ECC Certifier Quick Reference

ECC Login

If you are not on the NCCU network, you will need to connect (VPN) and login with your NCCU credentials like you normally would to get to other NCCU applications such as Banner. If you are already logged into the NCCU network, route to https://nccu.huronecrt.com/ecrt/ and click the continue button on the Welcome Page. You will be routed to the Home Page.
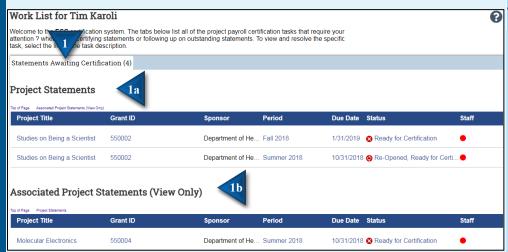
Certification Workflow

The certification workflow occurs on a semester basis – Fall, Spring, and Summer. All Principal Investigators (PI) will certify the project statement after the Certification Period is open.

Building	Ready for Certification	Certified
Grants Non-Grants	Grants	Grants

Payroll Certification

Work List for Tim Karoli

Welcome to the FSS certification system. The tabs below list all of the project payroll certification tasks that require your attention ? when certifying statements or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

1

Statements Awaiting Certification (4)

Project Statements **1a**

Top of Page   Associated Project Statements (View Only)

Project Title	Grant ID	Sponsor	Period	Due Date	Status	Staff
Studies on Being a Scientist	550002	Department of He...	Fall 2018	1/31/2019	⊗ Ready for Certification	●
Studies on Being a Scientist	550002	Department of He...	Summer 2018	10/31/2018	⊗ Re-Opened, Ready for Certi...	●

Associated Project Statements (View Only) **1b**

Top of Page   Project Statements

Project Title	Grant ID	Sponsor	Period	Due Date	Status	Staff
Molecular Electronics	550004	Department of He...	Summer 2018	10/31/2018	⊗ Ready for Certification	●

The Home Page

1. From the Home page, review the **Statements Awaiting Certification** tab**.** Please note the following headers:

    a. **Project Statements** – Displays all project statements you are responsible for certifying.

        i. This includes any statements for which the user is a designee.

        ii. This list includes any statements that have been Re-opened.

    b. **Associated Project Statements** – Displays all project statements in which you only have view access as the Principal Investigator (PI) of the overarching award.

Certifying a Project Statement

Project Statements

Top of Page   Associated Project Statements (View Only)

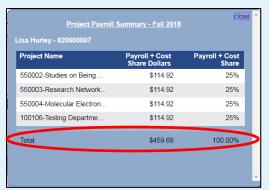| Project Title	Grant ID	Sponsor	Period	Due Date	Status	Staff
Studies on Being a Scientist	550002	Department of He...	Fall 2018	1/31/2019	❌ Ready for Certification	●
Studies on Being a Scientist	550002	Department of He...	Summer 2018	10/31/2019	🔴 Re-Opened, Ready for Certi...	●

1

2

Work List

2a **2b**

▼ Karoli, Tim - 820600002

▼ Ready for Certification ★

| 550002 | Studies on Being a Scientist | Summer 2018 |
| 550002 | Studies on Being a Scientist | Fall 2018 |

550002 - Studies on Being a Scientist

Project Information
- Org:
- Grant Number and Title:
- Funding Source:
- Project Funding Dates:

- Testing - Testing Department
- U550001-Biological Science Award
- 02463-12
- 02/28/2016 to 12/31/2019

Project Statement for **550002: Studies on Being a Scientist (Fall 2018)**   ;   Payroll from **8/6/2018 to 12/31/2018**, due date **1/31/2019**;   Status: Ready for Cert...   ❌

INFO - Steve Meadows - 820600003 is currently setup as designee certifier accounts for this statement.
INFO - Check all certify checkboxes to show the certify button.

2c

Employee	Organization	Position Number	Payroll Dollars	Certify ⭐	Details
Hurley, Lisa - 820600007	Training Department - Training	610263	$114.92	☐	$📄
Karoli, Tim - 820600002	Testing Department - Testing	100632	$4,000.00	☐	$📄
Wylie, Mellie - 820600011	Training Department - Training	611160	$104.00	☐	$📄

Get Help   Home

Project Statement for **550002: Studies on Being a Scientist (Fall 2018)**   ;   Payroll from **8/6/2018 to 12/31/2018**, due date **1/31/2019**;   Status: Ready for Cert...   ❌

INFO - Steve Meadows - 820600003 is currently setup as designee certifier accounts for this statement.
INFO - Check all certify checkboxes to show the certify button.

