

Employee Compensation Compliance (ECC) Effort Coordinator Overview

Daniel Sierra

Certification Review

Certification or confirmation is an after-the-fact review to determine that the salaries charged to sponsored awards accurately reflect the work performed.

At UCF, salary and effort may be recorded for either or both, sponsored and non-sponsored accounts.

As a Primary Department Coordinator, you are responsible for the pre-review of sponsored statements.



The certification process begins with payroll data loaded into ECC. This is generated from UCF's source system, Workday (as of 6.24.22). ECC uses the loaded data to generate payroll statements for the period of performance.

★ **Note:** Payroll changes are *not* made in ECC. Any payroll corrections will need to be managed through the Payroll Accounting Adjustment (PAA) process via Workday.

Pre-Review begins prior to the certification period opening. This is an opportunity to review the statements generated by ECC and verify that the payroll is accurate before the certifiers complete the certification process. Once the pre-review period ends, and the certification period is open, certifiers can view their statements and attest that their payroll charges are accurate.

When the certification process is complete, you can run reports to gather and group data.

Certification Review continued

Certified Payroll and Computed Payroll

ECC calculates both certified payroll and computed payroll when statements are generated.

Computed Payroll % is a percentage based on an individual's total payroll for the period of performance.

Certified Payroll % is pre-populated on the statement using the computed payroll percentage values.

Period of Performance

The period of performance is a period of time in which payroll data is grouped to form a payroll statement. Periods of performance at UCF correspond with the academic and summer semesters (Spring, Summer and Fall).

The Work List

As a Primary Department Coordinator, any statements requiring you review will automatically appear on your Work List. The Work List is the default start page when you log in to ECC. You can also navigate to your Work List from anywhere in ECC.

The screenshot shows the ECC Work List interface. At the top, there is a navigation bar with 'Home' and 'Home Page' highlighted. Below the navigation bar, there is a section titled 'Work List for Daniel Sierra' with a welcome message and a table of statements. The table has columns for Statement Owner, Department, Period, Due Date, Type, Status, and PI. One statement is listed for Aailpour Hafshejani, Farzad, with a status of 'Payroll Ready for Pre Review'.

Statement Owner	Department	Period	Due Date	Type	Status	PI
Aailpour Hafshejani, Farzad	16260000-MECH MAT AND AEROSPAC...	Fall 2020	08/06/2021	Base	Payroll Ready for Pre Review	●

The '**Payroll Awaiting Certification**' list shows you all of the statement for which you have responsibility.

The '**Associated Certifiers**' list will include statements that have not been certified and have a portion of payroll associated with awards/projects in your department.

You are able to access the statements listed in your Work Lists by clicking the employee's name, under **Statement Owner**, or selecting the individual statement, under **Status**.

After Pre-Review has been completed and a statement is certified, the statement will be removed from the **Associated Certifiers** listing.

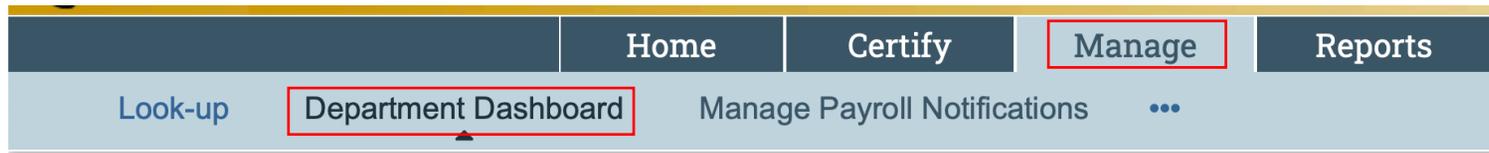
To navigate to your Work List:

1. Click **Home** from the top navigator
2. Click **Home Page** from the top of the sub-navigator

The Department Dashboard

To navigate to the Department Dashboard:

1. Click **Manage** from the top navigator.
2. Click **Department Dashboard** from the top sub-navigator.



Department Dashboard

Search for Department :

3. Select your desired department from the dropdown menu and click **Choose**. If you are not responsible for more than one department, you may not need to use the dropdown menu.

 **Note:** The ECC system has been updated to reflect new Cost Centers, Divisions and Grant IDs

The Department Dashboard continued

Home
Certify
Manage
Reports
Administration
Links

Look-up
Department Dashboard
⋮

Department Dashboard for CC10889

Mechanical&Aerospace Engineering - Research - CC10889

This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.

