	Wage	Benefit	Total	%ofTotal	PersNo Total	Type	Source
<input type="radio"/>		<u>179601</u>	Bellam, Alekhya		10,675.42	3,327.08	14,002.50	30.4	46,012.34	PJ	
<input type="radio"/>		<u>129834</u>	Habecker, Patrick N		7,753.26	2,381.53	10,134.79	14.4	70,466.70		
<input type="radio"/>		<u>168611</u>	Khan, Bilal		14,731.00	3,068.48	17,799.48	11.6	154,025.99		
<input type="radio"/>		<u>192602</u>	Pi, Kin Lam		10,385.61	1,900.57	12,286.18	31.7	38,706.21		
<input type="radio"/>		<u>148146</u>	Reyes, Sara L		252.40	19.31	271.71	2.4	11,434.28		
<input type="radio"/>		<u>177174</u>	Shultz, Emily J		9,173.43	2,285.71	11,459.14	25.7	44,508.63		
<input type="radio"/>		<u>55303</u>	Tyler, Kimberly A		18,111.00	4,426.95	22,537.95	16.3	138,265.68		
Total for Project					71,082.12	17,560.37	88,642.49				



- When payroll accuracy has been investigated, click to select all records/employees. All rows will become highlighted.
- Click . Radio buttons (circles) will change to check boxes with a checkmark, indicating that rows have been reviewed.

Chk	Cmnt	Pers.No.	Personnel Name	Start	Wage	Benefit	Total	%ofTotal	PersNo Total	Type	Source
<input checked="" type="checkbox"/>		<u>179601</u>	Bellam, Alekhya		10,675.42	3,327.08	14,002.50	30.4	46,012.34	PJ	
<input checked="" type="checkbox"/>		<u>129834</u>	Habecker, Patrick N		7,753.26	2,381.53	10,134.79	14.4	70,466.70		
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Total for Project					71,082.12	17,560.37	88,642.49				


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.

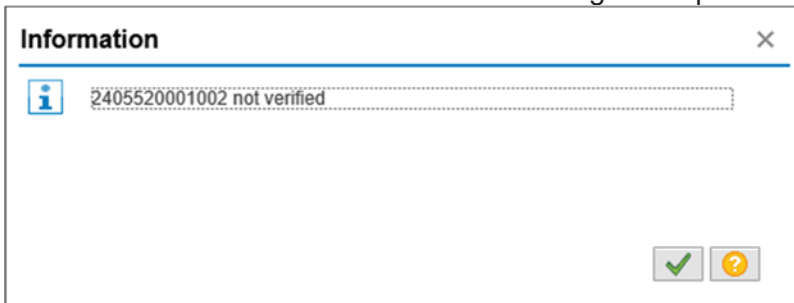
6. Click . A *Comment* field will open; comments are optional.




7. Click  to continue without entering a comment. A disclaimer will open.
- (Optional) Enter a comment and click . A disclaimer will open.

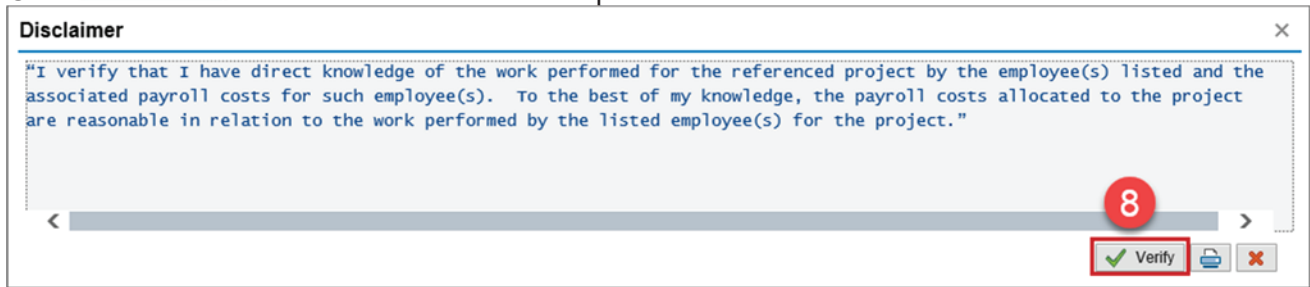
Note: Comments cannot be deleted.

- (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.



8. Click . 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 . 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. 