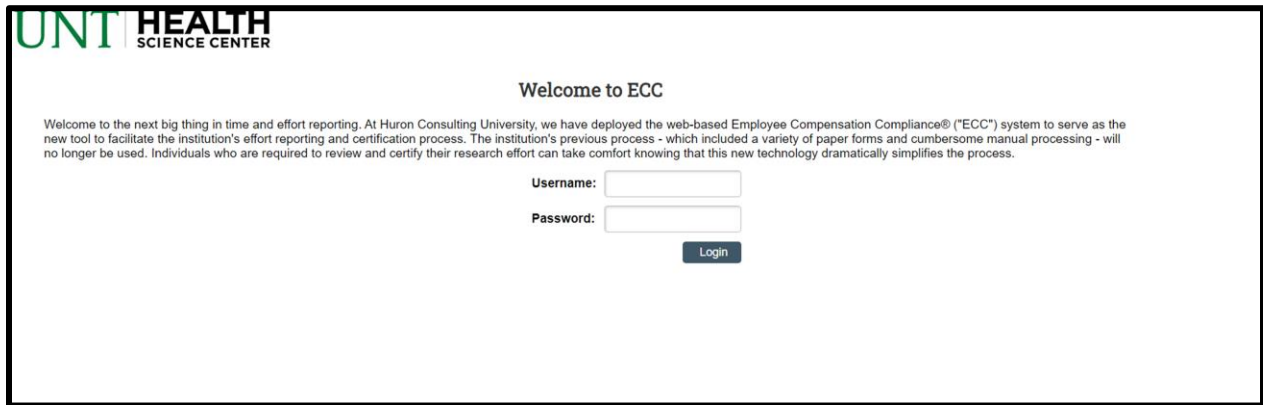


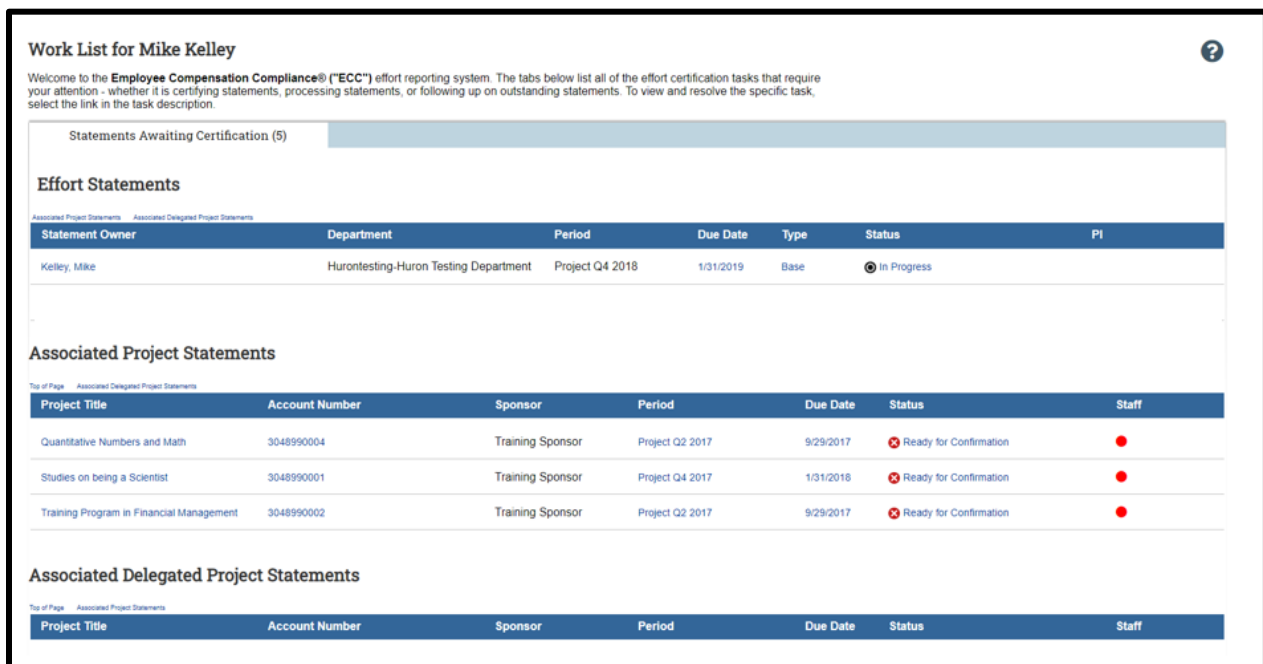
EFFORT STATEMENT CERTIFICATION- FACULTY

1. Access ECC for your certification through the email you received or by going directly to the ECC environment at <https://unthsc.huronecc.com/ecc/>.
2. Log into the application with your UNTHSC username/password.