Search for Department :

Payroll Certifications
Research ID and Project
Department Information

Payroll Certification Summary Chart: Statement Type Base Non-IBS Employee Type [Select] Period [Select]

The default search is for base Payroll statements for all Payroll Certifiers in this Department , for the current period of performance

Status	Semester	
✔ Auto Approved <input type="button" value="📄"/>	31	
⚠ Payroll Ready for Pre Review <input type="button" value="📄"/>	92	100.00%

Covered Individuals (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Alternate Payroll Coordinator	Employee Type	Employee ID	Role	Statements	Action
- Sponsored <input type="button" value="★"/> <input type="button" value="📄"/>						
AHMED , MARZUQA I		Semester	5451110	Non Self Certifier	📄📄📄	<input type="button" value="📄"/> <input type="button" value="🔍"/>
Adhikari , Dibya Raj		Semester	4798959	Self Certifier	📄📄📄	<input type="button" value="📄"/> <input type="button" value="🔍"/>
Aguilera , Anthony J		Semester	5419008	Non Self Certifier	📄📄📄	<input type="button" value="📄"/> <input type="button" value="🔍"/>

Department Dashboard – Payroll Certifications Tab

The **Payroll Certifications** tab shows information about the employees of the selected department and their payroll statements. You can use the dropdown menus to filter the employee type and period of performance. To see employee information, click the employee's name link. By default, the current period of performance is displayed. If an employee does not have any payroll associated with a sponsored research grant, their information will be listed in the **Non-Sponsored** portion of the Payroll Certifications Listing.

The Pre-Review Process

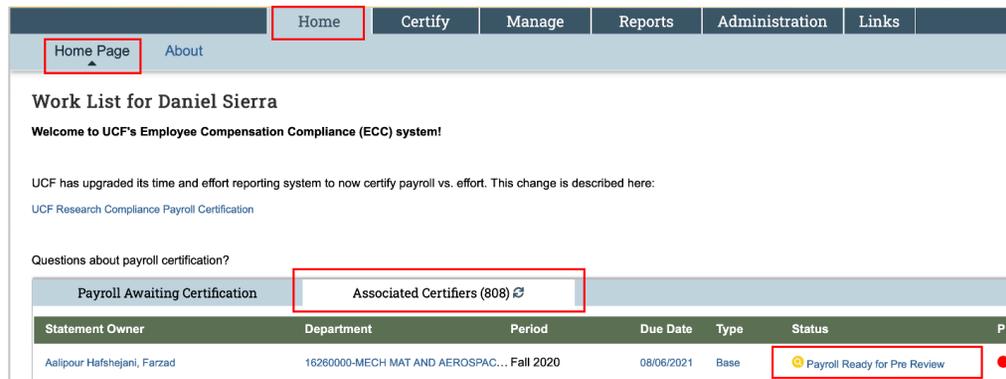
As a Primary Department Coordinator, it's important to complete your pre-review tasks in a timely manner. A typical pre-review period is 14 days but may be longer or shorter. Completing this review within the pre-review period means your certifiers won't have to wait to certify their statements when the certification period opens.

ECC sends an automated email notification when statements are ready for pre-review.

Find Your Payroll Statements

To find a payroll statement in Ready for Pre-Review status from your Work List:

1. Navigate to your Work List.
2. Click the **Associated Certifiers** tab.
3. Find the statement you wish to pre-review. Statements ready for preview have a Ready for Pre-Review status icon 



The screenshot shows the ECC system interface. At the top, there is a navigation bar with tabs: Home Page, About, Home, Certify, Manage, Reports, Administration, and Links. Below this is a section titled 'Work List for Daniel Sierra' with a welcome message and a link to 'UCF Research Compliance Payroll Certification'. A question about payroll certification is followed by two tabs: 'Payroll Awaiting Certification' and 'Associated Certifiers (808)'. The 'Associated Certifiers' tab is active, showing a table of payroll statements. The table has columns: Statement Owner, Department, Period, Due Date, Type, Status, and PI. One row is highlighted, showing 'Aalipour Hafshejani, Farzad' as the Statement Owner, '16260000-MECH MAT AND AEROSPAC...' as the Department, 'Fall 2020' as the Period, '08/06/2021' as the Due Date, 'Base' as the Type, and 'Payroll Ready for Pre Review' as the Status. A red circle icon is next to the status.

