Centers for Medicare & Medicaid Services

Internet Quality Improvement & Evaluation System (iQIES)

Electronic Staffing Data Submission: Payroll-Based Journal (PBJ) User Manual

Version 1.0

July 22, 2026

Table of Contents

List of Figures

List of Tables

1. Introduction to Payroll-Based Journal (PBJ)

Purpose: This user manual addresses how to use PBJ features in iQIES. PBJ features support file submission, employee record management, and staffing hours entry.

Important Note: This manual provides technical instruction on system functionality and does not replace CMS policy. Refer to official CMS guidance for policy requirements.

This document shows how to:

- Upload PBJ files
- Review submission results
- Manage employee records
- Enter and update staffing hours

Notes:

- A HARP User ID is required to access iQIES. For more information on a HARP ID, go to https://harp.cms.gov/login/help.
- The **PBJ Submitter** user role allows the user to upload, edit, and view PBJ data.
- The **PBJ Viewer** user role provides view-only access to PBJ data.
- Review the iQIES User Roles Matrix for more information on user roles.
- Review the iQIES Onboarding Process: Provider User Roles job aid for detailed instructions on how to request a PBJ user role.

1.1 Getting Started in iQIES – Important Information to Know

This section provides important general information about iQIES.

- Log in to iQIES at https://iqies.cms.gov/ with Health Care Quality Information Systems (HCQIS) Access Roles and Profile (HARP) login credentials. Refer to the iQIES Onboarding Guide for further information, or the iQIES Help page, if necessary.
- Screenshots in this manual contain only test data and views are dependent on user role. Actual screens in iQIES may be different from what is shown in screenshots below.
- Words highlighted in blue are clickable links.
- A red asterisk (*) indicates a required field.
- Blank fields may have a limited number of characters allowed in that field. If so, the character limit is shown on the bottom left. The blank fields may also be expanded. Click the two 45° parallel lines and drag to the right to enlarge the box. See *Figure 1, Expandable Field*.

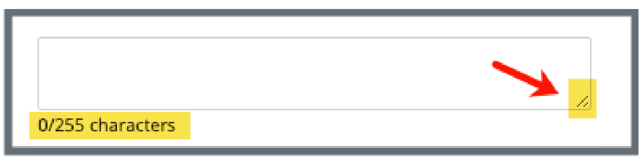

Figure 1: Expandable Field

- iQIES times out after 30 minutes of nonuse and reverts to the login page.
    - iQIES remains up and active as long as it is in use.
    - iQIES gives a five-minute warning before timing out.
    - The session resumes at the last accessed page after reauthentication.
    - Save data regularly. Pages that require saving are noted in this document, and have a **Save** button on the page.
- iQIES uses a smart search. Once three letters/digits are typed in the search bar, results are shown based on the letters/digits entered. The more letters/digits entered, the narrower the search. If any of the results is the correct result, click the result to open.

- Review any notification banners. Some banners may have links to review further information; others may be a reminder of a task that must be completed. See *Figure 2, Notification Banner* and *Table 1, Notification Banner Color Descriptions.* These banners can be closed (X'd out) at any time.

Notification Banner

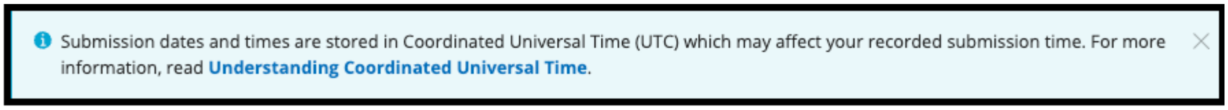

Figure 2: Notification Banner

Table 1: Notification Banner Color Descriptions

Notification Banner Color	Reason
Green	Action was successful
Blue	Informational only
Yellow	Warning. Review for information.
Red	Stop and review. The banner explains the actions must be taken.

- Use the latest version of Chrome or Edge for best results:
  [Chrome]
  [Edge]
  - Be sure to keep your browser updated.
  - Do not use Internet Explorer. It is not supported.

1.2 iQIES Service Center

The iQIES Service Center supports users working within the various iQIES components: Patient Assessment, Survey and Certification (S&C), and Reporting.

Assistance Accessing iQIES:	Contact the iQIES Security Official (SO) for your organization.
Technical Support:	Contact the iQIES Service Center: **Phone**: 800-339-9313 **Email**: iQIES@cms.hhs.gov
CCSQ Support Central:	Create a new ticket or track an existing ticket: https://cmsqualitysupport.servicenowservices.com/ccsq_support_central
Idea Portal:	Feedback for future iQIES software development: CCSQ Support Central. Click **Idea Portals** and select **iQIES Idea Portal**.
More information on iQIES:	Refer to the QIES Technical Support Office (QTSO). Logging in to HARP may be required before accessing some documentation in QTSO.

1.3 Roles and Permissions

iQIES roles allow users to access information pertinent to their area of work. The examples provided in this document pertain to the PBJ Submitter user role with the capability to view or edit this information. The PBJ View role provides view-only access.

Permissions are ultimately governed by HARP access privileges. Contact the Provider Security Official (PSO) for your organization or the iQIES Service Center for issues relating to access and permissions. Refer to the iQIES User Roles Matrix for detailed information on roles.

For additional help, refer to the iQIES Help Page or click the help icon in the top right corner of the screen, see *Figure 3, Help Icon*, for further information.

Figure 3: Help Icon

2. iQIES Landing Page Overview

Purpose: The iQIES landing page tracks and displays data for individual users. It consolidates information and processes into one area so that the user can see at a glance what actions must be performed.

