



University of Pittsburgh

PI User Guide to ECC

Prepared by Financial
Compliance for
Research



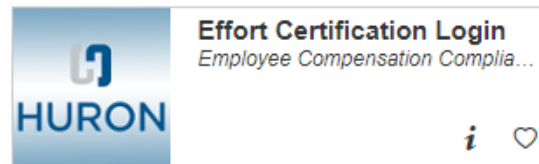


Employee Compensation Compliance (ECC)

- 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](https://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:



- 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 [REDACTED]



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
[REDACTED]	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	
[REDACTED]	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[REDACTED]	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[REDACTED]	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[REDACTED]	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.



To Certify Statements:

Home **Certify** **1** **Manage** **Links**

2 My Effort Statements

Work List for [redacted] ?

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
[redacted]	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	
[redacted]	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[redacted]	02020-02020_Office of the Contr....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[redacted]	02020-02020_Office of the Contr....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●
[redacted]	02020-02020_Office of the Contr.....	09/01/2018-12/31/2...	3/21/2019	Base	! Certification Required	●

Click on the **1** 'Certify' Menu option, and then **2** 'My Effort Statements'.



Your ECC Worklist and Statement

Work List

Statements Requiring Certification

Search...

In Progress

Recently Completed

Statement Owner

Effort Statements

Needing certification

Base 3/21/2019 ! Certification Required

In progress

Historical

(Semester) 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.

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 %	<input type="checkbox"/>
<i>Award Total:</i>	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 %	
<i>Award Total:</i>	19.60%	0.00%	19.60%	19.60%	
Sponsored - Non-Federal Total:	19.60%	0.00%	19.60%	19.60%	<input type="checkbox"/>
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%	<input type="checkbox"/>
Grand Total:	100.00%	0.00%	100.00%	100.00%	


Get Help



Your ECC Worklist - Breakdown


Effort Statement Instructions


To certify this statement, review the various effort percentages allocated to each activity during the period of performance. Click the green star icon located in the check box column heading to certify/acknowledge all effort comprising this employee's appointment, or you may check individual boxes at the right of each line to indicate your certification/acknowledgement. The 'Certify' button will appear when all boxes have been checked. Click the 'Certify' button to advance to the attestation screen. Note that an effort statement is not considered to be certified until all boxes are checked, the 'Certify' button is clicked and you agree to the attestation statement in the next screen. Please do not close your browser until ECC returns you to your work list. Closing prematurely may cancel your certification.



The screenshot displays the ECC Work List interface. On the left, a table titled 'Work List' shows 'Statements Requiring Certification'. On the right, a detailed view of a 'Statement Owner' is shown, listing 'Effort Statements'. The 'Needing certification' statement is highlighted in blue and shows a date of 3/21/2019 and a status of 'Certification Required'. The 'In progress' and 'Historical' statements show dates of 8/31/2018 and 4/30/2018 respectively, and a status of 'Certification Complete'.

 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.

 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.

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



Effort Statement Certification

(Semester) 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.

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 %	<input type="checkbox"/>
<i>Award Total:</i>	80.40%	0.00%	80.40%	80.40%	
Sponsored - Federal Total:					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 %	
<i>Award Total:</i>	19.60%	0.00%	19.60%	19.60%	
Sponsored - Non-Federal Total:					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%
Grand Total:					100.00%
					100.00%

[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

(Semester) 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.

Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/ Acknowledge Checkboxes
Sponsored - Federal					
131353 Predoctoral Training					<input checked="" type="checkbox"/>
05.02020.5820.00000.131353.00000.00000.N Predoctoral Training	80.40 %	0.00 %	80.40 %	80.40 %	<input type="checkbox"/>
<i>Award Total:</i>	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 %	
<i>Award Total:</i>	19.60%	0.00%	19.60%	19.60%	
Sponsored - Non-Federal Total:	19.60%	0.00%	19.60%	19.60%	<input type="checkbox"/>
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%	<input type="checkbox"/>
Grand Total:	100.00%	0.00%	100.00%	100.00%	

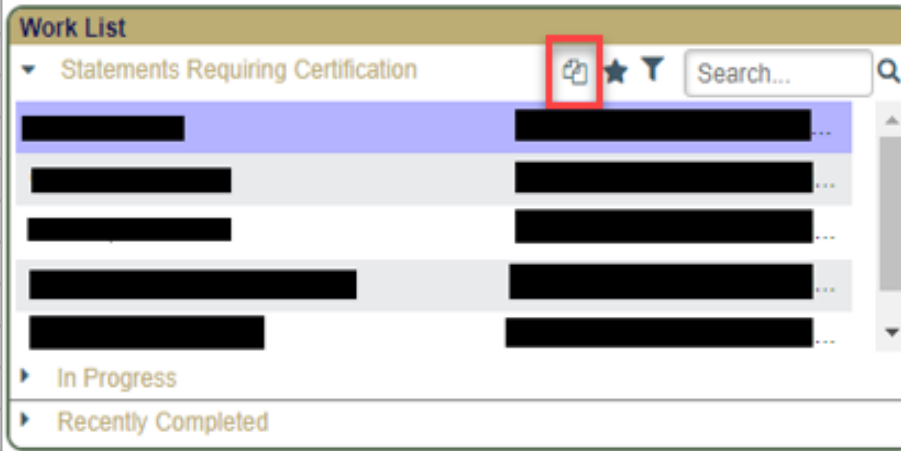
[Get Help](#)

► 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

[+] Effort Statement Instructions



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

Work List

Statements Requiring Certification

23301_Bioengineering Depar...

In Progress

Recently Completed

Statement Owner

Effort Statements

Needing certification

In progress

Base 7/23/2019

Historical

In Progress

(Semester) Base Effort Period: 01/01/2019 to 04/30/2019 Status: In Progress

INFO - This Effort Statement cannot be certified because it is in the In Progress status.

Projects	Distributed Effort	Cost Sharing	Actual Effort	Certified Effort	Certify/ Acknowledge Checkboxes
Sponsored - Federal					
132435 Impact of Functional Alterations					
05.02020.5100.00000.132435.00000.00000.M Impact of Functional Alterations	8.33 %	3.75 %	12.08 %	12.08 %	<input type="checkbox"/>
05.02020.5100.00000.132435.00000.00000.O Impact of Functional Alterations	0.00 %	2.92 %	2.92 %	2.92 %	<input type="checkbox"/>
Award Total:	8.33%	6.67%	15.00%	15.00%	
132253 Neurobiological drivers of mobility resilience:					
05.02020.5100.00000.132293.00000.00000.M Neurobiological drivers of Dysfunction After Spinal Cord Inj	5.17 %	2.33 %	7.50 %	7.50 %	<input type="checkbox"/>
05.02020.5100.00000.132293.00000.00000.O Neurobiological drivers of mobility resilience: Mechanisms/Treatments	0.00 %	2.50 %	2.50 %	2.50 %	<input type="checkbox"/>
Award Total:	5.17%	4.83%	10.00%	10.00%	
Sponsored - Federal Total:	13.50%	11.50%	25.00%	25.00%	
Non Sponsored					
02.02020.5100.00000.000000.00000.00000.N Hard Money	86.50 %	-11.50 %	75.00 %	75.00 %	
Non Sponsored Total:	86.50%	-11.50%	75.00%	75.00%	<input type="checkbox"/>
Grand Total:	100.00%	0.00%	100.00%	100.00%	

Get Help

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'.