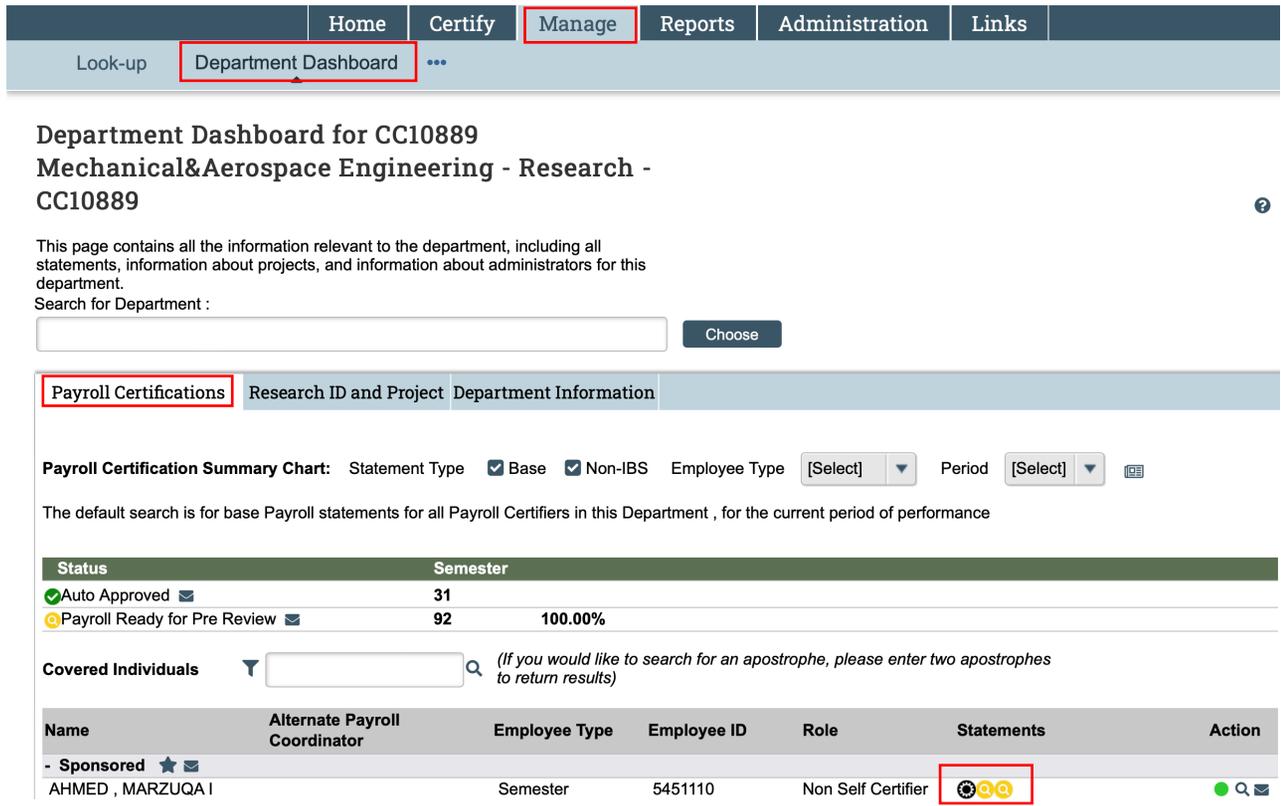
Statement Owner	Department	Period	Due Date	Type	Status	PI
Aalipour Hafshejani, Farzad	16260000-MECH MAT AND AEROSPAC...	Fall 2020	08/06/2021	Base	Payroll Ready for Pre Review	●

4. Click the **Ready for Pre-Review** icon  or status hyperlink to select the statement.

The Pre-Review Process continued

To find a payroll statement in the Ready for Pre-Review status from the Department Dashboard:

1. Navigate to the Department Dashboard.
2. Click the **Payroll Certifications** tab.
3. Click the **Ready for Pre-Review** status icon  for the desired statement.



The screenshot shows the Department Dashboard for CC10889, Mechanical & Aerospace Engineering - Research - CC10889. The 'Manage' tab is selected in the top navigation bar. The 'Department Dashboard' tab is also highlighted. Below the navigation, there is a search bar for the department and a 'Choose' button. The 'Payroll Certifications' tab is selected, showing a summary chart and a table of payroll statements. The summary chart shows 31 Auto Approved statements and 92 Payroll Ready for Pre Review statements (100.00%). The table below lists covered individuals, with the first entry being AHMED, MARZUQA I, who is a Non Self Certifier. The 'Statements' column for this entry shows a 'Ready for Pre-Review' icon, which is highlighted with a red box.

Department Dashboard for CC10889
 Mechanical & Aerospace Engineering - Research - CC10889

This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.

Search for Department :

Look-up Department Dashboard ...

Home Certify **Manage** Reports Administration Links

Payroll Certifications Research ID and Project Department Information

Payroll Certification Summary Chart: Statement Type Base Non-IBS Employee Type [Select] Period [Select]

The default search is for base Payroll statements for all Payroll Certifiers in this Department , for the current period of performance

