

PROJECT STATEMENT CERTIFICATION- FACULTY

- 1. Access ECC for your certification through the email you received or by going directly to the ECC environment at https://unthsc.huronecc.com/ecc/.
- 2. Log into the application with your UNTHSC username/password.

UNT HEALTH SCIENCE CENTER	
Welcome to ECC	
Welcome to the next big thing in time and effort reporting. At Huron Consulting University, we have deployed the web-based Employee Compensation Compliance® ("ECC") system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's providue sprocess - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals who are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.	
Username:	
Password:	
Login	

- 3. You are viewing the home page. The home page will display your worklist. The worklist displays three sections:
 - a. Effort Statements
 - b. Associated Project Statements
 - c. Associated Delegated Project Statements

Vork List for Mike Kelley									
Welcome to the Employee Compensation Compliance® ("ECC") effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.									
Statements Awaiting Certification	on (5)								
Effort Statements									
sociated Project Statements Associated Delegated Project Statements Statement Owner	Department	Period	Due Date	Туре	Status	PI			
Kelley, Mike	Hurontesting-Huron Te	esting Department Project Q4 2018	1/31/2019	Base	In Progress				
ssociated Project Statemer	nts								
ssociated Project Statemer	nts Account Number	Sponsor Pe	riod	Due Date	Status	Staff			
Associated Project Statemer of Proj Associated Project Intervent Project Title Quantitative Numbers and Math	Account Number	Sponsor Pe Training Sponsor Pro	riod yect Q2 2017	Due Date 9/29/2017	Status	Staff			
ssociated Project Statemen of type Assessed Departs Parts Statemens Project Title Quantitative Numbers and Math Studies on being a Scientist	Account Number 2048990004 3048990001	Sponsor Pe Training Sponsor Pro Training Sponsor Pro	riod yect Q2 2017 yect Q4 2017	Due Date 9/29/2017 1/31/2018	Status C Ready for Confirmation Ready for Confirmation	Staff			
In Special Content of Transmers In Transmers	Account Number 3048990004 3048990001 3048990002	Sponsor Pet Training Sponsor Pro Training Sponsor Pro Training Sponsor Pro	riod yject Q2 2017 yject Q4 2017	Due Date 9/29/2017 1/31/2018 9/29/2017	Status Ready for Confirmation Ready for Confirmation Ready for Confirmation Confirmation	Staff •			
Associated Project Statement of Page Associated Oragent Page Taxeman Project Title Quantitative Numbers and Math Studies on being a Scientist Training Program in Financial Management	Account Number 3048990004 3048990001 3048990002	Sponsor Pe Training Sponsor Pro Training Sponsor Pro Training Sponsor Pro	riod uject Q2 2017 uject Q4 2017 uject Q2 2017	Due Date 9/29/2017 1/31/2018 9/29/2017	Status Ready for Confirmation Ready for Confirmation Ready for Confirmation	Staff • •			
Associated Project Statemen infing Insume Degret Ages Insuence Project Title Quantitative Numbers and Math Studies on being a Scientist Training Program in Financial Management Associated Delegated Project	Account Number 3048990004 3048990001 3048990002 tt Statements	Sponsor Pe Training Sponsor Pro Training Sponsor Pro Training Sponsor Pro	rfod yect Q2 2017 yect Q4 2017 yect Q2 2017	Due Date 9/29/2017 1/31/2018 9/29/2017	Status C Ready for Confirmation Ready for Confirmation Ready for Confirmation	Staff •			
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- 4. Per UNTHSC's policy, you are required to certify your Effort Statements and your Project Statements.
- 5. To access your Project Statements for certification, click on any link associated to the
 ^{S Ready for Certification} line under Associated Project Statements.