2.1 Log in to iQIES. The landing page displays the tabs available. See *Figure 4, iQIES Landing Page*.

2.2 Select an option from **PBJ** drop-down menu. Detailed information about each choice is in the next steps.

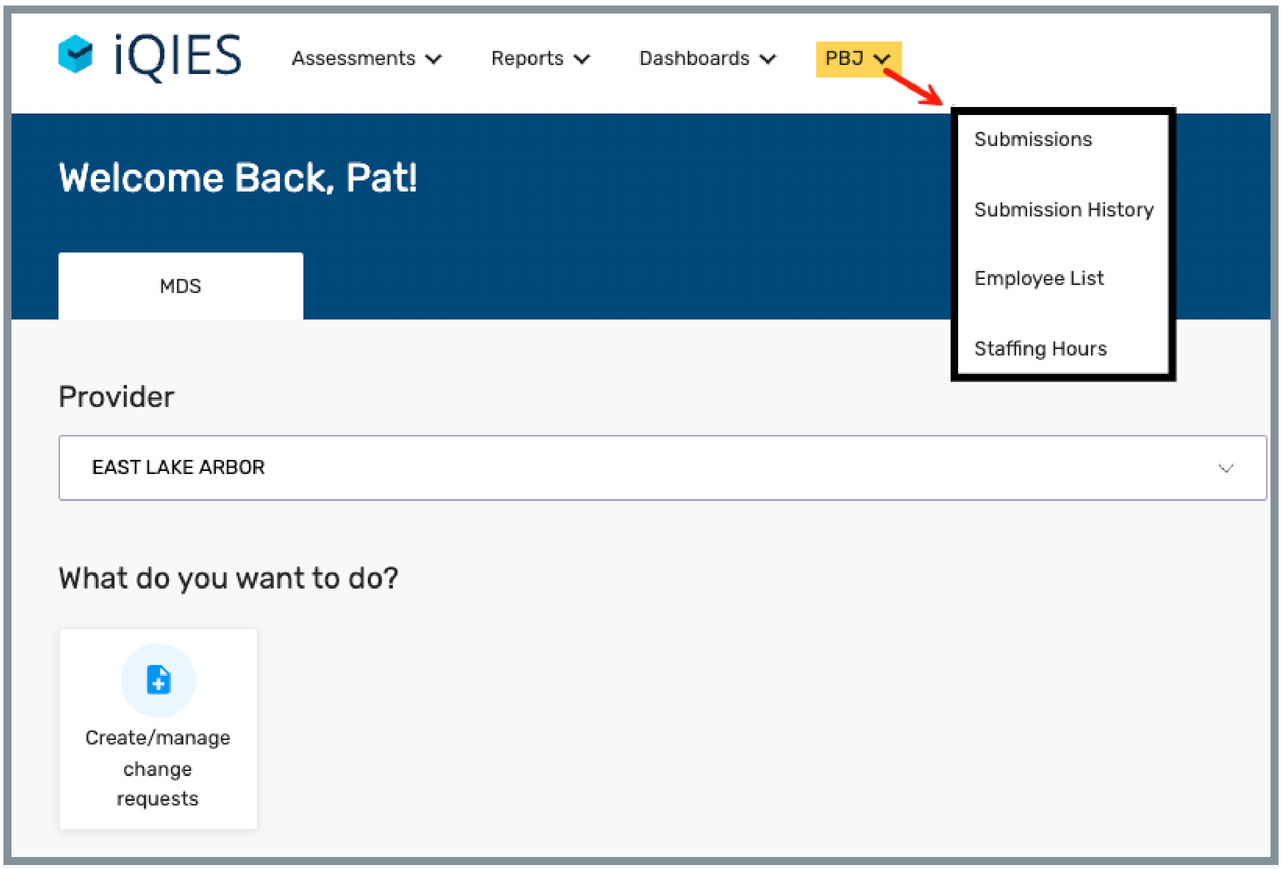

Figure 4: iQIES Landing Page

3. Submissions

Purpose: To view or upload the PBJ file submissions.

Notes:

- PBJ supports two file types. See *Table 2, PBJ File Types*:

Table 2: PBJ File Types

File Type	Description
Employee data files	Adds employee IDs and/or records staffing hours to the system
Employee link files	Links one employee ID to another

- The system may return accepted and rejected records within the same submission. The system stops validation after it detects a rejected file.
- The iQIES system-generated **Final Validation Report** field displays **N/A** when the report is not available.

3.1 Select **Submissions** on the **PBJ** drop-down menu on the home page. The **PBJ File Submission** tab opens. See *Figure 5, PBJ File Submissions Dashboard* and *Table 3, PBJ File Submissions Dashboard Detailed Callout.*