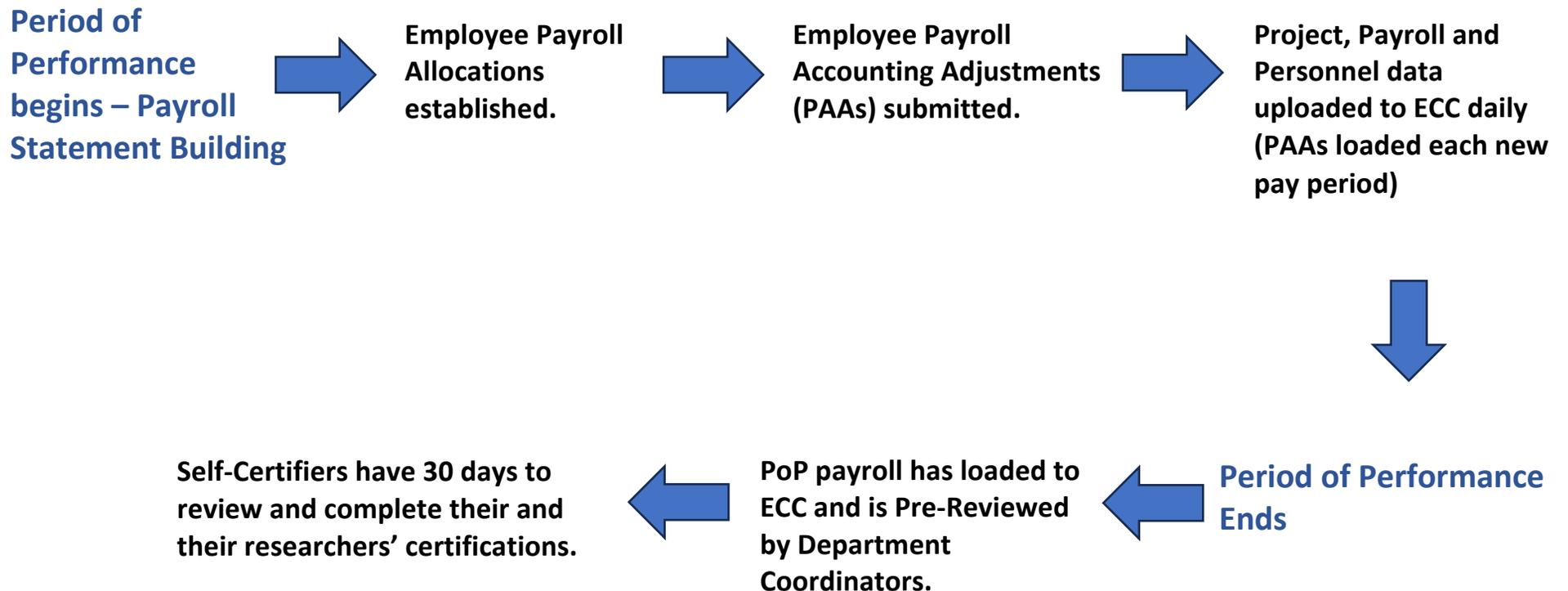
Status	Semester
Auto Approved	31
Payroll Ready for Pre Review	92 100.00%

Covered Individuals (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Alternate Payroll Coordinator	Employee Type	Employee ID	Role	Statements	Action
- Sponsored						
AHMED , MARZUQA I		Semester	5451110	Non Self Certifier		 

Building the Payroll Statement

1. Proposal is awarded and funded. Commitment (effort) is budgeted and entered on HRS Grants Effort Page.
2. Department establishes costing allocation (either direct or via cost share) in Workday.



The Payroll Statement

Payroll statements show sponsored and non-sponsored grants and cost centers for an individual. This statement shows 100% of the individual's payroll for the period of performance.

[-] Payroll Statement Instructions

Welcome to your Payroll Statement!

How to verify your and your students payroll:

1. Review statement grants and cost centers (Sponsored and Non Sponsored)
2. Verify payroll percentages
3. If no changes are needed, click each available certify checkbox and press the **Certify** button.
4. If there are changes to be made, modify the **Certified Payroll %** column as needed and press the **Certify** button
 - Note: This will prompt your Department Coordinator to review the payroll statement changes and a payroll accounting adjustment (PAA) may be required
 - If a grant you worked on is missing from your statement, this would indicate no payroll was captured. A PAA will need to be completed by your department and loaded to the ECC system to be reflected for certification

For questions related to payroll distribution, please contact your Department Coordinator.

1

2

The screenshot displays the Payroll Statement interface. At the top left, a 'Work List' pane shows 'Statements Requiring Certification' with a search bar and a list of items, including 'CC10116 Dean's Office - Gen...'. Below this, there are sections for 'In Progress For Certification', 'Ready for Pre Review', 'Pre Reviewed', and 'Recently Completed'. To the right, a 'Statement Pane' shows a tree view with 'Statement Owner', 'Payroll Statements', and sub-items like 'Needing certification', 'In progress', and 'Ready for Pre Review'. Below the tree, a table lists payroll entries with columns for 'Base', 'Date', and 'Status' (e.g., 'Payroll Ready for Pre Review').

The main table below shows payroll data for a 'Base Payroll Period: 06/24/2022 to 08/18/2022' with a 'Status: Payroll Ready for Pre Review'. The table has columns for 'Projects', 'Calculated Payroll \$', 'Calculated Payroll %', 'Certified Payroll% Release Time%', and 'Certify?'. It is divided into 'Sponsored' and 'Non Sponsored' sections.

Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify?
Sponsored				
GR103628 NSF/ENG/ECCS-BSF: Collaborative Research: Random Channel Cryptography - 65016348	\$4,452.56	13 %	\$ 13 %	
GR103638 High-Speed Frequency-Hopping Free-Space Optical Communication - 65016359	\$4,452.56	13 %	\$ 13 %	
GR103643 Photonic Tensor Accelerators for Artificial Neural Networks - 65016365	\$4,452.56	13 %	\$ 13 %	
GR103649 Mode Superposition for Phased Array - 65016371	\$4,452.56	14 %	\$ 14 %	
GR105087 Floating-Point Photonic Accelerators - 65016A40	\$4,452.60	13 %	\$ 13 %	
Sponsored Total:	\$22,262.84	66%	66%	
Non Sponsored				
CC10116 CC10116 Dean's Office - General - CREOL	\$11,532.76	34 %	\$ 34 %	
Non Sponsored Total:	\$11,532.76	34%	34%	
Grand Total:	\$33,795.60	100%	100%	

At the bottom, there are buttons for 'Get Help', 'Manual Certification', and 'No Certification Required'.

