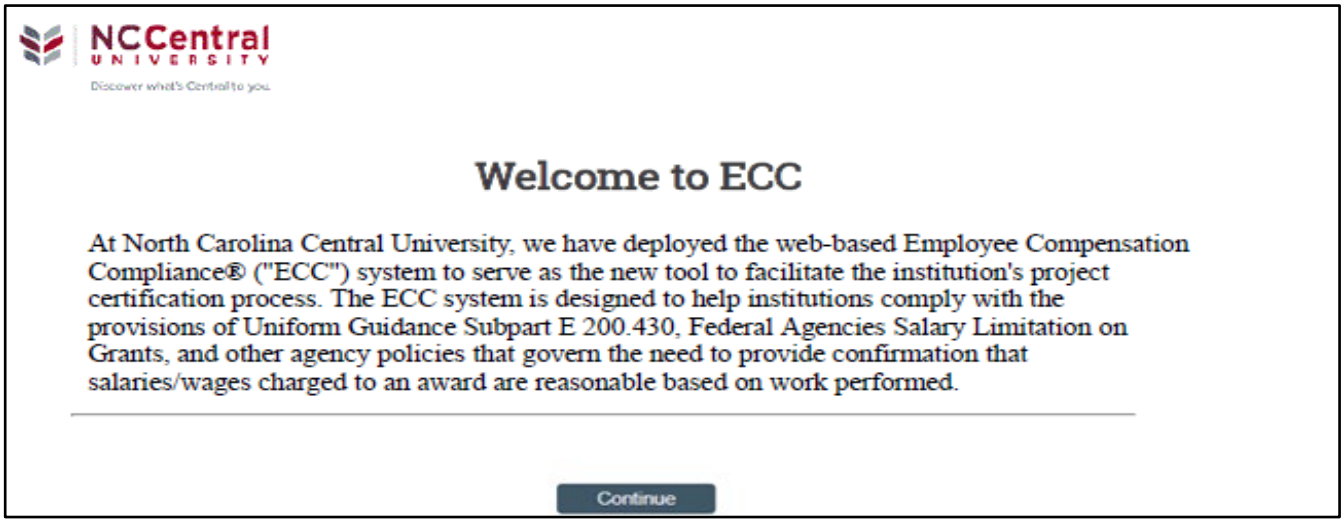
ECC Department Coordinator Quick Reference

ECC Login

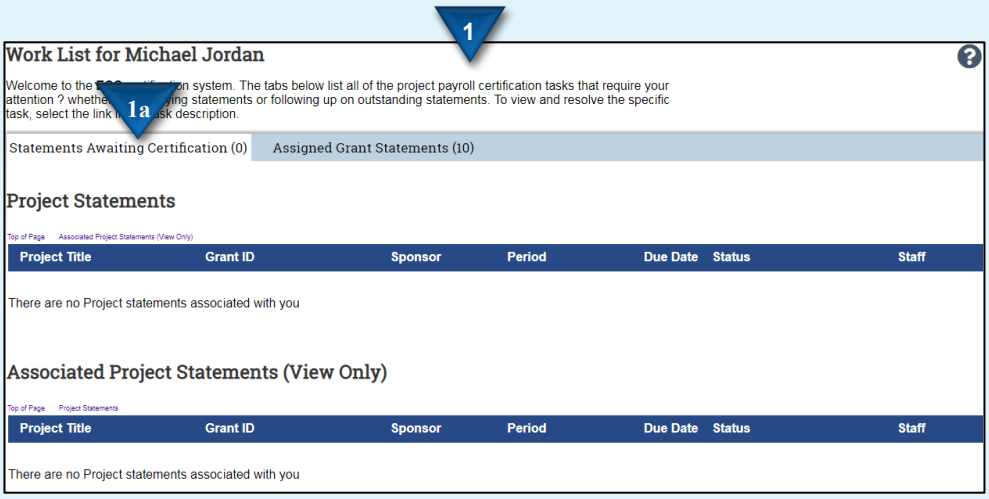
If you are not on the NCCU network, you will need to connect (VPN) and login with your NCCU credentials like you normally would to get to other NCCU applications such as Banner. If you are already logged into the NCCU network, route to https://nccu.huronecrt.com/ecrt/ and click the continue button on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

