



# **Employee Compensation Compliance (ECC)**

## **Compensation Compliance Coordinator (CCC) Quick-Start Guide**

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# Table of Contents

Accessing Employee Compensation Compliance (ECC) .....	3
Your Work List.....	3
Statements Awaiting Certification .....	3
Assigned Projects.....	3
Parts of a Project Statement.....	4
Work List Pane .....	4
Statement Information Pane .....	4
Project Statement Pane .....	5
Pre-Reviewing a Statement .....	5-6
Other ECC Navigation .....	7
Using the Department Dashboard .....	7
Using the Search Bar .....	8

# Accessing ECC

There are multiple ways to access the ECC system:

- A hyperlink from a system-generated email
- A saved bookmark
- URL: <https://wisc.huronecc.com/ecc/>

***NOTE: You will be prompted to sign in with your campus credentials if you are not connected to the network. If you are already signed in, you will be automatically routed to your Work List in ECC.***

## Your Work List

Your Work List is automatically displayed after you log in to ECC. This page lists tasks that require your attention. Multiple tabs may be displayed on the Work List page including:

- Statements Awaiting Certification
- Assigned Projects

***NOTE: If you are a Non-Primary CCC, you must navigate to the Department Dashboard to view project statements in your assigned departments instead. Please see Page 7 for information on accessing the Department Dashboard.***

### Statements Awaiting Certification

The “Statements Awaiting Certification” tab displays all statements you are responsible for certifying. This list is usually blank for CCCs unless they have their own project statement(s) to certify.

### Assigned Projects

If you are a Primary CCC or Restricted Access CCC, the “Assigned Projects” tab displays all project statements for PIs associated to your assigned departments. This list includes statements that are in the following statuses:

- Ready for Pre-Review
- Ready for Certification
- Ready for Certification, Reopened
- Ready for Certification, Reopened by Payroll Adjustment

***NOTE: As each statement is pre-reviewed or certified, it is removed from the “Assigned Projects” tab.***

# Parts of a Project Statement

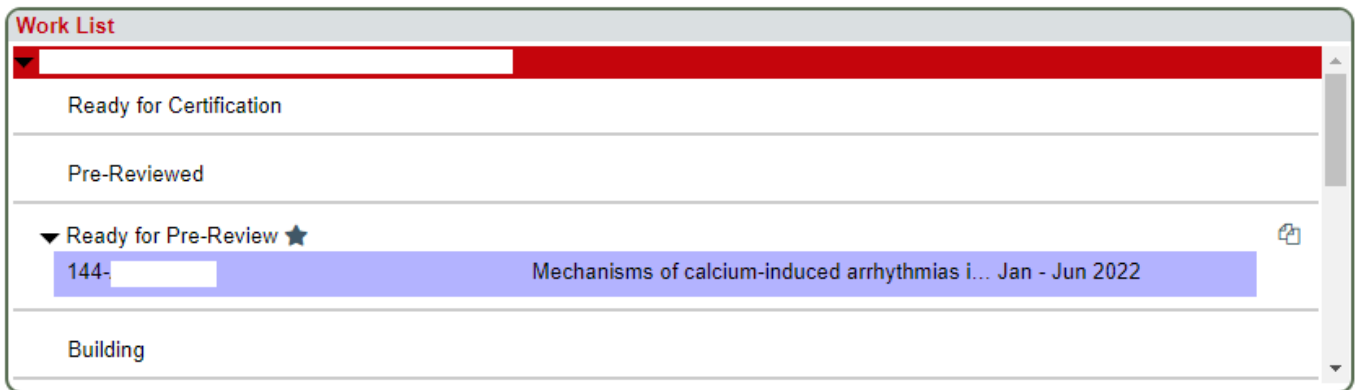
The project page consists of three panes which provide information relevant to the certification process:

## 1. Work List Pane

The top left pane displays the Work List which is grouped by PI.