The Payroll Statement displays three panes with information about the individual, their payroll, and the period of performance.

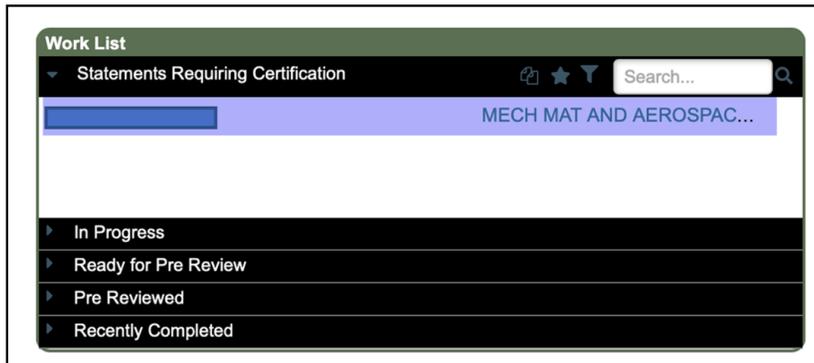
1. Work List
2. Individual Pane
3. Statement Pane

The Payroll Statement page also includes instructions for reviewing the payroll statement and completing the certification.

3

The Payroll Statement continued

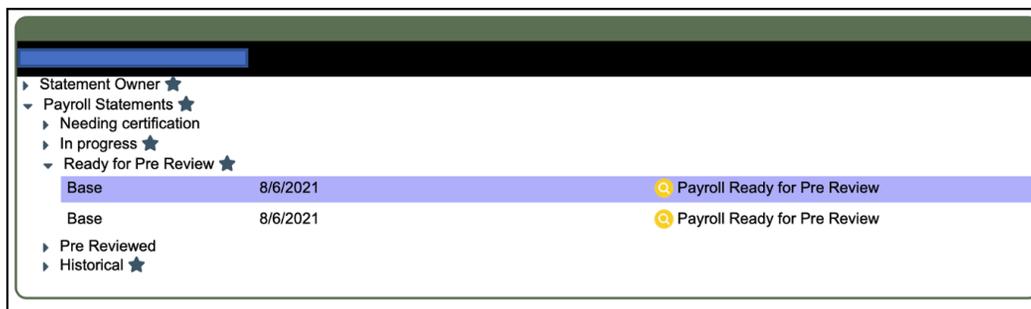
The Work List shows the individual's name and department, categorized by status. Department information can be viewed by clicking the department name hyperlink. Additional statements can be accessed from this pane without returning to the Home Page.



The Work List statuses are:

- **Statements Requiring Certification** – The certification window is open for statements listed here
- **In Progress** – The period is 'building' the payroll statement. Can review the statement for accuracy while In Progress
- **Ready for Pre-Review** – The statement is ready to be Pre-Reviewed by Dept. Coordinator
- **Pre-Reviewed** – The statement has been Pre-Reviewed by Dept. Coordinator
- **Recently Completed** – Statements that have been Pre-Reviewed and Certified

The Individual Pane shows statement information for the selected individual. You can also see other status information for the individual by clicking the arrows to expand the category.



The statuses mirror those listed on the statement Work List, but statements are specific to the individual being reviewed.

The Payroll Statement continued

The Statement Pane contains specific statement information, including the dates of the period of performance, status, payroll values, and sponsored and non-sponsored accounts.