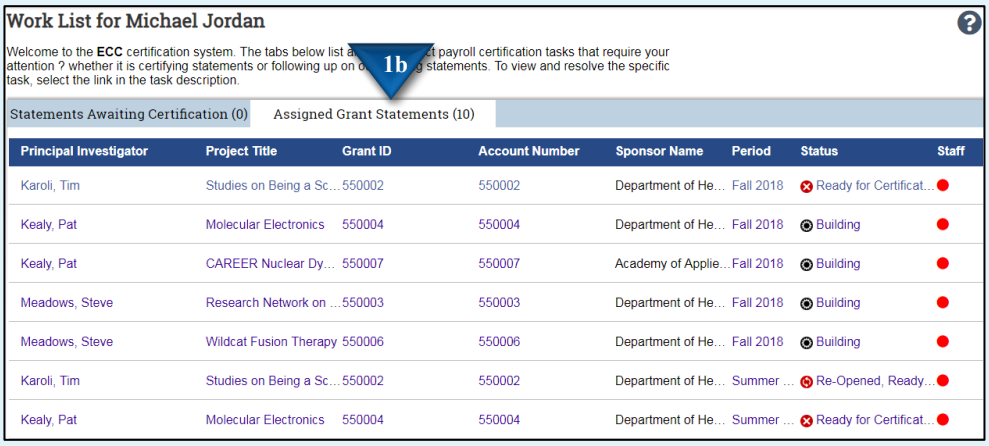


Certification Workflow

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.

Navigation – The Worklist





The Home Page

1. From the Home Page, review the following tabs:

a. **Statements Awaiting Certification** – displays all statements you are responsible for certifying.

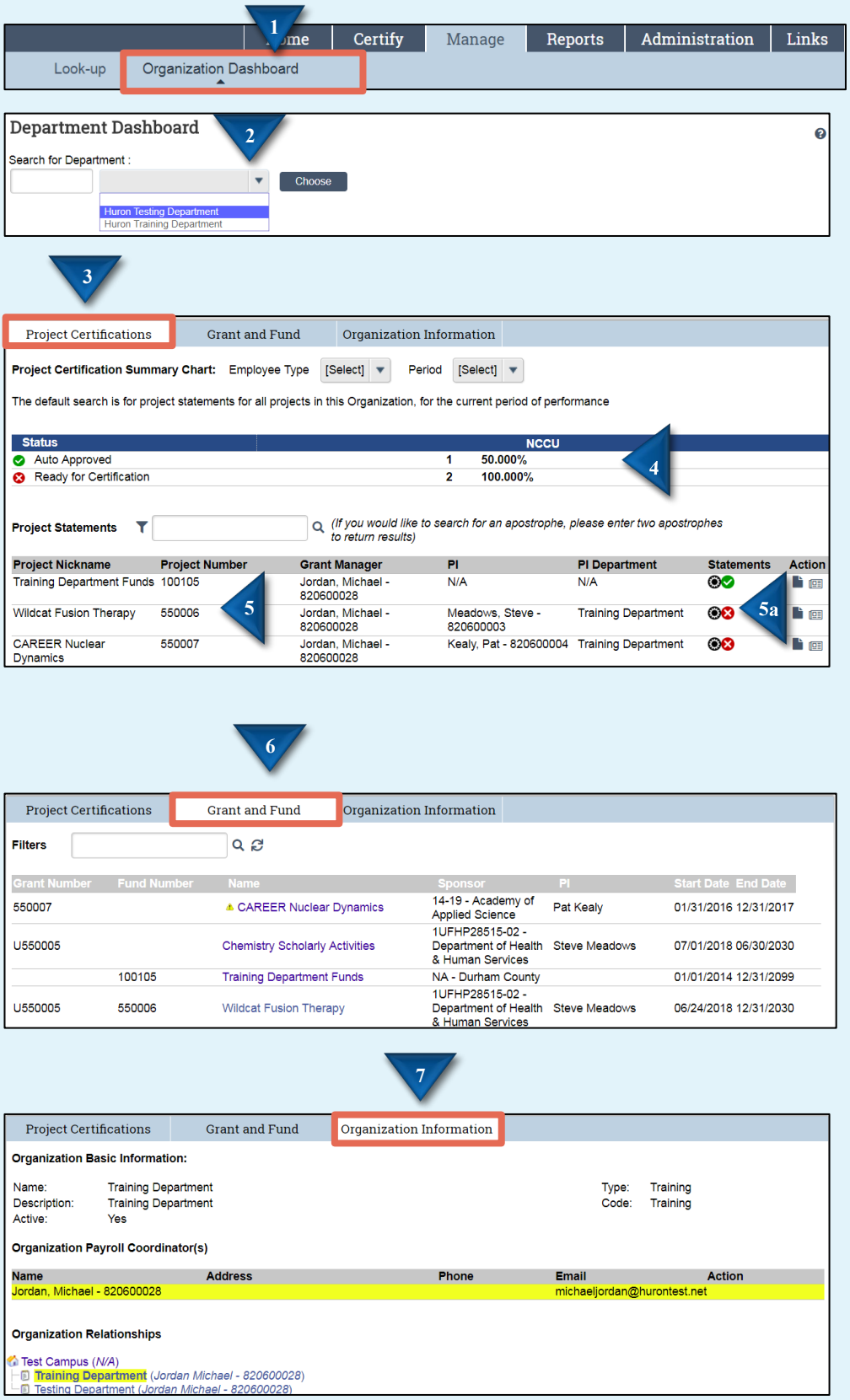
   i. This list is usually blank for Department Coordinators.

