PI User Guide to ECC

## Prepared by Financial Compliance for Research

Employee Compensation Compliance (ECC)

➢ As a recipient of federal research funding, the University of Pittsburgh is required to maintain a system that allows for verification that direct labor charges to sponsored projects are accurate, timely and reflect the actual level of work performed.

➢ ECC is a web-based application that facilitates electronic certification of federally sponsored effort, integrating data from many of the University's source systems.

➢ Please consider registering for the Faculty Effort Reporting workshop to understand PI responsibilities related to effort reporting and certification. Workshops are offered once per academic term and notice is sent in advance to each PI of a federally sponsored award.

➢ The Office of Financial Compliance for Research maintains ECC and is available to troubleshoot any issue you may have. Questions regarding ECC or effort reporting in general may be sent to sparhelp@cfo.pitt.edu.

Access to ECC

➢ Access ECC by logging in to My.Pitt.edu. Using the search box in the upper right-hand corner of the page, search for ECC. The link for ECC will be displayed in the Search Results and the ECC icon will be identified by the vendor logo as follows:

Effort Certification Login
Employee Compensation Complia...

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i ♡
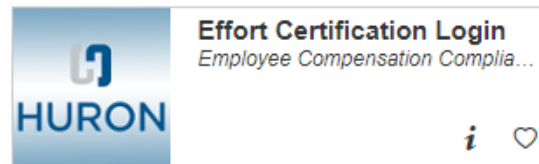
➢ Click 'Continue' on the ECC welcome page to access your ECC home page.

Welcome to ECC

ECC is a web-based technology, fully integrated with University of Pittsburgh source systems, that guides Principal Investigators and Administrators through the effort reporting and certification process. The ECC application is designed to help you comply with the University's Effort Reporting/Certification policy and the federal OMB Uniform Guidance, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards which requires an after-the-fact confirmation that compensation costs allocated to federal awards are reasonable based on the work performed.

Continue

Home Page – ECC

| Home | Certify | Manage | Links |

Home Page   Site Map   About

Work List for ▓▓▓▓▓▓▓

Welcome to the **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 (6)

Effort Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
▓▓▓▓▓	02020-02020_Office of the Contr....	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	
		01/01/2019-04/30/2...	7/23/2019	Base	◉ In Progress	
▓▓▓▓▓▓	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	🔴
▓▓▓▓▓▓	02020-02020_Office of the Contr... ...	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	🔴
▓▓▓▓▓▓▓	02020-02020_Office of the Contr....	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	🔴
▓▓▓▓▓▓	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	❗ Certification Required	🔴

Your home page will list all effort statements requiring your certification. The Status column indicates those statements in 'Certification Required' status that are ready to be certified. Statements in 'In Progress' status are those building for the current academic period and not yet available for certification.

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To Certify Statements:

Click on the ❶ 'Certify' Menu option, and then ❷ 'My Effort Statements'.

Your ECC Worklist and Statement

Your ECC Worklist - Breakdown

A Effort Statement Instructions appear at the top of the Work List page and may be expanded, as done here, to provide details of the certification process.

B The Work List indicates effort statements requiring your attention. Your name will always appear at the top, even if you have completed the certification of your statement. If the only name appearing on your work list is your own and the status of the statement in the right window is 'In Progress', you have completed your certification responsibilities for the period.

C This Statement Owner box provides links to any 'In Progress' or historical statements for your review.

Effort Statement Certification

Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/ Acknowledge Checkboxes ⭐
Sponsored - Federal					
131353 Predoctoral Training					
05.02020.5820.00000.131353 00000.00000.N Predoctoral Training	80.40 %	0.00 %	80.40 %	80.40 %	☐
Award Total:	80.40%	0.00%	80.40%	80.40%	
Sponsored - Federal Total:	80.40%	0.00%	80.40%	80.40%	
Sponsored - Non-Federal					
712310 Coding of Electron Correlations					
05.02020.5820.00000.712310.00000.00000.N Coding of Electron Correlations	19.60 %	0.00 %	19.60 %	19.60 %	
Award Total:	19.60%	0.00%	19.60%	19.60%	
Sponsored - Non-Federal Total:	19.60%	0.00%	19.60%	19.60%	☐
Non Sponsored					
02.02020.5820.00000.000000.00002.00000.N Center for Cancer Research	0.00 %	0.00 %	0.00 %	0.00 %	
02.02020.5830.00000.000000.00002.00000.N Center for Cancer Research	0.00 %	0.00 %	0.00 %	0.00 %	
Non Sponsored Total:	0.00%	0.00%	0.00%	0.00%	☐
Grand Total:	100.00%	0.00%	100.00%	100.00%	

Base Effort Period: 09/01/2018 to 12/31/2018   Due Date: 3/21/2019   Status: Certification Required

INFO - Check all certify checkboxes to show the certify button.