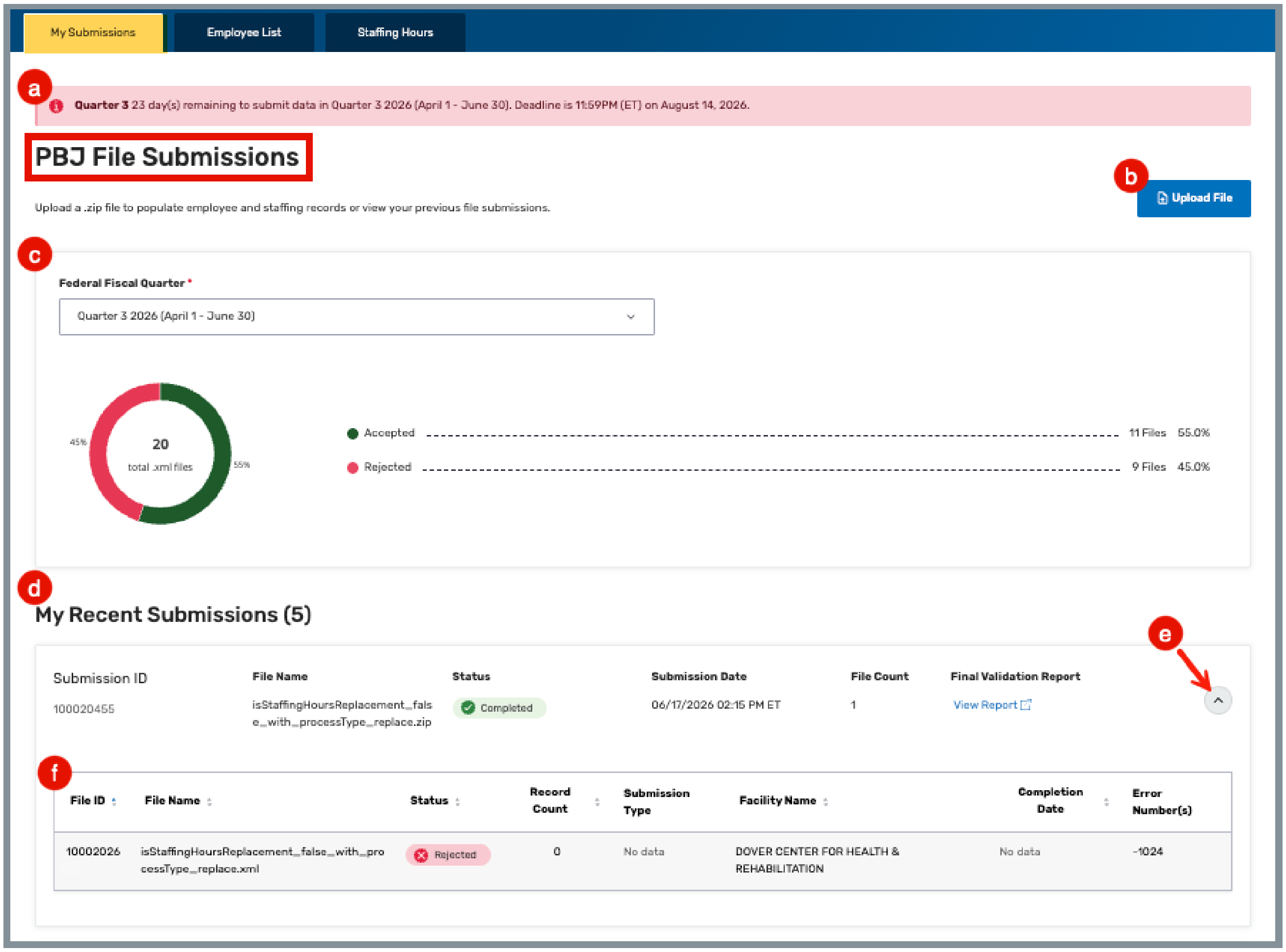

Figure 5: PBJ File Submissions Dashboard

Table 3: PBJ File Submissions Dashboard Detailed Callout

No.	Name	Description
a	Red notification banner	Reminder of the current quarter and remaining days in the quarter
b	**Upload File**	Click to upload PBJ file
c	**Federal Fiscal Quarter**	Shows total accepted and rejected files for each quarter
d	**My recent Submissions** [number of submissions]	Shows all recent submissions. A **New** badge shows for submissions for the first 24 hours.
e	Caret	Click caret to view detailed information on file, including **Submission Type**

No.	Name	Description
f	Detailed submission info	Shows **File ID**, **File Name**, **Status**, **Record Count**, **Submission Type**, **Facility Name**, **Completion Date**, and **Error Number**

3.2 Click **Upload File**. See *Figure 6, Upload File.* The **Upload File** pop-up window opens.

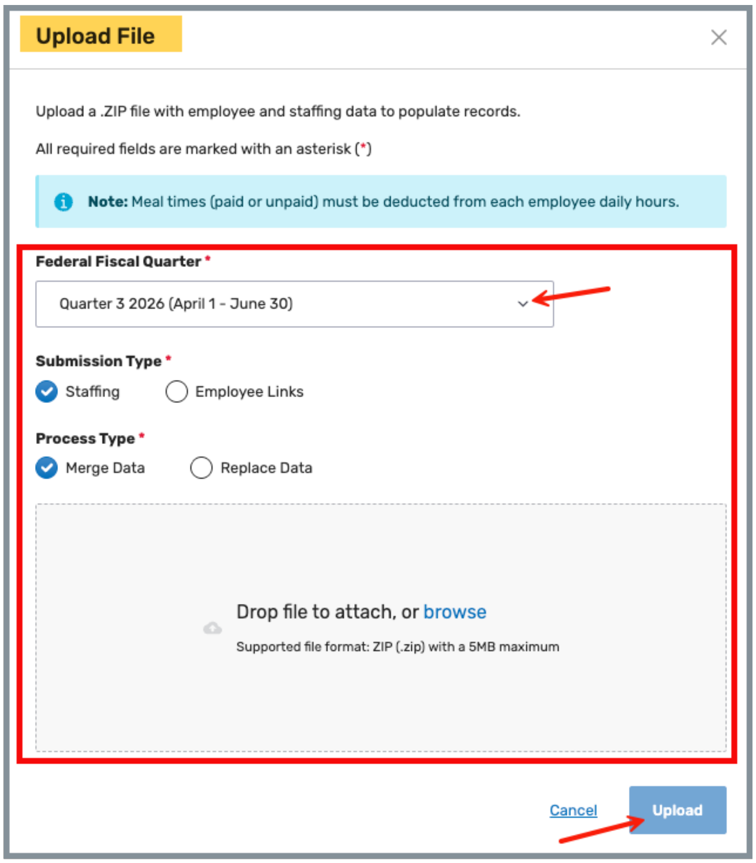

Figure 6: Upload File

3.3 Fill out the information.

Note: Only the current and past two quarters can be selected.

