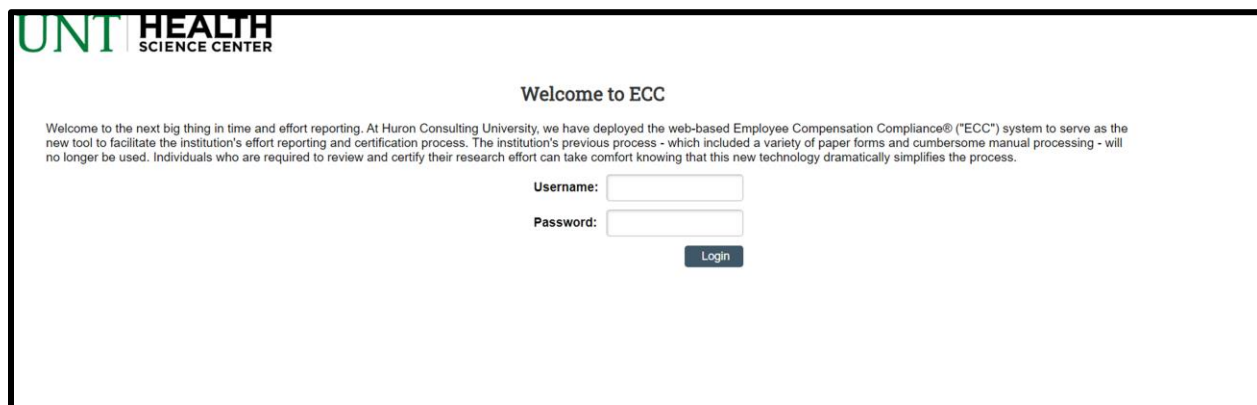


PROJECT STATEMENT CERTIFICATION- FACULTY

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 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.

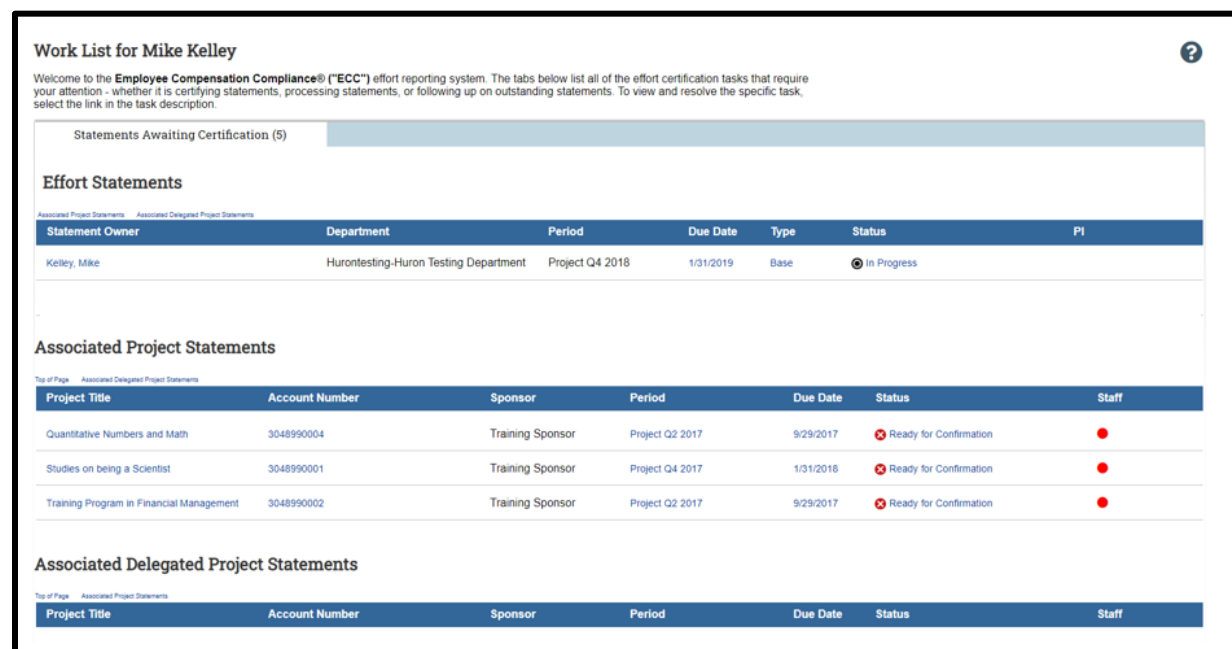
Username:

Password:

Login

huronconsultinggroup.com

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 Project Statements for certification, click on any link associated to the  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	 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 

Work List

Kelley, Mike - 99887703

▼ Ready for Confirmation ★ 

3048990002 Training Program in Financi... Project Q2 2...

3048990004 Quantitative Numbers and ... Project Q2 2...

► Building ★ 

3048990002 - Training Program in Financial Management

Project Information

Department: Hurontesting - Huron Testing Department

Project Title: Training Program in Financial Management

Fund Description : 10.203 Payments to Agricultural Experiment...

