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.

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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!

Continue

- This will bring you to the Welcome screen

- Hit Continue button

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| Home | Certify | Administration | Links |

Home Page   About

Work List for **PI Name**

Welcome to the **ecrt** effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.
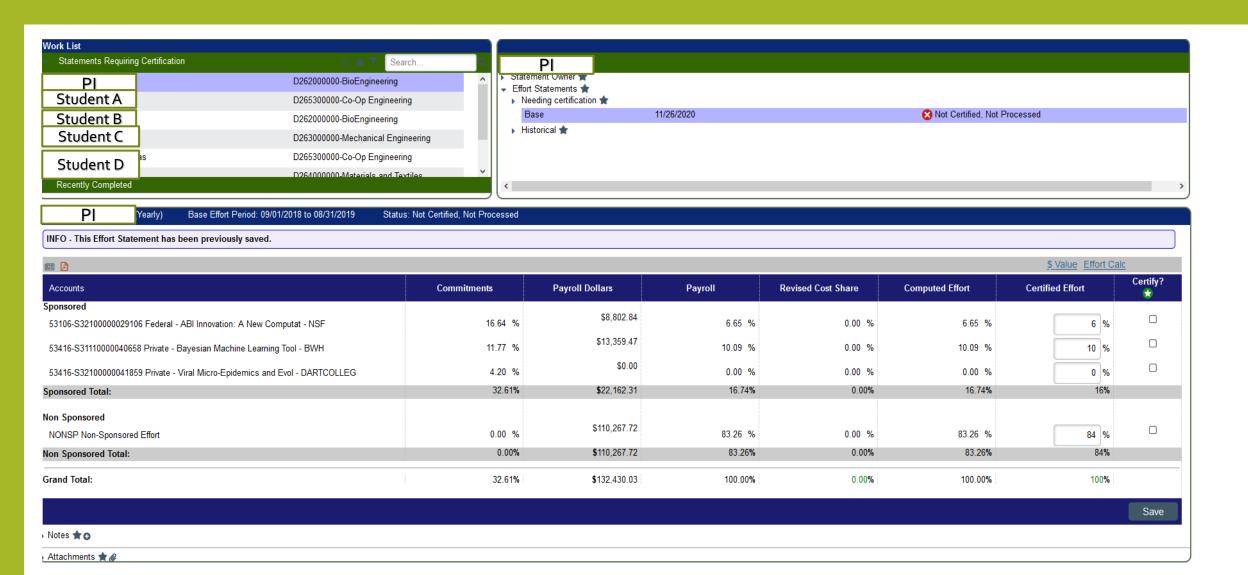
Statements Awaiting Certification (7)

Effort Statements

Statement Owner	Department	Period	Due Date	Type	Status	PI
PI Name	D262000000-D262000000-BioEngineering	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	
Student A	D265300000-D265300000-Co-Op Engineering	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●
Student B	D262000000-D262000000-BioEngineering	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●
Student C	D263000000-D263000000-Mechanical Engine…	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●
Student D	D265300000-D265300000-Co-Op Engineering	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●
Student E	D264000000-D264000000-Materials and Textiles	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●
Student F	D265300000-D265300000-Co-Op Engineering	Academic Year 2019	11/26/2020	Base	⊗ Not Certified, Not Processed	●

- You will be brought to your work list. Click on your name.

Statements Requiring Certification

Search...

PI	
Student A	D262000000-BioEngineering
Student B	D265300000-Co-Op Engineering
Student C	D262000000-BioEngineering
	D263000000-Mechanical Engineering
Student D	D265300000-Co-Op Engineering
	D264000000-Materials and Textiles

Recently Completed

PI

Statement Owner ★
▾ Effort Statements ★
  ▸ Needing certification ★
    Base   11/26/2020   ❌ Not Certified, Not Processed
  ▸ Historical ★

PI (Yearly)   Base Effort Period: 09/01/2018 to 08/31/2019   Status: Not Certified, Not Processed

INFO - This Effort Statement has been previously saved.