3.4 Select the file.

Notes:

- Only ZIP files can be attached
- ZIP files can be a maximum of 5MB

3.5 Click **Upload**.

Note: **Upload** is disabled until a file is attached.

3.6 Verify the file uploaded under **My Recent Submissions**.

Notes:

- Click the caret next to the submission to see detailed submission information including whether the file was accepted or rejected.
- Rejected files show the error number.

4. Submission History

Purpose: The **Submission History** page displays all submissions for the selected facility and does not allow updates.

4.1 Select **Submission History** on the **PBJ** drop-down menu on the home page. The **Submission History** page opens. See *Figure 7, Submission History*.

4.2 Click **View Report** to view the **Final Validation Report**. The report opens in a new tab.

Notes:

- **Submission History** can also be accessed from the **Submissions** landing page. Click **View All Submissions**.
- **Submission History** is a view-only page.
- The **Submission History** page is under the **My Submissions** tab.

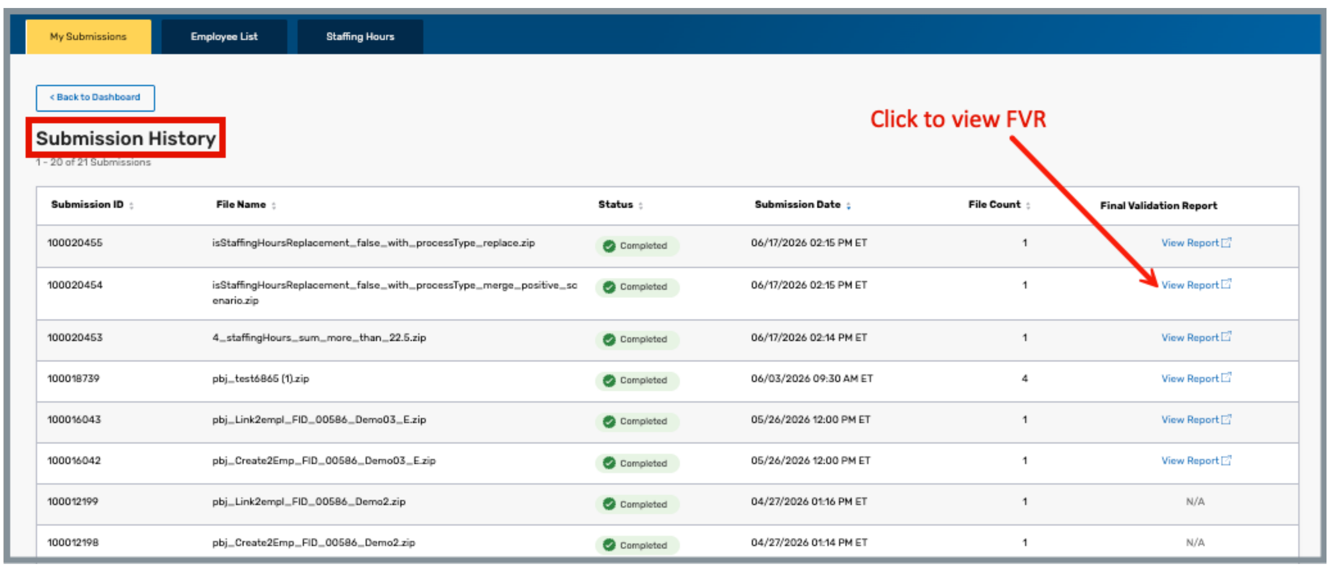

Figure 7: Submission History

5. Employee List

Purpose: To manually create new employee records or to update existing records.

Note: Search requires the employee ID to locate a specific employee.

5.1 Open Facility Information

5.1.1 Select **Employee List** on the **PBJ** drop-down menu on the home page. The **Manage Employee Data** page on the **Employee List** tab opens. See *Figure 8, Manage Employee Data* and *Table 4, Manage Employee Data Detailed Callout*.

Note: **Employee List** can be selected from the **Payroll-Based Journal** landing page. Select the **Employee List** tab.

