EFFORT REPORTING

How to Certify Effort in Employee Compensation Compliance
ECC
How Do I Know When To Certify?

- UMass Dartmouth certifies effort on an Annual basis.
- The Certification will cover the previous Fall, Spring and Summer sessions.
- You will be notified via a system generated email when it is time to certify.
How Do I Certify My Effort?

• Log onto UMASSD.EDU
• Go to MYUMASSD
• Under “Quick Launch” pick ECC System.
Welcome to ECC

Welcome to the next big thing in time and effort reporting... Employee Compensation Compliance (ECC)

At UMASS Dartmouth, we have deployed the web-based ECC system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous system, ECRT, will no longer be used.

ECC is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. It is very similar to the ECRT system. The ECC system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology... keeping the process simple for you, the end user.

The ECC system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

So, log in and get started. You will be certified before you know it!

• This will bring you to the Welcome screen
• Hit Continue button
- You will be brought to your work list. Click on your name.
Here is an example of an effort card. It is broken out in two different segments. The top is Sponsored Effort and the bottom is Non Sponsored Effort.
The Commitments column details the percentage of effort you committed to each project for the certification period.

It is imported directly from PeopleSoft, which is based upon percentages allocated to each award.

If there is a difference greater than 5% between committed effort and certified effort, an explanation must be added in the Notes section.
Payroll and Cost Share Columns

<table>
<thead>
<tr>
<th>Payroll Dollars</th>
<th>Payroll</th>
<th>Revised Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,802.84</td>
<td>6.65%</td>
<td>0.00%</td>
</tr>
<tr>
<td>$13,359.47</td>
<td>10.09%</td>
<td>0.00%</td>
</tr>
<tr>
<td>$0.00</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>$22,162.31</strong></td>
<td><strong>16.74%</strong></td>
<td><strong>0.00%</strong></td>
</tr>
<tr>
<td>$110,267.72</td>
<td>83.26%</td>
<td>0.00%</td>
</tr>
<tr>
<td>$110,267.72</td>
<td>83.26%</td>
<td>0.00%</td>
</tr>
<tr>
<td>$132,430.03</td>
<td>100.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

- The Payroll Dollars column lists the payroll dollars charged to each project during the certification period.
- The Payroll column details the percentage of effort calculated based upon the payroll dollar amount expended for the certification period.
- This detail imported directly to ECC from PeopleSoft.
- The Revised Cost Share is used by the Effort Coordinator to Include Cost Share.
- All Cost Share effort is detailed in the Non-Sponsored section and entered by ORA per the award cost share commitment.
Computed effort is what the system has calculated based upon your payroll data.

You are able to adjust in the Certified Effort column if your effort was different for the certification period.

If the variance between the Computed column and Certified Column is greater than 5%, a note must be added to the card.
• In this case, the Certifier moved 3% of effort from the Non Sponsored line to the last project on the Sponsored section.

• Since the total must equal 100%, certified effort for Non Sponsored must be reduced by 3% to now equal 81%.

• The PI should add a note in the notes section to account for the change in effort (Notes are required for changes in excess of 5%).

• After any changes be sure to click the SAVE bottom on the bottom right.
Adding a Note or Attachment

• To add a note, click on the icon next to Notes. A box will pop up where you can record any pertinent information.

• If you wish to attach a file, click on the icon next to Attachments. You will be able to browse your folders and attach.
If the amounts in the Certified Effort Column are accurate, click the boxes. (Effort MUST equal 100%)

Click the Save button and then the Certify button.
After you hit the Certify Button, you must wait for this window to pop up and then hit the I Agree button.
How Do I Certify My Employees Effort?

- After you certify, your screen will default to the next name on your worklist.
- You only need to check the Sponsored Effort Certify box.

Then follow the same procedure as detailed for PI certification.
Key Points

- Effort must equal 100%.
- Any manual changes to certified effort should have an explanation recorded in the Notes section.
- If you have any questions or issues, please contact Catherine Palmer in the Office of Research Administration at cpalmer1@umassd.edu.