3

5

Employee	Organization	Position Number	Payroll Dollars	Certify ⭐	Details
Hurley, Lisa - 820600007	Training Department - Training	610263	$114.92	☑	$📄
Karoli, Tim - 820600002	Testing Department - Testing	100632	$4,000.00	☑	$📄
Wylie, Mellie - 820600011	Training Department - Training	611160	$104.00	☑	$📄

Get Help   **6**   Certify   Home

4

Project Payroll Summary - Fall 2018   close

Lisa Hurley - 820600007

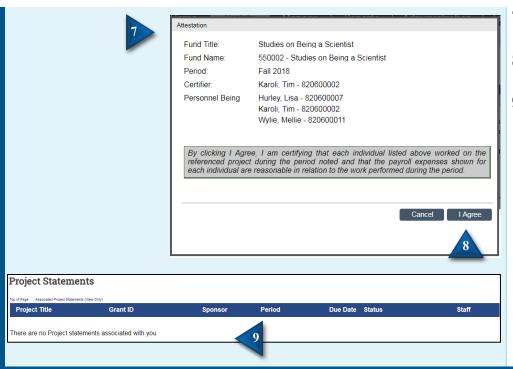| Project Name	Payroll + Cost Share Dollars	Payroll + Cost Share
550002-Studies on Being ...	$114.92	25%
550003-Research Network...	$114.92	25%
550004-Molecular Electron...	$114.92	25%
100106-Testing Departme...	$114.92	25%
Total:	$459.68	100.00%

Open a Project Statement

1. Under the Statements Awaiting Certification tab, select any hyperlink under the **Project Statement** header**.** The status will show as either Ready for Certification or Re-opened for Re-certification.

2. The **Project Statement** page is displayed.

   a. The top left pane shows the Principal Investigator's name and Work List. Click the **Select All** 📑 icon to display all statements on one page.

   b. The top-right pane shows the Project information as shown in Banner.

   c. The message box will show if there is a Designee assigned to the Project Statement. This person can also certify the statement.
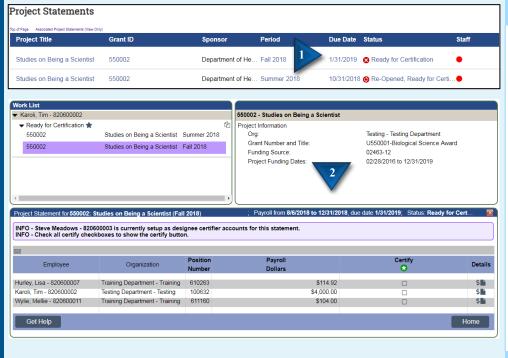
Certify Project Statement

3. The Project Statement displays a list of all employees with payroll on the project for the defined period.

4. Select the 📄 **Paper** icon under the **Details** column to display the employee's 100% payroll for the period.

5. Select the **checkboxes** in the **Certify** column or the Check All icon under the word Certify. ⭐

6. The Certify button will appear after all checkboxes are selected.
Click the **Certify** button.

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Attestation

Fund Title:	Studies on Being a Scientist
Fund Name:	550002 - Studies on Being a Scientist
Period:	Fall 2018
Certifier:	Karoli, Tim - 820600002
Personnel Being	Hurley, Lisa - 820600007
	Karoli, Tim - 820600002
	Wylie, Mellie - 820600011

By clicking I Agree, I am certifying that each individual listed above worked on the referenced project during the period noted and that the payroll expenses shown for each individual are reasonable in relation to the work performed during the period.

Cancel   I Agree

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Project Statements

Top of Page   Associated Project Statements (View Only)

Project Title	Grant ID	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you				**9**		

7. The Attestation Statement screen will appear.

8. Review the statement and click **I Agree.**

9. The **Project Statement** page will refresh and display the next statement that is Ready for Certification.

   a. If there are no additional Project Statements to Certify, you will be routed directly to the Home Page.