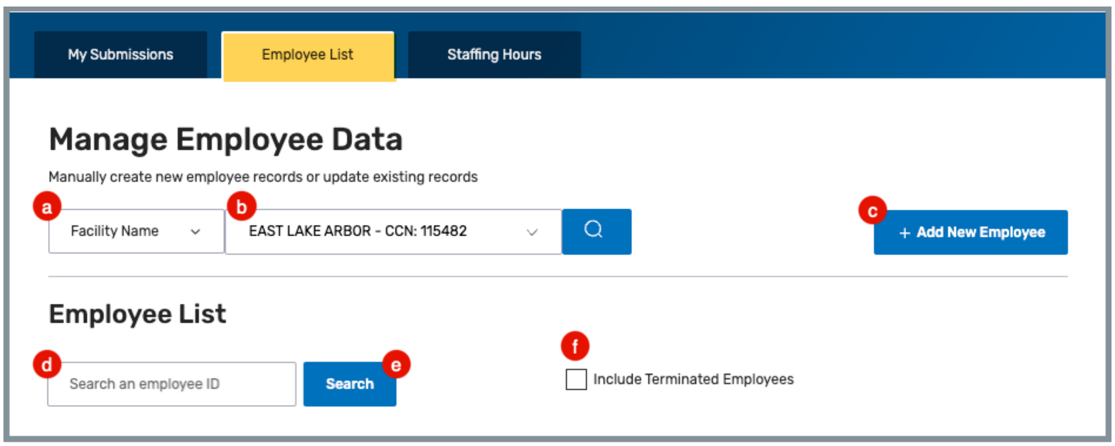

Figure 8: Manage Employee Data

Table 4: Manage Employee Data Detailed Callout

No.	Name	Description
a	**FAC ID**	Select **FAC ID**, **Facility Name**, or **CCN** from drop-down menu. The default is **FAC ID**. **Note**: **Employee List** does not open until a facility is selected.
b	Facility	Type **FAC ID**, **Facility Name**, or **CCN.** Click search icon.
c	**+ Add New Employee**	Click to add a new employee to selected facility. **Note**: **+ Add New Employee** is disabled until a facility is listed.

No.	Name	Description
d	**Employee List** search field	Type employee ID in search field.
e	**Search**	Click to search for employee ID typed in search field.
f	**Include Terminated Employees**	Select the checkbox to include terminated employees. **Note**: Deleted employees are not considered terminated employees and will not appear in a list.

5.1.2 Type **FAC ID**, **Facility Name**, or **CCN** in **Search** field.

Note: Suggestions appear after typing three letters or digits of a facility ID, facility name, or CCN.

5.2 Add a New Employee

5.2.1 Click **+ Add New Employee**. The **Add New Employee** pop-up window opens. See *Figure 9, Add New Employee*.

Note: **+ Add New Employee** is disabled until a facility is listed.

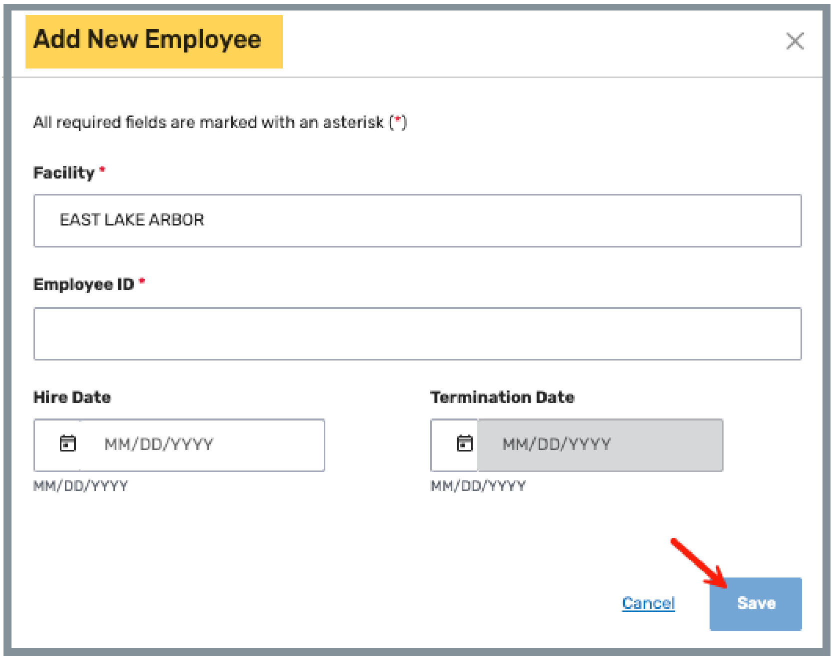

Figure 9: Add New Employee

5.2.2 Fill out the information.

5.2.3 Click **Save**.

Note: **Save** is disabled until required information is completed.

5.2.4 Verify **Employee Successfully Added** green notification banner appears. See *Figure 10, Employee Successfully Added*.

Figure 10: Employee Successfully Added

5.2.5 Verify employee is added.

a. Type employee ID under **Employee List**.

b. Click **Search**.

5.3 Edit an Employee Record or Terminate an Employee

5.3.1 Click **Edit** under the **Actions** menu. The **Edit Employee** pop-up window opens. See *Figure 11, Edit Employee*.

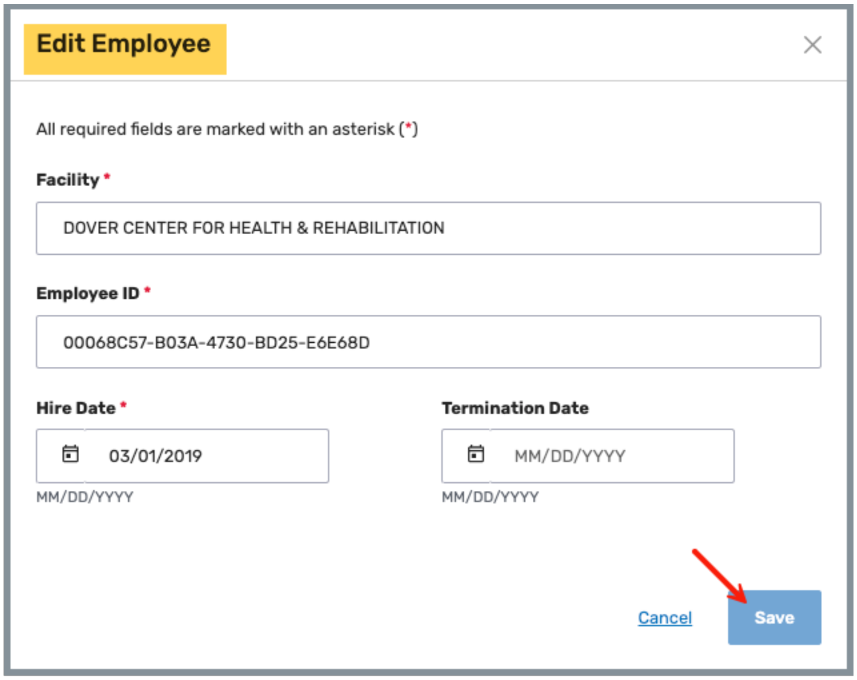

Figure 11: Edit Employee

5.3.2 Update the **Hire Date** or **Termination Date**.

Note: The system does not allow changes to the **Facility** or **Employee ID**.