Activity Description: 0210 Institutes and Research C

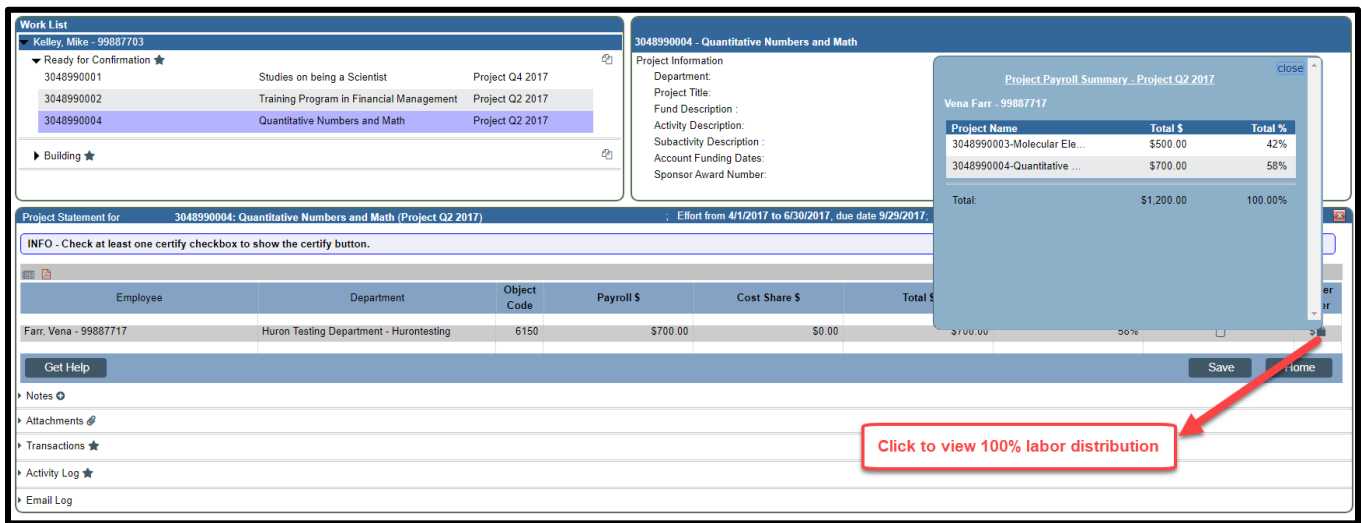
Subactivity Description : D04 Organized Research - Experiment

Account Funding Dates: 09/01/2012 to 12/31/2017

Sponsor Award Number: 5R01GM090317-04

Project Statement for 3048990002: Training Program in Financial 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  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



Work List

- ▼ Kelley, Mike - 99887703
 - ▼ Ready for Confirmation ★
 - 3048990001 Studies on being a Scientist Project Q4 2017
 - 3048990002 Training Program in Financial Management Project Q2 2017
 - 3048990004 Quantitative Numbers and Math Project Q2 2017
 - Building ★

3048990004 - Quantitative Numbers and Math

Project Information

- Department:
- Project Title:
- Fund Description:
- Activity Description:
- Subactivity Description:
- Account Funding Dates:
- Sponsor Award Number:

Project Payroll Summary - Project Q2 2017

Project Name	Total \$	Total %
3048990003-Molecular Ele...	\$500.00	42%
3048990004-Quantitative ...	\$700.00	58%
Total:	\$1,200.00	100.00%

Project Statement for 3048990004: Quantitative Numbers and Math (Project Q2 2017) ; Effort from 4/1/2017 to 6/30/2017, due date 9/29/2017.

INFO - Check at least one certify checkbox to show the certify button.

