WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

HURON

Employee Compensation Compliance (ECC)

Principal Investigator (PI) Certifier
Quick-Start Guide

July 2022

Table of Contents

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.

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. 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 your Work List, 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.

144-AAI8976 - Wisconsin National Primate Research Center Support - P51, Yr 60

Project Information

Department:	A348800 - A348800 VC FOR RSRCH + GRAD E...
Project Title:	Wisconsin National Primate Research Center Su...
Award:	
Activity Description:	
Project Description:	
Project Dates:	05/01/2021 to 04/30/2022
Sponsor Award Number:	

3. Project Statement Pane

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

Project Statement for   144-AAI8976: Wisconsin National Primate Research Center Support - P51...;   Effort from **12/19/2021 to 6/18/2022**, due date **10/31/2022**;   Status: **Ready for Certification**

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll Dollars	Payroll Percentage	Cost Share / Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify ⭐	More Info
	A534800 SCH OF MEDICINE + PUB...	$1,069.76	5.00%	$0.00	$1,069.76	5.00%	☐	$📄
	A874100 SCHOOL OF VETERINAR...	$3,188.99	13.58%	$0.00	$3,188.99	13.58%	☐	$📄
	A348800 VC FOR RSRCH + GRAD ...	$764.06	10.19%	$0.00	$764.06	10.19%	☐	$📄
	A348800 VC FOR RSRCH + GRAD ...	$2,676.09	50.00%	$0.00	$2,676.09	50.00%	☐	$📄

| Get Help | | | | | | | | Home |

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.

Work List for STEVEN ACKERMAN

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

Statements Awaiting Certification (3)

Project Statements

Top of Page   Project Statements (View Only)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
Wisconsin National Primate Researc...	144-AAI8976	N/A	Jan - Jun 2022	10/31/2022	❌ Ready for Certification	🔴
Wisconsin National Primate Researc...	144-AAI8977	N/A	Jan - Jun 2022	10/31/2022	❌ Ready for Certification	🔴
Wisconsin National Primate Researc...	144-AAI8978	N/A	Jan - Jun 2022	10/31/2022	❌ Ready for Certification	🔴

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.**

Project Statement for   144-AAI8976: Wisconsin National Primate Research Center Support - P51...: Effort from **12/19/2021 to 6/18/2022**, due date **10/31/2022**; Status: **Ready for Certification**

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll Dollars	Payroll Percentage	Cost Share / Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify ⭐	More Info
	A534800 SCH OF MEDICINE + PUB...	$1,069.76	5.00%	$0.00	$1,069.76	5.00%	☐	$🖹
	A874100 SCHOOL OF VETERINAR...	$3,188.99	13.58%	$0.00	$3,188.99	13.58%	☐	$🖹
	A348800 VC FOR RSRCH + GRAD ...	$764.06	10.19%	$0.00	$764.06	10.19%	☐	$🖹
	A348800 VC FOR RSRCH + GRAD ...	$2,676.09	50.00%	$0.00	$2,676.09	50.00%	☐	$🖹

Get Help   Home

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.

Payroll + Cost Share	Certify ⭐	More Info
5.00%	☑	$🖹
13.58%	☑	$🖹
10.19%	☑	$🖹
50.00%	☑	$🖹

Certify   Home

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.

Project Statement for   144-AAI8976: Wisconsin National Primate Research Center Support - P51...;   Effort from **12/19/2021 to 6/18/2022**, due date **10/31/2022**;   Status: **Ready for Certification**

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll Dollars	Payroll Percentage	Cost Share / Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify ★	More Info
	A534800 SCH OF MEDICINE + PUB...	$1,069.76	5.00%	$0.00	$1,069.76	5.00%	☐	$📄
	A874100 SCHOOL OF VETERINAR...	$3,188.99	13.58%	$0.00	$3,188.99	13.58%	☐	$📄
	A348800 VC FOR RSRCH + GRAD ...	$764.06	10.19%	$0.00	$764.06	10.19%	☐	$📄
	A348800 VC FOR RSRCH + GRAD ...	$2,676.09	50.00%	$0.00	$2,676.09	50.00%	☐	$📄

Get Help   ⟵   Home