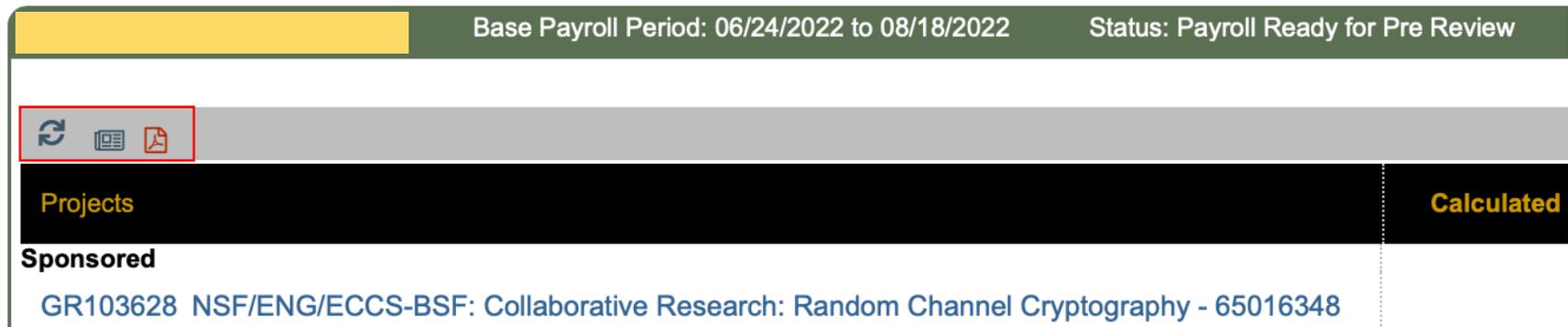
Base Payroll Period: 06/24/2022 to 08/18/2022		Status: Payroll Ready for Pre Review		
Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify? 
Sponsored				
GR103628 NSF/ENG/ECCS-BSF: Collaborative Research: Random Channel Cryptography - 65016348	\$4,452.56	13 %	\$ 13 %	
GR103638 High-Speed Frequency-Hopping Free-Space Optical Communication - 65016359	\$4,452.56	13 %	\$ 13 %	
GR103643 Photonic Tensor Accelerators for Artificial Neural Networks - 65016365	\$4,452.56	13 %	\$ 13 %	
GR103649 Mode Superposition for Phased Array - 65016371	\$4,452.56	14 %	\$ 14 %	
GR105087 Floating-Point Photonic Accelerators - 65016A40	\$4,452.60	13 %	\$ 13 %	
Sponsored Total:	\$22,262.84	66%	66%	
Non Sponsored				
CC10116 CC10116 Dean's Office - General - CREOL	\$11,532.76	34 %	\$ 34 %	
Non Sponsored Total:	\$11,532.76	34%	34%	
Grand Total:	\$33,795.60	100%	100%	

On Hold: \$ Value Add Project Override Status

Get Help Manual Certification No Certification Required

The Payroll Statement continued

An important feature of the Statement Pane is the list of the icons that allow you to reset and see additional information for the statement.



These three actions are:

- Reset Statement
- List of Reports
- PDF Reports

Reset Statements returns the statement to its original values. This is useful if you have made changes to the statement that you'd like to cancel.

List of Reports displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.

PDF Reports generates a PDF version of the statement that can be downloaded. This may be used in cases where a certifier is unable to access ECC to certify their statement. This is a last resort for UCF and is typically not an action taken.

The Payroll Statement continued

Award Information

For each award on the statement, you can hover the title of the award to see more information about it, including associated PI.

Notes, Attachments, Transactions, Activity Log, Email Log, and Certifiers & Approvers

The options may be available to you depending on your permissions. You can add a note or and attachment to a statement, if needed. You may also view transactions and logs for this statement, as well as any certifiers or approvers associated with it.

Base Payroll Period: 06/24/2022 to 08/18/2022
Status: Payroll Ready for Pre Review

On Hold:
[\\$ Value](#)
[Add Project](#)
[Override Status](#)

Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify? ★
Sponsored				
GR103628 NSF/ENG/ECCS-BSF: Collaborative Research: Random Channel Cryptography - 65016348	\$4,452.56	13 %	\$ 13 %	
GR103638 High-Speed Frequency-Hopping Free-Space Optical Communication - 65016359	\$4,452.56	13 %	\$ 13 %	
GR103643 Photonic Tensor Accelerators for Artificial Neural Networks - 65016365	\$4,452.56	13 %	\$ 13 %	
GR103649 Mode Superposition for Phased Array - 65016371	\$4,452.56	14 %	\$ 14 %	
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Sponsored Total:	\$22,262.84	66%	66%	
Non Sponsored				
CC10116 CC10116 Dean's Office - General - CREOL	\$11,532.76	34 %	\$ 34 %	
Non Sponsored Total:	\$11,532.76	34%	34%	
Grand Total:	\$33,795.60	100%	100%	

Get Help
Manual Certification
No Certification Required

- ▶ Notes +
- ▶ Attachments 📎
- ▶ Transactions ★
- ▶ Activity Log ★
- ▶ Email Log
- ▶ Certifiers & Approvers ★

Payroll Statement Pre-Review

To complete the pre-review for a payroll statement:

1. Navigate to a payroll statement in the Pre-Review status.
2. Review the grant / cost center and payroll information and verify that all grant(s)/cost center(s) are present, and that the payroll information looks correct.
3. If the grant(s)/cost center(s) or payroll information does not appear to be correct, make changes in the UCF source system, PAA via Workday, and wait for the revised data to be loaded back into ECC.
4. If the grant(s)/cost center(s) and payroll information is correct, click **Pre-Review**.

The status for the statement will automatically change to a Pre-Reviewed status, removing it from your Work List. The statement remains in this status until the certification period opens.

Post-Certification Processing

Post-certification processing is not required for a statement in which there were no changes made to the Certified Payroll % during certification. If the Certified Payroll % and Computed Payroll % values remain as-is, no further processing is required.

If a certifier attests to payroll outside of the original Computed Payroll %, ECC will check if the variance is within the threshold set by UCF (3%). If the variance is exceeded, ECC will generate a post-certification task.