b. **Assigned Grant Statements** – displays all project statements associated to your assigned department(s). This list can include statements that are In Progress, and Ready for Certification.

   i. Click on any hyperlink to route to the project statement

   ii. Click the header of any column to sort by PI, Grant ID or Period.

Understanding the Department Dashboard



Navigating to the Dashboard

Note: Grant Managers will not have access to this page.

1. From the **Manage** tab, click **Organization Dashboard.**
2. From the drop-down menu, select the desired department, then click **Choose.**
   a. Type in the exact department code or name to automatically populate the department name in the search box.
3. Click the **Project Certifications** tab.
4. The **Summary Chart** displays the statistics for the most recent period of performance.
5. A list of all projects assigned to the department with a project statement(s) will appear.
   a. Click on any icon in the **Statements** column to route to a project statement.
6. Click **Grant and Fund** tab
   a. A list of all funds assigned to the department will appear regardless if the fund has a related project statement.
   b. The (exclamation) icon indicated the fund end date has passed the current date. This has no effect on any workflow processes.
7. Click the **Organization Information** tab.
   a. This page displays the Department Coordinator(s) assigned to the organization.
   b. The Department Relationship structure appears at the bottom of the page

Monitoring Reports

ECC contains several reports to monitor the Certification process.

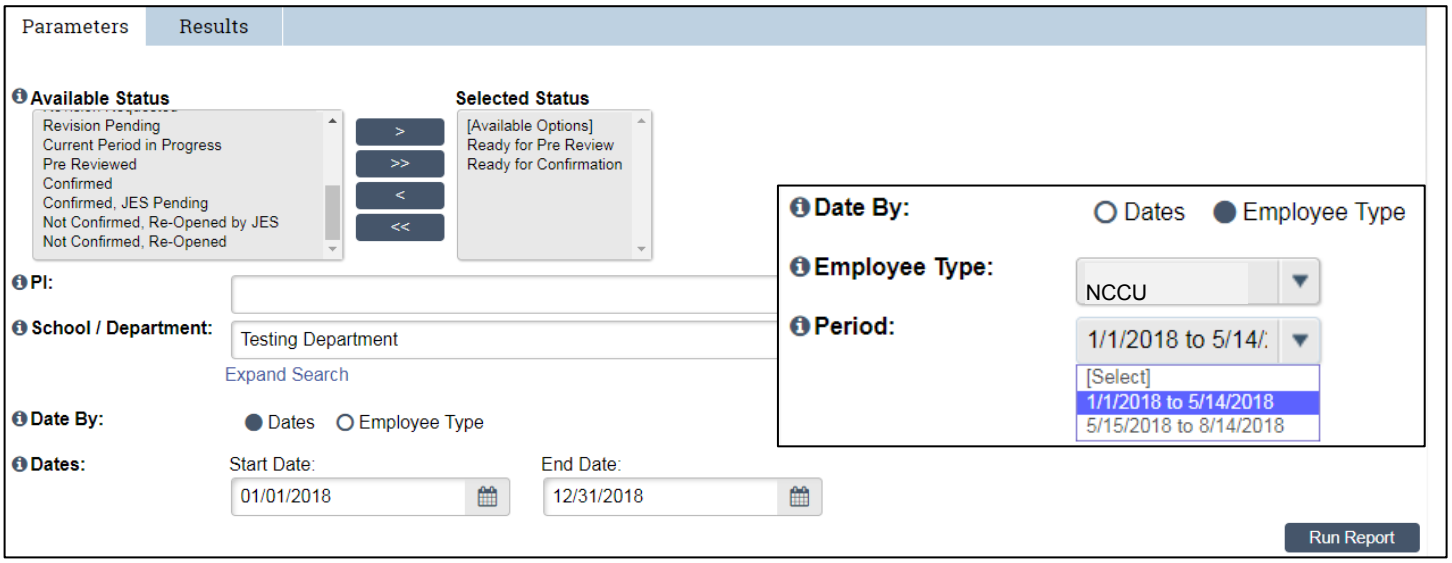
From the Navigation Menu, click Reports, and click Reporting.