Get Help

▸ Certifiers & Approvers ⭐

The 'Certify' button will not display until every box available to you is checked. Please note, there will be a certification check box on each federal line for which you are the PI. Acknowledgement boxes appear on the subtotal lines for Sponsored Non-Federal and Non-Sponsored activity. Once all boxes are checked, the 'Certify' button will appear in the gold band at the bottom of the statement.

One Click Checking of All Boxes

INFO - Check all certify checkboxes to show the certify button.

| Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/ Acknowledge Checkboxes
Sponsored - Federal					⭐
131353 Predoctoral Training					
05.02020.5820.00000.131353 00000.00000.N Predoctoral Training	80.40 %	0.00 %	80.40 %	80.40 %	☐
Award Total:	80.40%	0.00%	80.40%	80.40%	
Sponsored - Federal Total:	80.40%	0.00%	80.40%	80.40%	
Sponsored - Non-Federal					
712310 Coding of Electron Correlations					
05.02020.5820.00000.712310.00000.00000.N Coding of Electron Correlations	19.60 %	0.00 %	19.60 %	19.60 %	
Award Total:	19.60%	0.00%	19.60%	19.60%	
Sponsored - Non-Federal Total:	19.60%	0.00%	19.60%	19.60%	☐
Non Sponsored					
02.02020.5820.00000.000000.00002.00000.N Center for Cancer Research	0.00 %	0.00 %	0.00 %	0.00 %	
02.02020.5830.00000.000000.00002.00000.N Center for Cancer Research	0.00 %	0.00 %	0.00 %	0.00 %	
Non Sponsored Total:	0.00%	0.00%	0.00%	0.00%	☐
Grand Total:	100.00%	0.00%	100.00%	100.00%	

Get Help

▸ Certifiers & Approvers ⭐

Clicking the **green star** at the top of the Certify/Acknowledge Checkboxes column will automatically check each box available on the current effort statement. Clicking it a second time will uncheck each box.

Certifying Multiple Effort Statements
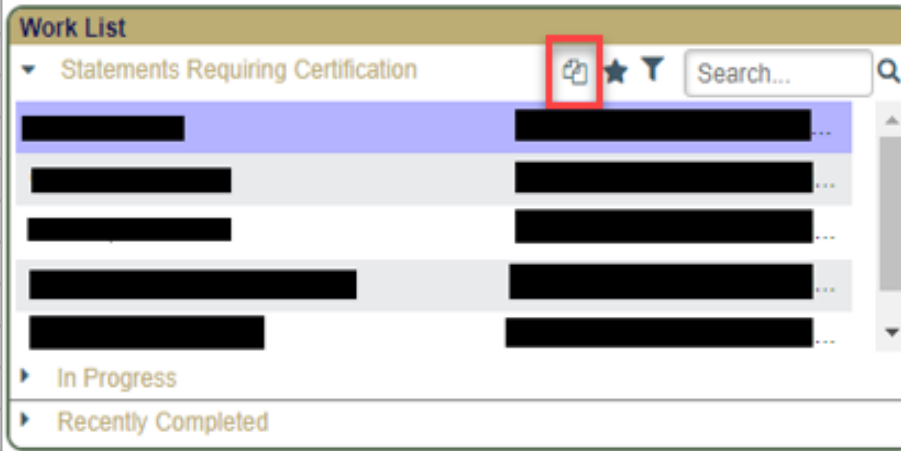
ECC allows users to certify multiple effort statements simultaneously. Click the **select all icon** identified in the red box above at the top of your work list. As you scroll to the bottom of the current statement, the next statement on the work list will automatically load, up to 10 statements. Check **all boxes** on each statement and click the 'Certify Checked' button following the last statement presented.

The attestation statement will be presented and list each of the statements, confirming whether all boxes were checked. When you click the "**I Agree**' button, all statements for which all boxes were checked will be certified. ECC will return you to your work list. Statements certified will drop off the work list and you may click the select all icon to view/certify the next 10 statements.

Confirmation that Certifications are Complete

Your certification responsibilities are complete when there are no names (other than yours) on your work list and the only statements available to you are marked 'In Progress'.