ECC Department Coordinator
Quick Reference

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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.

Welcome to ECC

At North Carolina Central University, we have deployed the web-based Employee Compensation Compliance® ("ECC") system to serve as the new tool to facilitate the institution’s project certification process. The ECC system is designed to help institutions comply with the provisions of Uniform Guidance Subpart E 200.430, Federal Agencies Salary Limitation on Grants, and other agency policies that govern the need to provide confirmation that salaries/wages charged to an award are reasonable based on work performed.

Continue
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.
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).
      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.
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.

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.
## Project Statement Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Icon</th>
<th>Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>🎽</td>
<td>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.</td>
</tr>
<tr>
<td>Auto Approved</td>
<td>✔</td>
<td>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.</td>
</tr>
<tr>
<td>Ready for Certification</td>
<td>✗</td>
<td>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.</td>
</tr>
<tr>
<td>Certified</td>
<td>⭐</td>
<td>This status indicates that an individual certified his/her Project Statement.</td>
</tr>
<tr>
<td>No Certification Required</td>
<td>✓</td>
<td>This status is when a project statement has been marked as No Certification Required</td>
</tr>
<tr>
<td>Re-Opened, Ready for Certification</td>
<td>🎽</td>
<td>This is the status of a project statement that has been re-opened, and statement needs to be re-certified by the individual</td>
</tr>
<tr>
<td>Re-Opened by PAR, Ready for Certification</td>
<td>🤧</td>
<td>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.</td>
</tr>
</tbody>
</table>