Project Status Report

Management>Project Status Report

Note: Grant Managers will not have access to this report.

The **Project Status Report** shows a list of all Project Statements that have a specified status at the time the report is run. Select the status(es) for which to run the report by using the right arrow to move a status from the Available Status box into the Selected Status box. Next, enter the PI and/or department or school for which to run the report. Finally, enter the date parameters or select Employee Type. If Employee Type is selected, select "NCCU" from the drop-down menu.



When the parameters are entered, select Run Report and the results will appear. The report generates a list of all Project Statements that match the parameters. The results display the Project's Nickname, Project Number, Grant Department, Grant Manager, PI Certifier, PI Department, (Period) Nickname, and the Current Status of the project statement for the period. These results can be exported to EXCEL.

Parameters | Results

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Project Nickname	Project Number	Grant Department	Grant Manager	PI Certifier	PI Department	Nickname	Current Status
CAREER Nuclear Dynamics	550007	Training Department	Jordan, Michael - 820600028	Kealy, Pat - 820600004	Training Department	Summer 2018	Ready for Certification
Molecular Electronics	550004	Testing Department	Jordan, Michael - 820600028	Kealy, Pat - 820600004	Training Department	Summer 2018	Ready for Certification
Research Network on Mind-Body Interactions	550003	Testing Department	Jordan, Michael - 820600028	Meadows, Steve - 820600003	Training Department	Summer 2018	Ready for Certification
Wildcat Fusion Therapy	550006	Training Department	Jordan, Michael - 820600028	Meadows, Steve - 820600003	Training Department	Summer 2018	Ready for Certification

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PI and Staff Report

Payroll/Cost Share>PI and Staff Report

Note: Grant Managers will not have access to this report.

The PI and Staff Report displays a list of all individuals charging a PI's account(s) and their monthly salary charges on every account they are charging. **You must be a Department Coordinator with access to the entire department to run this report.** The first input field is the name of the PI for whom the report is being generated. Select the IBS checkbox in the "Search by Statement Type" field. Then, enter the date parameters or select Employee Type. If Employee Type is selected, select "NCCU" from the drop-down menu.

Parameters | Results

PI: Meadows Steve - 357211

Date By: NCCU

Parameters | Results

Results of the PI and Staff Payroll Report are displayed in a scrollable window.

Name	Organization	Type	Fund	CostShare	Apr ($) 2018	May ($) 2018	Jun ($) 2018	Jul ($) 2018	Aug ($) 2018	Total
Lisa Hurley - 820600007	Training Department	Base	550002		$0.00	$62.50	$62.50	$62.50	$0.00	$187.50
			550003		$0.00	$62.50	$62.50	$62.50	$0.00	$187.50
			550004		$0.00	$62.50	$62.50	$62.50	$0.00	$187.50
			100106		$0.00	$62.50	$62.50	$62.50	$0.00	$187.50
Lisa Hurley - 820600007 Totals:					$0.00	$250.00	$250.00	$250.00	$0.00	$750.00
Tim Karoli - 820600002	Testing Department	Base	550007		$0.00	$4,000.00	$4,000.00	$4,000.00	$0.00	$12,000.00
			550002		$0.00	$4,000.00	$5,000.00	$0.00	$0.00	$9,000.00
			100106		$0.00	$0.00	$-6,000.00	$4,000.00	$0.00	($2,000.00)
Tim Karoli - 820600002 Totals:					$0.00	$8,000.00	$3,000.00	$8,000.00	$0.00	$19,000.00

