

Employee Compensation Compliance (ECC)

Principal Investigator (PI) Certifier Quick-Start Guide

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Certification Overview and Process

Payroll certification is the process of attesting that payroll charges to federal sponsors are reasonable in relation to the work performed.

Compensation on non-federal awards/projects is **NOT** subject to formal certification; however, data is available for review

As a certifier or designee, certification tasks will be automatically assigned and available to you during the certification period set by your institution.

During the Building stage, data is loaded into ECC (Employee Compensation Compliance) to create the project payroll statements.

The departmental Compensation Compliance Coordinator then pre-reviews this statement.

When the pre-review period is complete, statements are routed to the project PI or their designee for certification.

After statements are certified by the PI or designee, ECC generates historical records using the data collected. This data is included in internal reporting as well as audit reporting when needed.



<u>Accessing ECC</u>

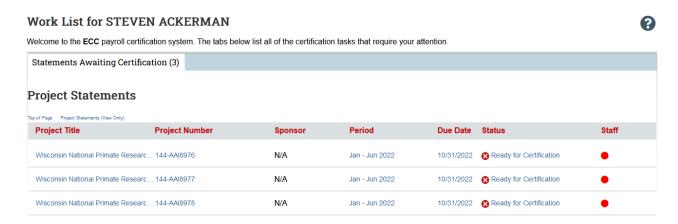
There are multiple ways to access the ECC system:

- 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. The "Statements Awaiting Certification" tab displays all statements you are responsible for certifying.



Parts of a Project Statement

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

1. Work List Pane

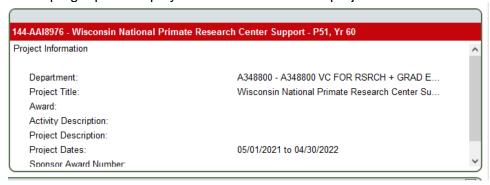
The top left pane displays the Work List pane, which groups your statements by status.

Click the arrow icon ▶ next to each status to view all your 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.



Certifying a Statement

1. From your Work List, click the "Ready for Certification" hyperlink from the Status column next to any statement to launch the statement.



- 2. Verify that the payroll amount for each individual is accurate.
 - TIP: 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.



3. Select the Certify check box for each individual or click the icon to select all check boxes.

Payroll + Cost Share	Certify	More Info
5.00%		\$₽
13.58%		\$₽
10.19%		\$₽
50.00%		\$■
	Certify	Home

4. Click the "Certify" button and then "I Agree" on the attestation page.



I certify that the salary charges, including any salary transfers, reasonably reflect the work performed and are in accord with University policies. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

Cancel | I Agree

5. The statement is now certified and will fall off your Work List. Repeat these steps for any additional project statements.

NOTE: If a statement is not correct, stop and contact your department Compensation Compliance Coordinator before proceeding. The "Get Help" button on each statement prepares an email for your Primary Compensation Compliance Coordinator that you can send for assistance or questions.

