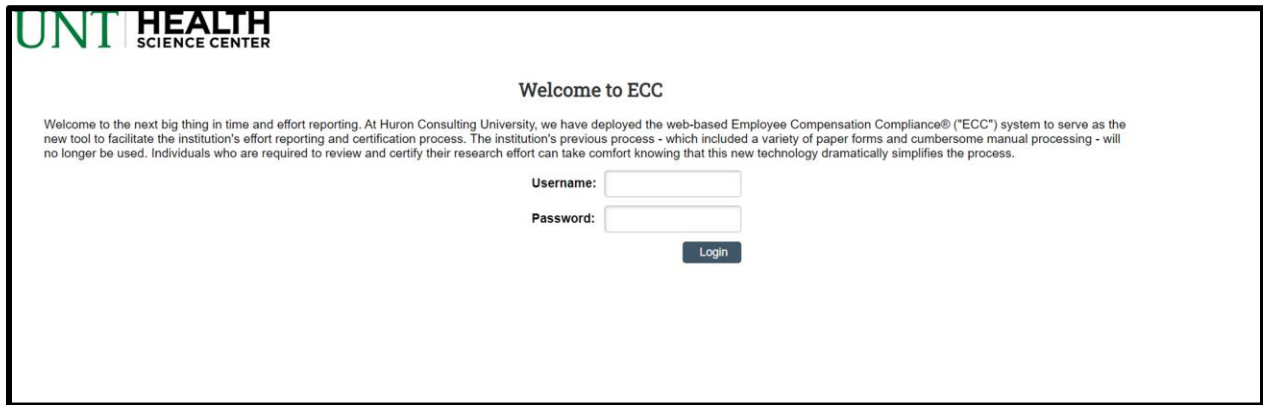


EFFORT STATEMENT CERTIFICATION- FACULTY

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

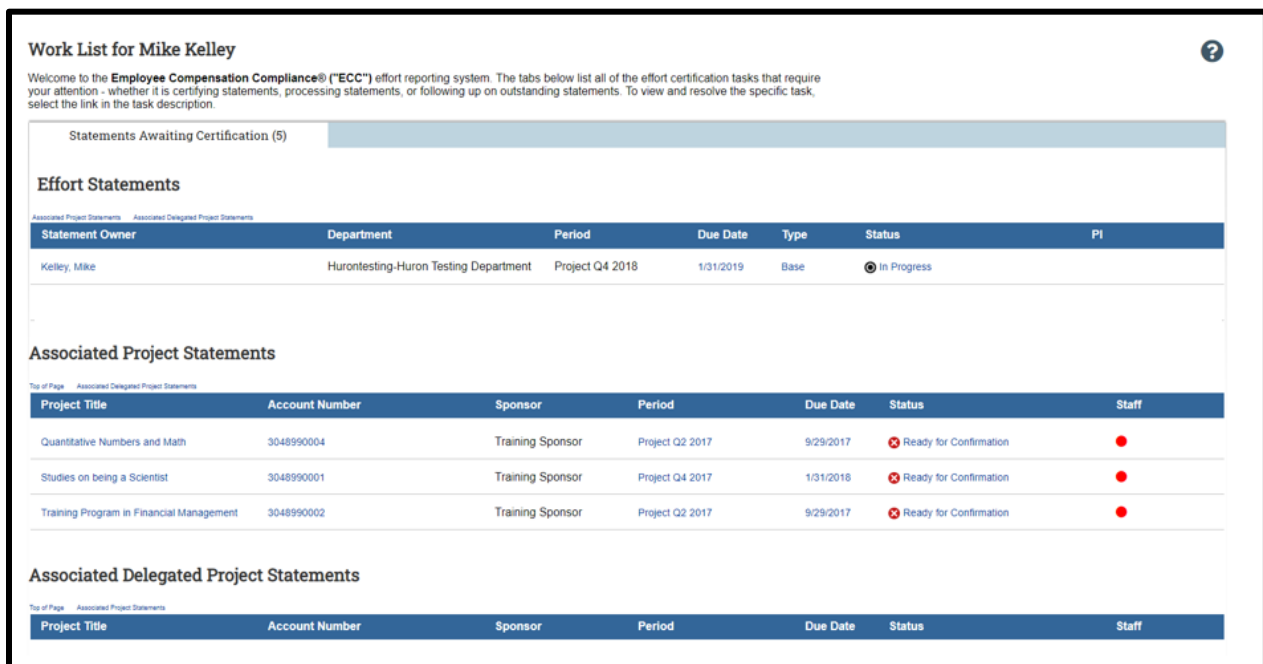
Welcome to the next big thing in time and effort reporting. At Huron Consulting University, we have deployed the web-based Employee Compensation Compliance® ("ECC") system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - 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