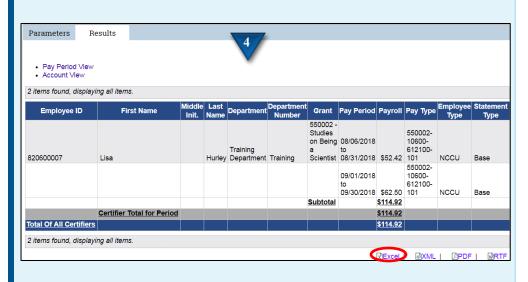   b. The Certified statement will no longer appear on the Work List.

Run the Payroll Report from a Project Statement

Project Statements

Top of Page Associated Project Statements (View Only)

Project Title	Grant ID	Sponsor	Period	Due Date	Status	Staff
Studies on Being a Scientist	550002	Department of He…	Fall 2018	1/31/2019	❌ Ready for Certification	🔴
Studies on Being a Scientist	550002	Department of He…	Summer 2018	10/31/2018	🔴 Re-Opened, Ready for Certi…	🔴

1

Work List

▼ Karoli, Tim - 820600002

  ▼ Ready for Certification

    550002   Studies on Being a Scientist   Summer 2018

    550002   Studies on Being a Scientist   Fall 2018

550002 - Studies on Being a Scientist

Project Information

Org:	Testing - Testing Department
Grant Number and Title:	U550001-Biological Science Award
Funding Source:	02463-12
Project Funding Dates:	02/28/2016 to 12/31/2019

2

Project Statement for **550002: Studies on Being a Scientist (Fall 2018)**   ; Payroll from **8/6/2018 to 12/31/2018**, due date **1/31/2019**;   Status: **Ready for Cert…** ❌

INFO - Steve Meadows - 820600003 is currently setup as designee certifier accounts for this statement.
INFO - Check all certify checkboxes to show the certify button.

Employee	Organization	Position Number	Payroll Dollars	Certify ➕	Details
Hurley, Lisa - 820600007	Training Department - Training	610263	$114.92	☐	$📄
Karoli, Tim - 820600002	Testing Department - Testing	100632	$4,000.00	☐	$📄
Wylie, Mellie - 820600011	Training Department - Training	611160	$104.00	☐	$📄

[Get Help]   [Home]

Open a Project Statement

1. Under the Statements Awaiting Certification tab, select any hyperlink under the **Project Statement** header**.** The status will show as either Ready for Certification or Re-opened for Re-certification.

2. The **Project Statement** page is displayed.

Project Statement for **550002: Studies on Being a Scientist (Fall 2018)**   ; Payroll from **8/6/2018 to 12/31/2018**, due date **1/31/2019**;   Status: **Ready for Cert…** ❌

INFO - Steve Meadows - 820600003 is currently setup as designee certifier accounts for this statement.
INFO - Check all certify checkboxes to show the certify button.

Employee	Organization	Position Number	Payroll Dollars	Certify ➕	Details
Hurley, Lisa - 820600007	Training Department - Training	610263	$114.92	☐	$📄
Karoli, Tim - 820600002	Testing Department - Testing	100632	$4,000.00	☐	$📄
Wylie, Mellie - 820600011	Training Department - Training	611160	$104.00	☐	$📄

3

[Get Help]   [Home]

| Parameters | **Results** |

4

- Pay Period View
- Account View

2 items found, displaying all items.

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay Type	Employee Type	Statement Type
820600007	Lisa		Hurley	Training Department	Training	550002 - Studies on Being a Scientist	08/06/2018 to 08/31/2018	$52.42	550002-10600-612100-101	NCCU	Base
							09/01/2018 to 09/30/2018	$62.50	550002-10600-612100-101	NCCU	Base
	Certifier Total for Period					**Subtotal**		**$114.92**			
Total Of All Certifiers								**$114.92**			

2 items found, displaying all items.

📄Excel | 📄XML | 📄PDF | 📄RTF

Run the Payroll Report

3. Select the 💲 **Dollar** icon under the **Details** column for any individual.

   a. A new window will open

4. The new window displays the Payroll Report for the individual selected in Step 3.

   a. The Payroll Report will show the payroll for the person for the project for the period, broke out by pay period.

   b. This report can be exported to Excel by clicking the Excel icon on the bottom right of the screen.