5.3.3 Click **Save**.

Note: **Save** is disabled until a change has been made.

5.3.4 Verify **Employee Successfully Updated** green notification banner appears. See *Figure 12, Employee Successfully Updated*.

Figure 12: Employee Successfully Updated

5.4 Delete an Employee

Notes:

- Employees with staffing hours cannot be deleted.
- The system removes a deleted employee permanently. The system does not allow recovery.
- Deleted employees cannot be retrieved through search.

5.4.1 Click **Delete** under the **Actions** menu. The **Are you sure?** pop-up window opens. See *Figure 13, Delete Employee*.

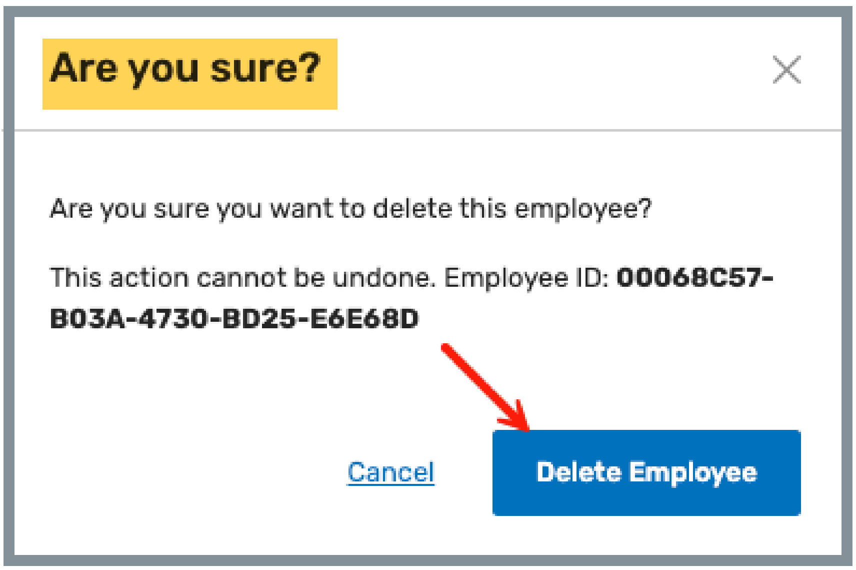

Figure 13: Delete Employee

5.4.2 Click **Delete Employee**.

5.4.3 Verify **Employee Successfully Deleted** green notification banner appears. See *Figure 14, Employee Successfully Deleted.*

Figure 14: Employee Successfully Deleted

5.5 Link Employee IDs

Purpose: One employee may have multiple IDs. Link the IDs so the system uses a single system employee ID.

Note:

- This process must be completed in the employee ID linking file and submitted in iQIES.
- Refer to the Payroll Based Journal Excel to XML Template How To Guide video for help on how to utilize a PBJ Excel to XML Template.
- The PBJ Admin Excel to XML Template and other helpful information on linking can be found on the Staffing Data Submission Payroll Based Journal (PBJ) website.

6. Staffing Hours

Purpose: To enter and update staffing hours.

6.1 Open Staffing Hours

6.1.1 Select **Staffing Hours** on the **PBJ** drop-down menu on the home page. The **Staffing Hours** tab opens.

Note: **Staffing Hours** can be selected from the **Payroll-Based Journal** landing page. Select the **Staffing Hours** tab.

6.1.2 Click **View Staff Hours** to view the calendar. See *Figure 15, Staffing Hours* and *Table 5, Staffing Hours Detailed Callout*.