Work 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 (5)

Effort Statements

Associated Project Statements Associated Delegated Project Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
Kelley, Mike	Hurontesting-Huron Testing Department	Project Q4 2018	1/31/2019	Base	In Progress	

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	Ready for Confirmation	

Associated Delegated Project Statements

Top of Page Associated Project Statements

Project Title	Account Number	Sponsor	Period	Due Date	Status	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 Effort Statements for certification, click on any link associated to the  Ready for Certification line under Effort Statements.

Effort Statements						
Associated Project Statements Associated Delegated Project Statements						
Statement Owner	Department	Period	Due Date	Type	Status	PI
Carey, Harry	112-Sports Legends Depar...	Fall 2016	1/31/2017	Base	 Ready for Certification	

6. The Effort Statement
 - a. is split into two sections, Sponsored and Non-Sponsored
 - b. lists all Payroll, Committed Effort, and UNTHSC Paid Effort (cost share) for each account that has salary charges, as well as the Certified Effort

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
Sponsored Projects							
RF30000 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$9,024.70	17 %	8 %	0 %	8 %	\$ 8 %	☐
RF30002 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$0.00	2 %	0 %	0 %	0 %	\$ 0 %	☐
RP20017 Effects of OMT on Gait Kinematics and Postural Control in Parkinson Disease	\$0.00	12 %	0 %	0 %	0 %	\$ 0 %	☐
Sponsored Projects Total:	\$9,024.70	31%	8%	0%	8%	8%	
Non Sponsored							
300690 Family Medicine	\$99,315.30	0 %	92 %	0 %	92 %	\$ 92 %	☐
Non Sponsored Total:	\$99,315.30	0%	92%	0%	92%	92%	
Grand Total:	\$108,340.00	31%	100%	0%	100%	100%	

Get Help [Commissions Tool](#)

7. On the Effort Statement, review all accounts, payroll percentages and computed effort for accuracy.
 - a. Your Department Administrator has already reviewed your statement and it should be accurate. If you have questions about your statement, you can click the 'Get Help' button to email the administrator about any issues you may be having.
 - b. You have the ability to toggle to \$ or run the payroll report to view dollars associated to the effort statement

\$

Payroll Report

Toggle to view Dollars

\$ Value

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
Sponsored Projects							

Get Help

Email Help

8. To certify the Effort Statement
 - a. Select the individual check boxes under the 'Certify?' column or select the last check box, which is a 'check all'.
 - b. Select the 'Certify?' button which has now appeared

Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
\$7,219.76	17 %	8 %	0 %	8 %	\$ 8 %	☒
\$0.00	2 %	0 %	0 %	0 %	\$ 0 %	☒
\$0.00	12 %	0 %	0 %	0 %	\$ 0 %	☒
\$7,219.76	31%	8%	0%	8%	\$ 8%	☒
\$79,452.24	0 %	92 %	0 %	92 %	\$ 92 %	☒
\$79,452.24	0%	92%	0%	92%	\$ 92%	☒
\$86,672.00	31%	100%	0%	100%	\$ 100%	☒
						Certify

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

Needing certification ★

Attestation

Certification Attestation Effort 09/01/2018 - 12/31/2018

Due Date: 12/31/2019

Covered Individual:

Title: Professor

Department: 300690 - Family Medicine

Email: unthseccc@gmail.com

Status: ✖ Ready for Certification

Location:

Appointment:

Effort Coordinator:

Period of Performance: 09/01/2018 to 12/31/2018

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

10. Your Effort Statement is complete and has been removed from your worklist.