The Post-Certification Processing Page

The Post-Certification Processing page is similar to the Certification page. You will see the following information:

- Sponsored account information
- Non-sponsored account information
- Total payroll dollars
- Payroll percentage
- Computed Payroll %
- Certified Payroll %
- Cost Transfer Dollars
- Cost Transfer Percentage

You also have the ability to add notes and/or attachments to the statement.

Post-Certification Processing continued

Process Base Payroll Statement (12/15/2017 to 05/03/2018)

[Payroll Statement PDF](#) [\\$ Payroll Report](#)

Due Date: 8/9/2018

Covered Individual: Gabriel C Marseille - 3205781
 Title: OPS Student
 Department: 74 - CECS Deans Office - D
 Email: emp3205781@ucf.edu
 Status: Payroll Certified, Not Processed

Appointment: OPS Hourly
 Payroll Coordinator: Daniel Sierra
 Period of Performance: 12/15/2017 to 05/03/2018

Last Certified by System User - 444-44-4444 on 04/13/2021 8:31 PM

Projects	Payroll	Calculated Payroll \$	Calculated Payroll %	Certified Payroll %	Cost Transfer Dollars	Cost Transfer Percentage	Cost Share is Cost Transfer
Sponsored							
24099A02 Modification #2 - Cost Share to 24096050	0 %	\$ 0.00	0 %	\$ 25 %	\$ 1,152.17	25%	0.0 %
61056005 Maker Spaces I-Corps Proof of Concept Center	25 %	\$ 1,147.13	25 %	\$ 25 %	\$ 0.00	0%	0.0 %
Sponsored Total:	25%	\$1,147.13	25%	50%	\$1,152.17	25%	0.00%
Non Sponsored							
16100074 CEC DN-CONTRACTS	75 %	\$ 3,461.54	75 %	\$ 50 %	\$ -1,152.17	-25%	0.0 %
Non Sponsored Total:	75%	\$3,461.54	75%	50%	\$-1,152.17	-25%	0.00%
Grand Total:	100%	\$4,608.67	100%	100%	\$0.00	0.00%	0.00%

The purpose of the post-certification process is to review any variances between the Computed Payroll % and Certified Payroll % columns for accuracy.

In this example, the variance between Computed Payroll % and Certified Payroll % values exceed the 3% threshold. There is a variance of 25% which must be transferred to the certified account.

ECC has calculated the amount of the cost transfer require to balance the sponsored and non-sponsored payroll. For this statement, we'll need to complete a cost transfer of \$1,152.17 from the non-sponsored account to the sponsored account, to be completed within Workday via a PAA.

Post-Certification Processing continued

Payroll Reconciliation

ECC generates a Payroll Adjustment Task when a variance occurs after the certification has been completed. In the example below, a salary cost transfer has occurred after certification and the variance is greater than the 3% threshold. As Department Coordinator, you have the option to **Post & Re-Open**. This allows for the statement to be updated with the newly calculated payroll percentages and be returned to the certifier to confirm the updated payroll statement.

Payroll Reconciliation ?

The Payroll Reconciliation page presents to administrators payroll and cost share transactions that impact historical Payroll statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the transaction summary, are determined by the institution's configured thresholds and the responsibilities assigned to the user's role.

Covered Individual:	Dr Robert B Hines - 4226350	Location:	12M Fac
Title:	Associate Professor Medicine	Appointment:	Mr Gerald O Cozier - 0870193
Department:	COM POPULATION HEALTH	Effort Coordinator:	
Email:	Robert.Hines@ucf.edu		

Base Payroll Reconciliation for Period of Performance - Dr Robert B Hines - 4226350, 05/01/2020 to 08/06/2020

Project(s) with new Payroll	Summarized Adjustment
25110001 COM POP HEALTH OPERATIONS	\$ (\$1,787.31)
25116A02 COM PopHealth-Hines NIH R03	\$ 1,787.31
Total	\$0.00

Projects	Category	Original Calculated Payroll %	New Calculated Payroll %	Certified Payroll %	Certified Payroll % vs New Calculated Payroll % Variance
25110001 COM POP HEALTH OPERATIONS	Non Sponsored	92%	84%	92%	8%
25116A02 COM PopHealth-Hines NIH R03 ***	Sponsored	0%	8%	0%	8%
25114201 COM PopHealth - Overhead	Non Sponsored	8%	8%	8%	0%
Total		100.00%	100.00%	100%	

[\\$Value](#)

[View Effort Statement](#)

[Post & Re-open](#)

Post-Certification Processing continued

Processing the Statement

As a Department Coordinator, you'll decide how this statement will be processed, based on the following options:

- Cost Transfer Needed
- Process
- Do Not Process

Cost Transfer Needed allows you to set the statement to a **Certified, Cost Transfer Needed** status. In this case, you agree with the changes made by the certifier. The statement is removed from your Work List and remains in **Certified, Cost Transfer Needed** status until a cost transfer is completed in Workday and the data is updated into ECC.