$ Value Effort Calc

Accounts	Commitments	Payroll Dollars	Payroll	Revised Cost Share	Computed Effort	Certified Effort	Certify? ⭐
Sponsored							
53106-S32100000029106 Federal - ABI Innovation: A New Computat - NSF	16.64 %	$8,802.84	6.65 %	0.00 %	6.65 %	6 %	☐
53416-S31110000040658 Private - Bayesian Machine Learning Tool - BWH	11.77 %	$13,359.47	10.09 %	0.00 %	10.09 %	10 %	☐
53416-S32100000041859 Private - Viral Micro-Epidemics and Evol - DARTCOLLEG	4.20 %	$0.00	0.00 %	0.00 %	0.00 %	0 %	☐
Sponsored Total:	32.61%	$22,162.31	16.74%	0.00%	16.74%	16%	
Non Sponsored							
NONSP Non-Sponsored Effort	0.00 %	$110,267.72	83.26 %	0.00 %	83.26 %	84 %	☐
Non Sponsored Total:	0.00%	$110,267.72	83.26%	0.00%	83.26%	84%	
Grand Total:	32.61%	$132,430.03	100.00%	0.00%	100.00%	100%	

Save

Save

▸ Notes ★➕

▸ Attachments ★📎

- 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.

Commitments Column

Accounts	Commitments
Sponsored	
53106-S32100000029106 Federal - ABI Innovation: A New Computat - NSF	16.64 %
53416-S31110000040658 Private - Bayesian Machine Learning Tool - BWH	11.77 %
53416-S32100000041859 Private - Viral Micro-Epidemics and Evol - DARTCOLLEG	4.20 %
Sponsored Total:	32.61%
Non Sponsored	
NONSP Non-Sponsored Effort	0.00 %
Non Sponsored Total:	0.00%
Grand Total:	32.61%

- 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

Payroll Dollars	Payroll	Revised Cost Share
$8,802.84	6.65 %	0.00 %
$13,359.47	10.09 %	0.00 %
$0.00	0.00 %	0.00 %
$22,162.31	16.74%	0.00%
$110,267.72	83.26 %	0.00 %
$110,267.72	83.26%	0.00%
$132,430.03	100.00%	0.00%

- 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.

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Computed Effort and Certified Effort Columns

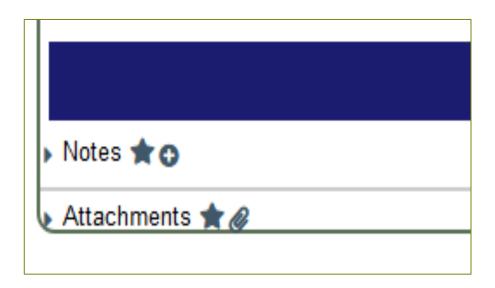| Computed Effort	Certified Effort	Certify? ⭐
6.65 %	6 %	☐
10.09 %	10 %	☐
0.00 %	0 %	☐
16.74%	16%	
83.26 %	84 %	☐
83.26%	84%	
100.00%	100%	

Save

- 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

Accounts		Commitments	Payroll Dollars	Payroll	Revised Cost Share	Computed Effort	Certified Effort	Certify? ⭐
Sponsored								
53106-S32100000029106 Federal - ABI Innovation: A New Computat - NSF		16.64 %	$8,802.84	6.65 %	0.00 %	6.65 %	6 %	☐
53416-S31110000040658 Private - Bayesian Machine Learning Tool - BWH		11.77 %	$13,359.47	10.09 %	0.00 %	10.09 %	10 %	☐
53416-S32100000041859 Private - Viral Micro-Epidemics and Evol - DARTCOLLEG		4.20 %	$0.00	0.00 %	0.00 %	0.00 %	3 %	☐
Sponsored Total:		32.61%	$22,162.31	16.74%	0.00%	16.74%	19%	
Non Sponsored								
NONSP Non-Sponsored Effort		0.00 %	$110,267.72	83.26 %	0.00 %	83.26 %	81 %	☐
Non Sponsored Total:		0.00%	$110,267.72	83.26%	0.00%	83.26%	81%	
Grand Total:		32.61%	$132,430.03	100.00%	0.00%	100.00%	100%	

Save | Save

- 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.