huronecc.com

3. You are viewing the home page. The home page will display your worklist. The worklist displays three sections:
 - a. Effort Statements
 - b. Associated Project Statements
 - c. Associated Delegated Project Statements



4. Per UNTHSC's policy, you are required to certify your Effort Statements and your Project Statements.
5. To access your Effort Statements for certification, click on any link associated to the ✘ Ready for Certification line under Effort Statements.

Effort Statements						
Statement Owner	Department	Period	Due Date	Type	Status	PI
Carey, Harry	112-Sports Legends Depart...	Fall 2016	1/31/2017	Base	✘ Ready for Certification	

6. The Effort Statement
 - a. is split into two sections, Sponsored and Non-Sponsored
 - b. lists all Payroll, Committed Effort, and UNTHSC Paid Effort (cost share) for each account that has salary charges, as well as the Certified Effort

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
Sponsored Projects							
RF30000 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$9,024.70	17 %	8 %	0 %	8 %	\$ 8 %	<input type="checkbox"/>
RF30002 Soft-Robotic Glove for Cerebral Palsy Hand Rehabilitation (REHAB Glove)	\$0.00	2 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
RP20017 Effects of OMT on Gait Kinematics and Postural Control in Parkinson Disease	\$0.00	12 %	0 %	0 %	0 %	\$ 0 %	<input type="checkbox"/>
Sponsored Projects Total:	\$9,024.70	31%	8%	0%	8%	8%	
Non Sponsored							
300690 Family Medicine	\$99,315.30	0 %	92 %	0 %	92 %	\$ 92 %	<input type="checkbox"/>
Non Sponsored Total:	\$99,315.30	0%	92%	0%	92%	92%	
Grand Total:	\$108,340.00	31%	100%	0%	100%	100%	

7. On the Effort Statement, review all accounts, payroll percentages and computed effort for accuracy.
 - a. Your Department Administrator has already reviewed your statement and it should be accurate. If you have questions about your statement, you can click the 'Get Help' button to email the administrator about any issues you may be having.
 - b. You have the ability to toggle to \$ or run the payroll report to view dollars associated to the effort statement

Accounts	Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
Sponsored Projects							

Get Help	Email Help
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8. To certify the Effort Statement
 - a. Select the individual check boxes under the 'Certify?' column or select the last check box, which is a 'check all'.
 - b. Select the 'Certify?' button which has now appeared

Total Payroll \$	Committed Effort	Payroll	UNTHSC Paid Effort	Computed Effort	Certified Effort	Certify?
\$7,219.76	17 %	8 %	0 %	8 %	\$	<input type="checkbox"/>
\$0.00	2 %	0 %	0 %	0 %		<input type="checkbox"/>
\$0.00	12 %	0 %	0 %	0 %		<input type="checkbox"/>
\$7,219.76	31%	8%	0%	8%		<input type="checkbox"/>
\$79,452.24	0 %	92 %	0 %	92 %	\$	<input type="checkbox"/>
\$79,452.24	0%	92%	0%	92%		<input type="checkbox"/>
\$86,672.00	31%	100%	0%	100%		<input type="checkbox"/>

Check All

Certify

9. Review the attestation statement and select 'I Agree' to complete the certification.

▶ Needing certification ★

Attestation

Certification Attestation Effort 09/01/2018 - 12/31/2018
 Due Date: 12/31/2019

Covered Individual: Title: Professor Department: 300690 - Family Medicine Email: unthscecc@gmail.com Status: ✘ Ready for Certification	Location: Appointment: Effort Coordinator: Period of Performance: 09/01/2018 to 12/31/2018
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I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

10. Your Effort Statement is complete and has been removed from your worklist.