Associated Project Statements									
Top of Page Associated Delegated Project Statements									
Project Title	Account Number	Sponsor	Period	Due Date	Status	Staff			
Quantitative Numbers and Math	3048990004	Training Sponsor	Project Q2 2017	9/29/2017	Ready for Confirmation	•			
Studies on being a Scientist	3048990001	Training Sponsor	Project Q4 2017	1/31/2018	Ready for Confirmation	•			
Training Program in Financial Management	3048990002	Training Sponsor	Project Q2 2017	9/29/2017	8 Ready for Confirmation	•			

- 6. The Project Statement you selected on the home page will be displayed.
 - a. To view all project statements at one time, click the Select All icon $\ ^{\textcircled{C}}$

Work List								
✓ Kelley, Mike - 99887703		3048990002 - Training Program in Financial Management						
	わ	Project Information						
3048990002 Training Program in Financi Project Q2 2.		Department:	Hurontesting - Huron Testing Department					
3048990004 Quantitative Numbers and Project Q2 2.		Project Title:	Training Program in Financial Management					
	·	Fund Description :	10.203 Payments to Agricultural Experiment					
▶ Building 🖈 🗠		Activity Description:	0210 Institutes and Research C					
		Subactivity Description :	D04 Organized Research - Experiment					
		Account Funding Dates:	09/01/2012 to 12/31/2017					
		Sponsor Award Number:	5R01GM090317-04					
4		JL	J					
Project Statement for 30/8990002: Training Program in Einancial Management (Projec): Effort from 4/1/2017 to 6/30/2017 due date 9/29/2017: Status: Ready for Confirm								



- 7. The Project Statement lists all UNTHSC employees that were paid from the accounts for which you are a PI.
 - a. The statement displays the individual's effort percentage as a portion of their 100% payroll for the period of performance
 - b. To view an employee's 100% labor distribution, click the 上 icon in the Hover Over column
 - c. Review the Project Statement(s), review all accounts, ensure that all employees are listed and that the effort percentages are accurate
 - i. Your department administrator has already reviewed your Project Statement and it should be accurate. If you have questions about your Project Statement, you can click the 'Get Help' button to email the administrator about any issues you may be having