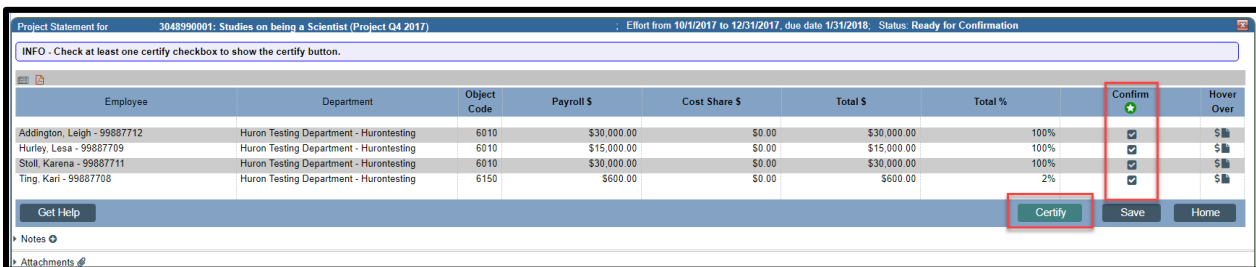
Employee	Department	Object Code	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Hover Over
Farr, Vena - 99887717	Huron Testing Department - Hurontesting	6150	\$700.00	\$0.00	\$700.00	58%	☐	

Get Help **Save** **Home**

Notes
Attachments
Transactions
Activity Log
Email Log

Click to view 100% labor distribution

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

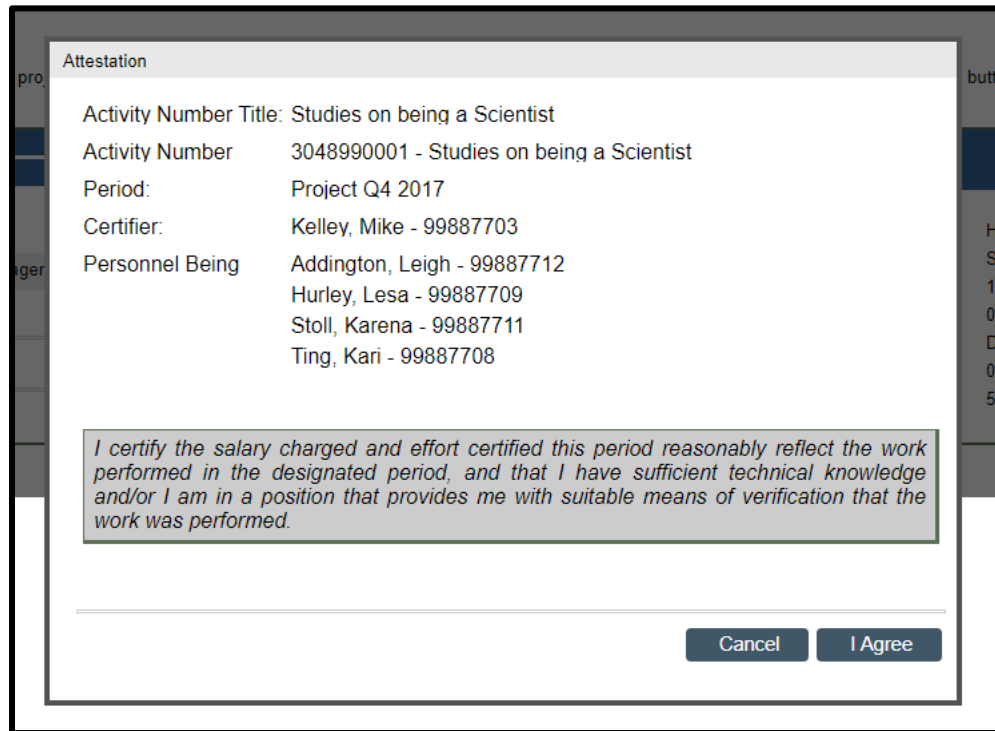
INFO - Check at least one certify checkbox to show the certify button.

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, Lisa - 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, Karl - 99887708	Huron Testing Department - Hurontesting	6150	\$600.00	\$0.00	\$600.00	2%	☒	

Get Help **Certify** **Save** **Home**

Notes
Attachments

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

A screenshot of a web-based attestation form. The form is titled "Attestation" and contains the following fields: "Activity Number Title: Studies on being a Scientist", "Activity Number: 3048990001 - Studies on being a Scientist", "Period: Project Q4 2017", "Certifier: Kelley, Mike - 99887703", and "Personnel Being: Addington, Leigh - 99887712, Hurley, Lesa - 99887709, Stoll, Karena - 99887711, Ting, Kari - 99887708". Below these fields is a text box containing the statement: "I certify the salary charged 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." At the bottom right of the form are two buttons: "Cancel" and "I Agree".

Attestation

Activity Number Title: Studies on being a Scientist

Activity Number: 3048990001 - Studies on being a Scientist

Period: Project Q4 2017

Certifier: Kelley, Mike - 99887703

Personnel Being: Addington, Leigh - 99887712
Hurley, Lesa - 99887709
Stoll, Karena - 99887711
Ting, Kari - 99887708

I certify the salary charged 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.

Cancel I Agree

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