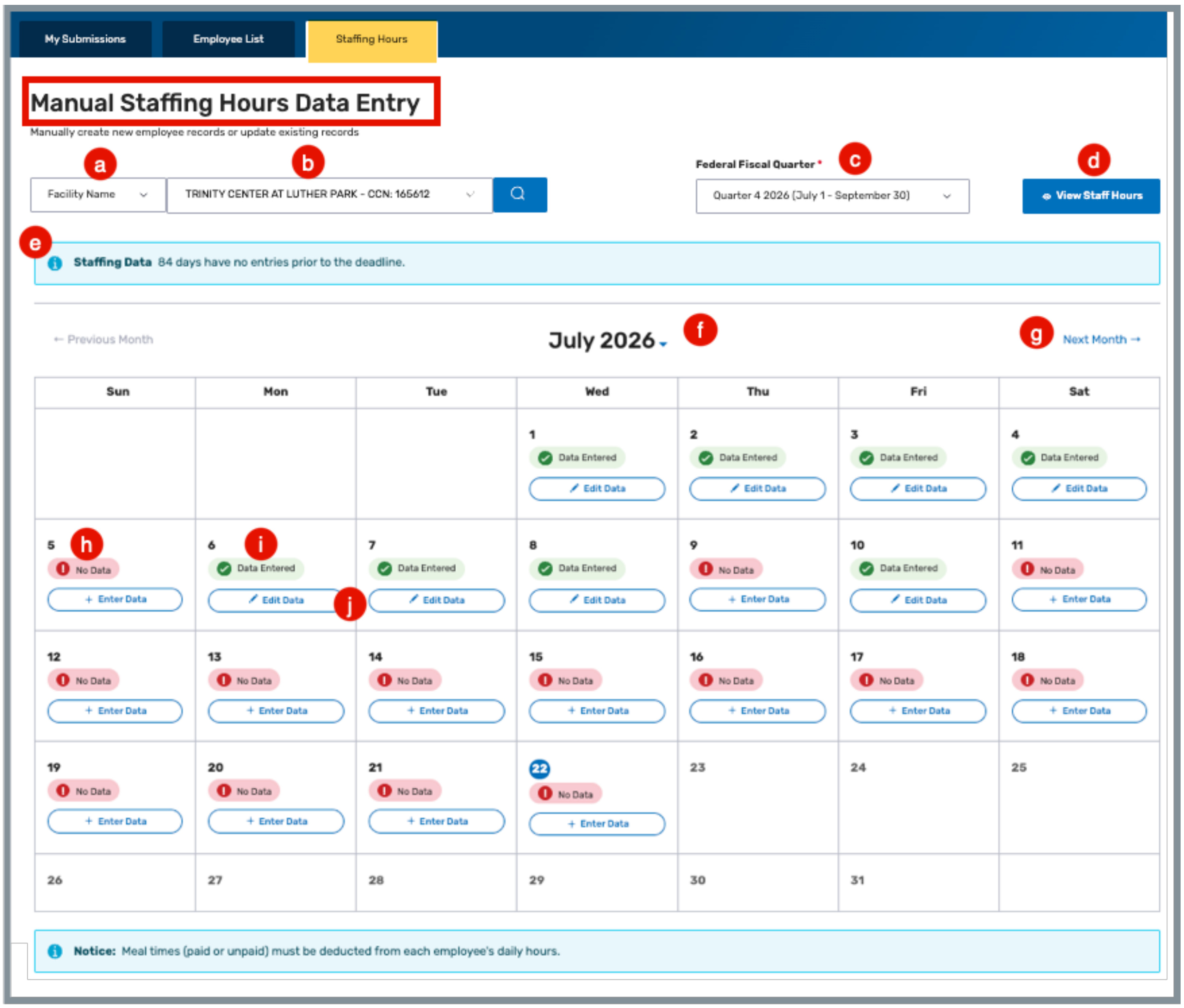

Figure 15: Staffing Hours

Table 5: Staffing Hours Detailed Callout

No.	Name	Description
a	**FAC ID**	Select **FAC ID**, **Facility Name**, or **CCN** from drop-down menu. The default is **FAC ID.**
b	Facility	Type **FAC ID**, **Facility Name**, or **CCN.** Click search icon
c	**Federal Fiscal Quarter**	Select the federal fiscal quarter from the drop-down menu
d	**View Staff Hours**	Click to view the monthly staff hours **Note**: Monthly staff hours do not appear on the dashboard until this button is selected.
e	Blue Notification Banner	A reminder that there are [number] days without data prior to the quarter deadline
f	**[Month/Year]**	Select the month and year **Note**: The calendar defaults to the first month in the selected quarter
g	**Next Month**	Click to see the next month in the selected quarter
h	**No Data** badge	Indicates there are no hours entered for this date
i	**Data Entered** badge	Indicates there are existing hours entered for this date
j	**+ Enter Data / + Edit Data**	Click to enter or edit data for this date

6.1.3 Select a facility from the drop-down menu under **Select Facility**.

6.1.4 Select a quarter under **Federal Fiscal Quarter**.

Note: Only the current and past two quarters can be selected.

6.1.5 Click **View Staff Hours**. The calendar opens.

6.2 Update Staffing Hours

Note: An employee must have separate records for multiple roles.

6.2.1 Click **+ Enter Data** to enter new data or **+ Edit Data** to edit existing data. See *Figure 16, Enter/Edit Data.* The weekly staffing hours data information page opens. See *Figure 17, Staffing Hours Data Entry.*

Note: The calendar defaults to the first month in the selected quarter. Click **Next Week** to move to additional weeks in the quarter.