✓ Kelley, Mike - 99887703				3048990004 - Quantitative Numbers and Math						
	ර	i Pre	oject Inform	ation				close		
on being a Scientist Proje	,ect Q4 2017		Department:			Project Payroll Sum	017			
Program in Financial Management Proje	ect Q2 2017		Project Title:			Vena Farr - 99887717			l P	
tive Numbers and Math Proje	ect Q2 2017		Activity Description : Subactivity Description :			Project Name	Total \$	Total %	l P	
						3048990003-Molecular Ele	\$500.00	42%		
		-11	Sponsor A	anding Dates: Award Number:	,	3048990004-Quantitative	\$700.00	58%		
			0,			Total	\$1 200 00	100.00%		
e Numbers and Math (Project Q2 2017)			; Effort	t from 4/1/2017 to 6/30/2017, d	ue date 9/29/2017;	Total.	\$1,200.00	100.00%		
a cartify button.									67	
Certify button.		_								
Department	Object Payr Code	roll \$		Cost Share \$	Total f				er er	
esting Department - Hurontesting	6150		\$700.00	\$0.00		\$700.00	5076	U	-	
								Save	me	
> Transactions 🖈					Click to	view 100% labor distr	ribution			
, , , , , , , , , , , , , , , , , , ,	n being a Scientist Proje Yogram in Financial Management Proje ve Numbers and Math Project O2 2017) Certify button. Department Isting Department - Hurontesting	n being a Scientist Project Q4 2017 Program in Financial Management Project Q2 2017 ve Numbers and Math Project Q2 2017 Project Q2 2017 Certify button. Department Object Code Pa isting Department - Hurontesting 6150	n being a Scientist Project Q4 2017 Program in Financial Management Project Q2 2017 ve Numbers and Math Project Q2 2017 Point Project Q2 2017 Point Proje	a being a Scientist Project Q4 2017 Program in Financial Management Project Q2 2017 ve Numbers and Math Project Q2 2017 Image: State of the state of th	a being a Scientist Project Q4 2017 Yogram in Financial Management Project Q2 2017 ve Numbers and Math Project Q2 2017 Image: Scientist Scient Funding Dates: Sponsor Award Number: Sponsor Award Number: Numbers and Math (Project Q2 2017) : Effort from 4/1/2017 to 6/30/2017, dt Certify button. Code Payroll S Code Payroll S Cost Share S Isting Department - Hurontesting 6150 \$700.00	3048990004 - Quantitative Numbers and Math Project Q4 2017 Yogram in Financial Management Project Q2 2017 ve Numbers and Math Project Q2 2017 (P) (P) <tr< td=""><td>3048990004 - Quantitative Numbers and Math Project Q2 2017 Yogram In Financial Management Project Q2 2017 Yen Description : Activity Description : Account Funding Dates: Sponsor Award Number:</td><td>3045990094 - Quantitative Numbers and Math Project Q2 2017 Yorgram in Financial Management Project Q2 2017 Yee Numbers and Math Yee Numbers and Math Project Q2 2017 Yee Numbers and Math (Project Q2 2017) Yee Effort from 4/1/2017 to 6/30/2017, due date 9/29/2017. Yee State S Numbers and Math (Project Q2 2017) Yee Effort from 4/1/2017 to 6/30/2017, due date 9/29/2017. Yee State S Yee Arrow State State</td><td>3048990004 - Quantitative Numbers and Math Project A2 2017 Yogram In Financial Management Project 02 2017 Yend Description : Activity Description : Ac</td></tr<>	3048990004 - Quantitative Numbers and Math Project Q2 2017 Yogram In Financial Management Project Q2 2017 Yen Description : Activity Description : Account Funding Dates: Sponsor Award Number:	3045990094 - Quantitative Numbers and Math Project Q2 2017 Yorgram in Financial Management Project Q2 2017 Yee Numbers and Math Yee Numbers and Math Project Q2 2017 Yee Numbers and Math (Project Q2 2017) Yee Effort from 4/1/2017 to 6/30/2017, due date 9/29/2017. Yee State S Numbers and Math (Project Q2 2017) Yee Effort from 4/1/2017 to 6/30/2017, due date 9/29/2017. Yee State S Yee Arrow State	3048990004 - Quantitative Numbers and Math Project A2 2017 Yogram In Financial Management Project 02 2017 Yend Description : Activity Description : Ac	

- 8. To certify the Project Statement
 - a. Select the individual check boxes under the 'Confirm' column or select the green star , which is a 'check all'
 - b. Select the 'Certify' button which has now appeared

Project Statement for 3048990001: Studies on being a Scientist (Project Q4 2017) ; Effort from 10/1/2017 to 12/31/2017, due date 1/31/2018; Status: Ready for Confirmation											
INFO - Check at least one certify chec	INFO - Check at least one certify checkbox to show the certify button.										
en 🖪											
Employee	Department	Object Code	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Hover Over			
Addington, Leigh - 99887712	Huron Testing Department - Hurontesting	6010	\$30,000.00	\$0.00	\$30,000.00	100%		\$			
Hurley, Lesa - 99887709	Huron Testing Department - Hurontesting	6010	\$15,000.00	\$0.00	\$15,000.00	100%		\$			
Stoll, Karena - 99887711	Huron Testing Department - Hurontesting	6010	\$30,000.00	\$0.00	\$30,000.00	100%		\$			
Ting, Kari - 99887708	Huron Testing Department - Hurontesting	6150	\$600.00	\$0.00	\$600.00	2%		\$			
Get Help						Certify	Save	Home			
Notes O											
Attachments Ø											



9. Review the attestation statement and select 'I Agree' to complete the certification.



- 10. Your Project Statement is complete and has been removed from your worklist.
 - a. You will need to do this for each one of your Project Statements