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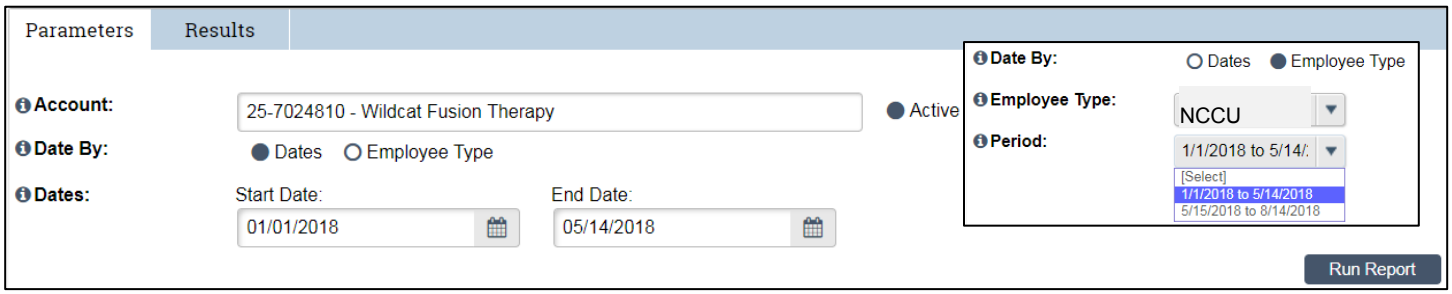
When the parameters are entered, select Run Report and the results will appear. The Name of the PI and his/her staff are listed with their corresponding payroll information for the dates entered in the parameters. The payroll information includes all funds the person was paid from for the period. These results can be exported to EXCEL.

SPES Summary Report

Payroll/Cost Share> SPES Summary Report

The Sponsored Project Employee Summary (SPES) Summary report lists all employees that had salary charged to a specific project for the specified date range selected. The first input field is the Fund for which the report is being generated. Then, enter the date parameters or select Employee Type. If Employee Type is selected, select "NCCU" from the drop-down menu.



When the parameters are entered, select Run Report and the results will appear. The report will show the employee's total payroll for the selected date range.

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HR Department Name:	Training Department
HR Department Code:	DEPT0001
Fund and Dept ID Name:	Wildcat Fusion Therapy
Fund and Dept ID Number:	25-7024810
Fund and Dept ID Type:	Basic Research
Fund and Dept ID PI Name:	Meadows, Steve - 357211
Fund and Dept ID Sponsor Name:	National Science Foundation
Fund and Dept ID Sponsor Number:	1144
Fund and Dept ID Sponsor Project Number:	25-7019-0052-005
Fund and Dept ID Start to End Date:	06/24/2008 to 12/31/2018
Filter Start to End Date:	01/01/2018 to 05/14/2018
Total:	$62,500.00

Payroll Statement Results

Nothing found to display.

Project Statement Results

Persons Charged or Cost Shared to this Fund and Dept ID	Employee Id	HR Department	Pay ($)	C/S ($)	Total ($)
Hanada , Molly	357298	Testing Department	$7,500.00	$1,000.00	$8,500.00
Karoli , Tim	357295	Testing Department	$6,000.00	$0.00	$6,000.00
Meadows , Steve	357211	Testing Department	$48,000.00	$0.00	$48,000.00

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Project Statement Statuses

Status	Icon	Status Description
Building		This status indicates that a Project Statement is not yet ready for certification. This occurs during the Period of Performance, when payroll and profile data are being loaded and the Project Statements are building.
Auto Approved		This status is for project statements that are Auto Approved. The system automatically moves project statements that have no sponsored payroll associated to them into this status when the certification period begins.
Ready for Certification		This status indicates that the Project Statement is ready to be certified. Statements move to this status when the Certification Period begins, and the statement requires an individual to confirm the payroll charges for the period.
Certified		This status indicates that an individual certified his/her Project Statement.
No Certification Required		This status is when a project statement has been marked as No Certification Required
Re-Opened, Ready for Certification		This is the status of a project statement that has been re-opened, and statement needs to be re-certified by the individual
Re-Opened by PAR, Ready for Certification		This is the status of a project statement where a payroll transaction was applied, and the statement needs to be re-certified by the individual due to changes in the payroll percentages on the project statement.

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