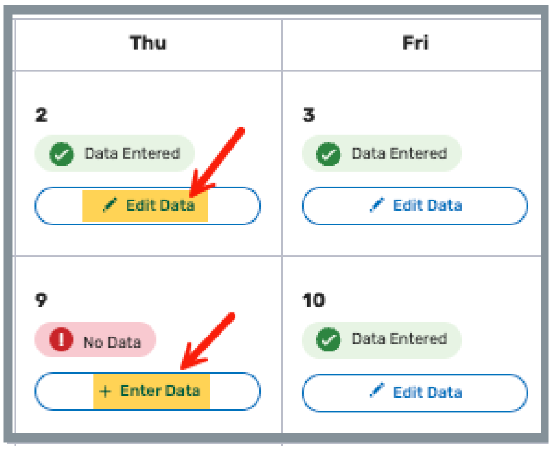

Figure 16: Enter/Edit Data

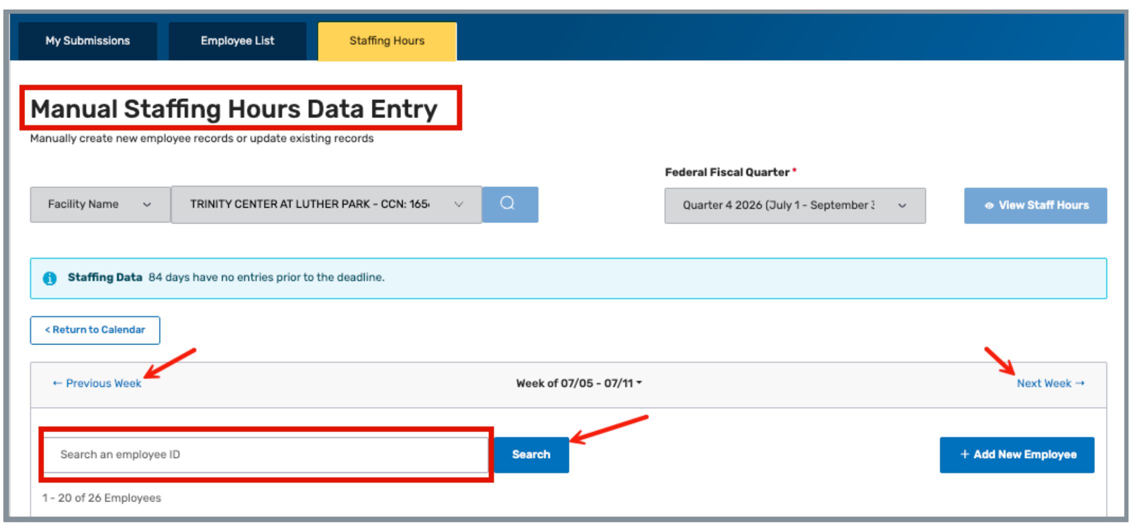

Figure 17: Staffing Hours Data Entry

6.2.2 Type **Employee ID** in the **Search** field.

6.2.3 Click **Search**.

6.2.4 Click caret next to **Employee ID**. The work hours information opens. See *Figure 18, + Add Work Entry.*

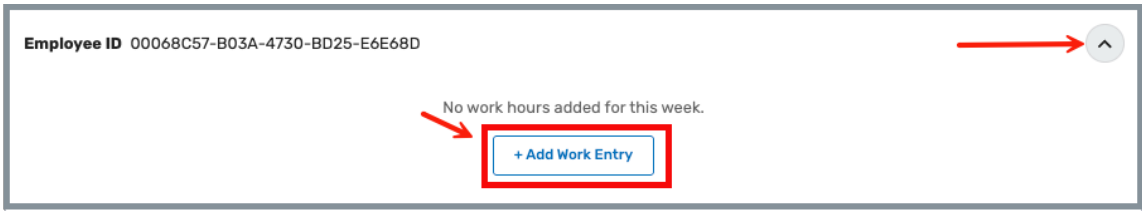

Figure 18: Add Work Entry

6.2.5 Click **+ Add Work Entry**. The weekly hours open. See *Figure 19, Weekly Work Hours*.

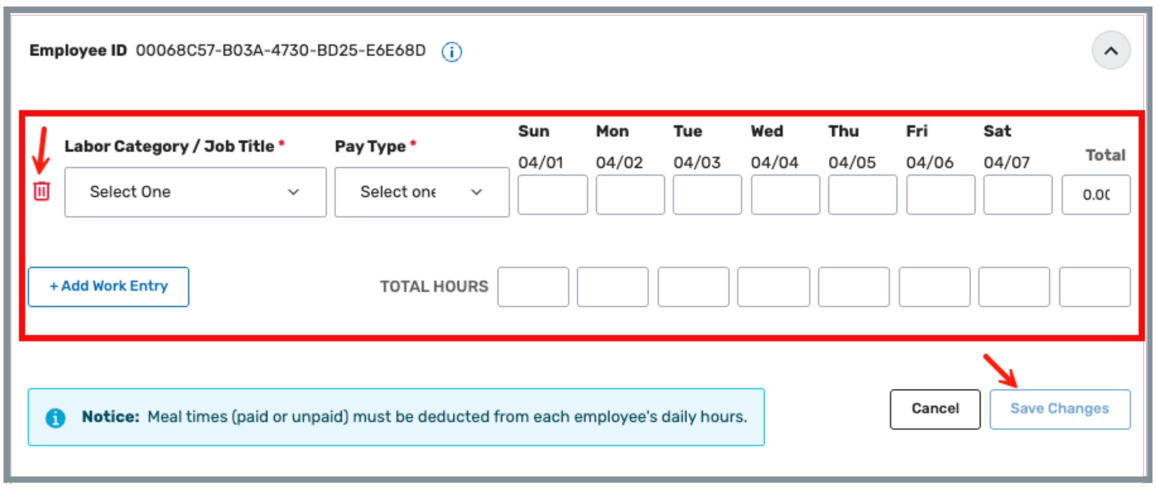

Figure 19: Weekly Work Hours

6.2.6 Fill out required fields and hours.

Notes:

- Select only one labor category per entry. Click **+ Add Work Entry** to add hours under a different labor category or job title.
- Hours are calculated to two decimal points.
- Deduct meal time before entering hours.
- The total number of hours in one day for an employee ID and a system employee ID must be equal to or less than 22.50.
- Click the trashcan icon to remove a line. This must be done prior to saving the changes.
- The system requires at least one day with hours before it allows a save.

6.2.7 Click **Save Changes**.

Note: **Save Changes** is disabled until required information is completed.

6.3 Add or Remove Staffing Hours

6.3.1 Search for the employee

6.3.2 Click caret next to **Employee ID**. The work hours information opens.

6.3.3 Update the work hours.

6.3.4 Click **Save Changes**.

Note: **Save Changes** is disabled until the first update is completed.