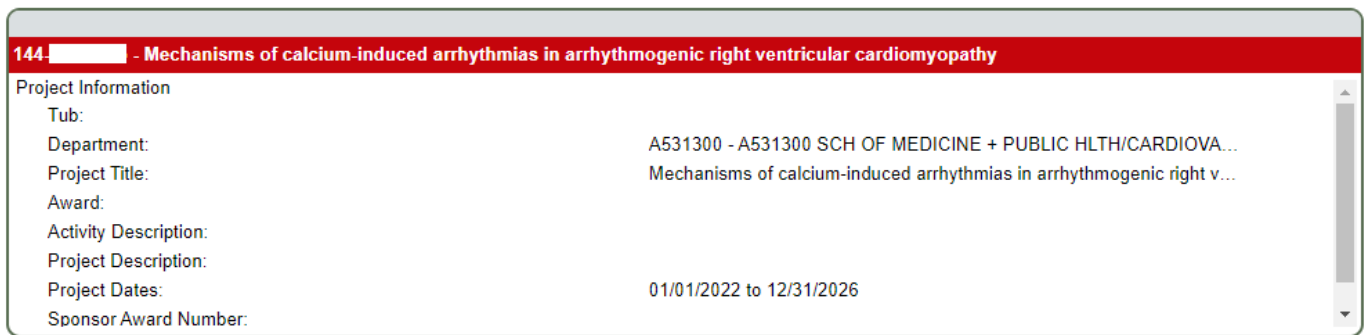
Click the arrow icon ► to expand and view the Principal Investigator's project statements. The project statements will be grouped by status.

Click the arrow icon ► next to each status to view all of the Principal Investigator's statements in that particular status. A blue star next to the status name indicates that there are project statements in that status



## 2. Statement Information Pane

The top right pane displays information about the project for the statement that is being viewed.



### 3. Project Statement Pane

The project statement pane lists all employees who were directly charged, or cost-shared, during the period of performance listed.

Employee	Department	Payroll Dollars	Payroll Percentage	Cost Share / Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify	More Info
	A534225 SCH OF MEDICINE + PUBLIC HLTH/MED...	\$2,632.96	33.55%	\$0.00	\$2,632.96	33.55%		\$

**NOTE: Click the \$ icon in the “More Info” column to view the Payroll Report for the individual. Click the icon to view the 100% payroll view for the individual.**

## Pre-Reviewing a Statement

The Pre-Review Period is a 6-week period before the Certification Period opens. This period gives CCCs the opportunity to review project statements before they are routed to the PI for certification.



When the Pre-Review Period opens, the Primary CCC will receive an email listing the project statements that he/she is responsible for pre-reviewing. The remaining statements (for non-federal and non-sponsored projects) will Auto Approve.

CCCs are required to pre-review each statement by logging into ECC and following the steps below:

1. From your Work List, click the “Assigned Projects” tab to view all statements you are responsible for pre-reviewing.

***NOTE: If you are a Non-Primary CCC, you must navigate to the Department Dashboard to view project statements in your assigned departments instead. Please see Page 7 for information on accessing the Department Dashboard.***

2. Click the “Ready for Pre-Review” hyperlink from the Status column next to any statement to launch the statement.

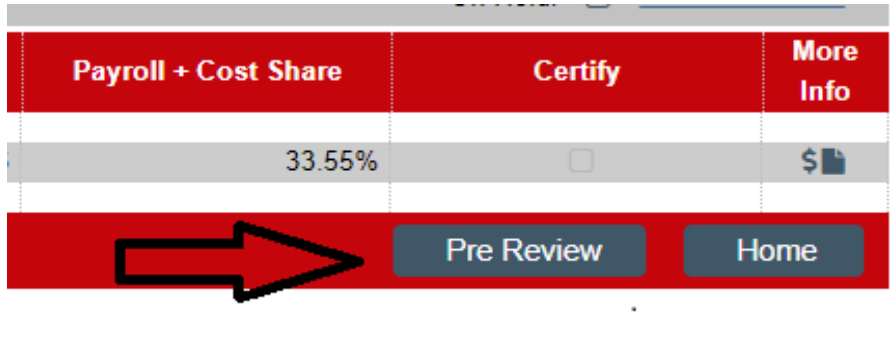
#### Work List for KELLY BELSHAW

Welcome to the ECC payroll certification system. The tabs below list all of the certification tasks that require your attention.