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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.
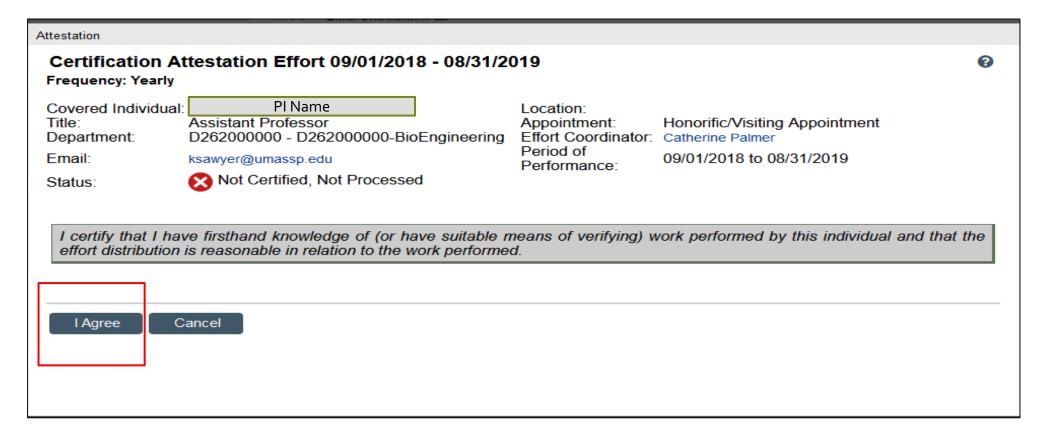
Certify? Column

Revised Cost Share	Computed Effort	Certified Effort	Certify? ⭐
0.00 %	6.65 %	6 %	☑
0.00 %	10.09 %	10 %	☑
0.00 %	0.00 %	0 %	☑
0.00%	16.74%	16%	
0.00 %	83.26 %	84 %	☑
0.00%	83.26%	84%	
0.00%	100.00%	100%	

Certify   Save

- If the amounts in the Certified Effort Column are accurate, click the boxes. (Effort MUST equal 100%)

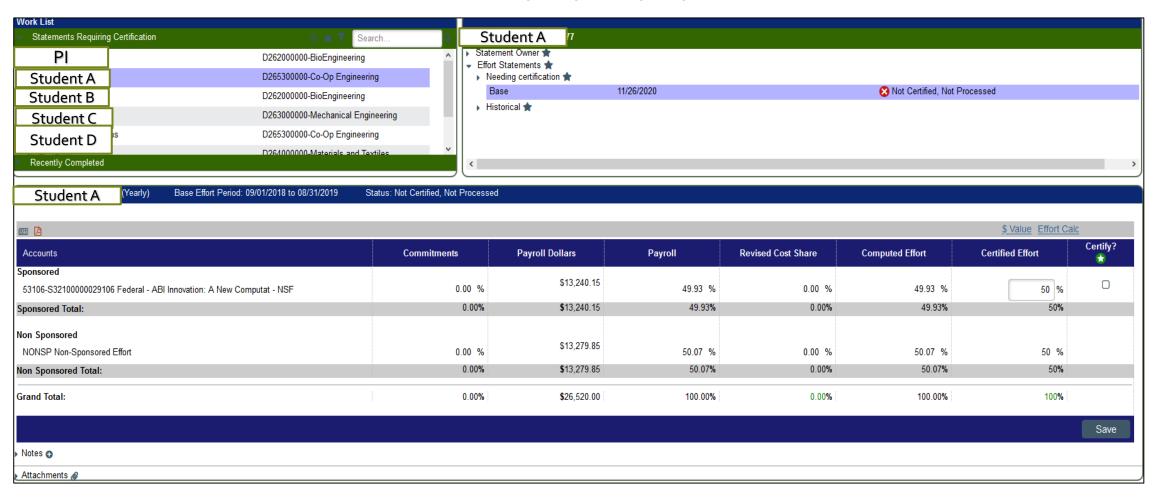- Click the Save button and then the Certify button.

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 certifcation.

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.