Statements Awaiting Certification (0)		Assigned Projects (6)					
Principal Investigator	Project Title	Project Number	Account Number	Sponsor Name	Period	Status	Staff
	Mechanisms of calcium-induced arrhy...	144-	144-	N/A	Jan - Jun 2022	Ready for Pre-Review	

# Pre-Reviewing a Statement Cont'd

3. Review project statements for accuracy:
  - Do all employees paid from the project for the period or performance appear on the statement?
  - Is there a variance between the expected amount and actual amount charged? If so, why?
  - Is there anyone being charged to the project that you did not anticipate?
  - Is there anyone missing from the statement whose payroll should have been charged?
4. If the statement is correct, click the “Pre Review” button on the bottom right of the statement. This moves the statement into the Pre-Reviewed status.



***NOTE: If a statement is not correct, initiate adjustments in the source system, track to completion and then continue with Step #4. Do not click the “Pre Review” button until adjustments have posted to ECC.***

5. The statement you just pre-reviewed will fall off your worklist. The statement will remain in the Pre-Reviewed status until the Certification Period opens for PIs.
6. If payroll loads to a statement that is in Pre Reviewed status, the payroll will automatically post, and the card's status will be moved back into Ready for Pre-Review status by the central administrator.

## **Important Notes:**

- All statements must be pre-reviewed.
- You are not able to pre-review more than one statement at a time.
- All pre-reviewed statements will route to the PI when the Certification Period opens.
- If a statement is not pre-reviewed during the Pre-Review Period, it will not route to the PI for certification. The statement can be pre-reviewed during the certification period, however. If this happens, the system will route the statement to the PI the following day.

**For any questions or concerns, please contact your central ECC administrator.**

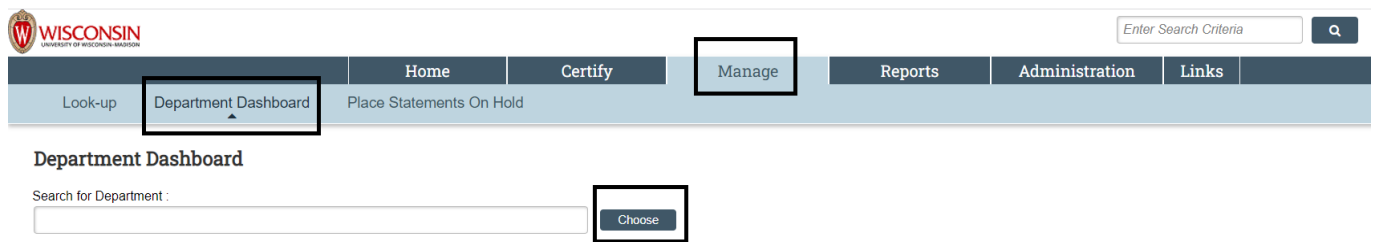
# Other ECC Navigation

## Using the Department Dashboard

As a CCC, you can view and manage information related to a department including the projects, awards, and other CCCs associated to that department using the Department Dashboard.

► To navigate to the Department Dashboard:

1. Click “Manage” from the top navigator
2. Click “Department Dashboard” from the top sub-navigator
3. Using the dropdown menu, select the desired department and click “Choose”



4. Click the “Project Certifications” tab
- This section lists all project statements associated with the department. This list includes all historical and current statements.

The screenshot shows the Department Dashboard for A531300 SCH OF MEDICINE + PUBLIC HLTH/CARDIOVASCULAR RESEA - A531300. The 'Project Certifications' tab is highlighted with a red box. Below the tab, there is a 'Project Certification Summary Chart' showing the status of projects for the current period of performance. The chart shows 1 Building (14.29%) and 6 Ready for Pre-Review (85.71%). Below the chart is a table of Project Statements.

Project Nickname	Project Number	Compensation Compliance Coordinator	PI	PI Department	Statements	Action
	133-	BELSHAW, KELLY -	⊙	A534225 SCH OF MEDICINE + PUBLIC HLTH/MEDICINE/MEDICINE*CA	⊙	📄 📄
	144-	BELSHAW, KELLY -	⊙	A531300 SCH OF MEDICINE + PUBLIC HLTH/CARDIOVASCULAR RESEA	⊙	📄 📄

## Using the Search Box

The Search Box is in the upper right corner of the page. You can search for a project name, project number, department number, or department name, then click the search button.



The system will filter all matching results based on the first three characters entered. If you continue typing and the system recognizes an exact match, you will be routed to the appropriate page.

If there is more than one match, you will be routed to the Look-Up Page where you can select your desired result.