Once the cost transfer data is loaded, ECC will do one of two things:

- Create a Payroll Adjustment Reconciliation (PAR) task if the variance between the Computed Payroll % and Certified Payroll % is outside the 3% threshold
- Automatically post the cost transfer to the statement if the Computed Payroll % and Certified payroll % match

Process sets the statement status to **Certified, Processed** and removes the statement from your Work List. The statement is now complete.

Do Not Process returns the statement back to the certifier. Use this option if you disagree with the Certified Payroll % that was entered. The statement will be removed from your Work List

Monitoring the Certification Process

ECC provides multiple tools to help you manage and monitor the certification process. Within the payroll statement pages you can run reports for payroll-related results. You should also monitor the Department Dashboard for a quick overview of the certification period.

You can generate additional reports from the **Reporting** page. For certification, the **Certification Status Report** is the most commonly used to get an overview of your department's certification progress.

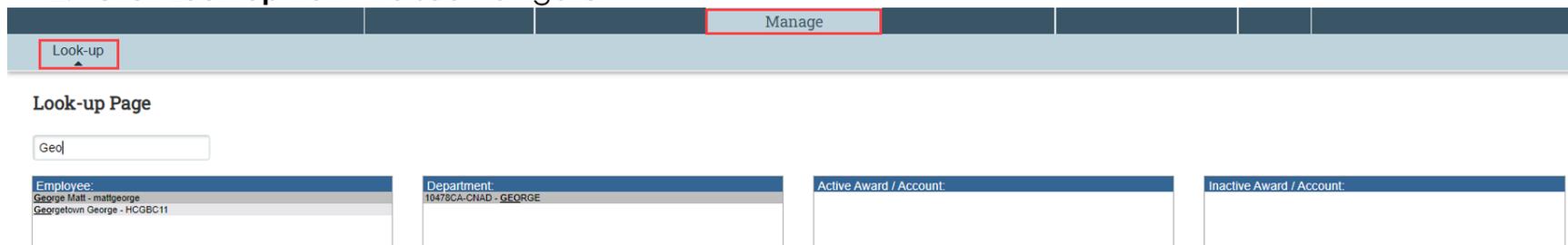
The Look Up Page

The Look Up page allows you to search for people, departments, accounts, and other information within ECC.

For any search criteria, begin by entering the first 3 characters of the search term. Alphanumeric characters are allowed. The most common search used is for Employee ID or using the employee's last name. ECC will direct you to the payroll statement for that employee. Otherwise ECC will display a list of employees that match your search term.

To navigate to the Look Up page:

1. Click **Manage** from the top navigator
2. Click **Look Up** from the sub-navigator

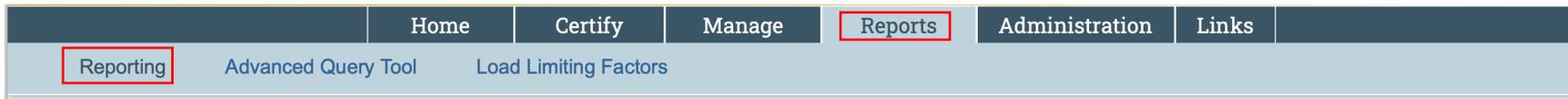


Introduction to Reporting

ECC has a wealth of reports to quickly provide you with accurate and specific data. Every report has a different purpose, but all reports have parameters and options in common.

To access the Reporting Page:

1. Click **Reports** from the top navigator.
2. Click **Reporting** from the top sub-navigator



The Reporting Page

The Reporting page is separated into different panels to allow you to find the right report and run it with the correct criteria. The panels are:

- Category – Quickly find the type of report you need.
- Reports – Show a subset of the reports within the category
- Description – An explanation of the results you can expect from the selected report

Parameters, Results, Customize

Each report also has additional tabs for:

- Parameters – Set your search criteria
- Results – The results of your report
- Customize – Change your customized reports (not used)

Introduction to Reporting continued

Home Certify Manage Reports Administration Links

Reporting Advanced Query Tool Load Limiting Factors

Reporting

This page lists all reports that are available through the application.

Category	Reports	Description
Commitments	Commitment Listing Report	The Commitment Listing Report allows a user to see a complete list of all commitments for a user for a specific date range. The user can determine whether the report will include awarded commitments, proposed commitments, or both.
Custom Reports	Certified Effort Compared to Effort Commitment	
Management	Certifiers with Commitments and no Payroll UCF	
Monitoring	Monthly Commitment Summary Report	
Payroll/Cost Share	Required Effort Greater Than 100%	

Right: [View Commitment Listing Report](#)

Parameters Results

Employee:

School / Department:
[Expand Search](#)

Account: Active Inactive

Filter By: Awarded Proposed Awarded / Proposed

Date By: Dates Employee Type

Dates: Start Date: End Date:

[Run Report](#)

Generate Reports

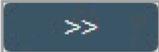
Reports are available to you depending on your roles and rights within ECC, as well as any department relationships you may have. You can generate a report at any time, with any set of parameters. While there are many reports available, you may only use a few that are specific to your role.

To generate a report:

1. Find the category and click the name of the report. The description of the report will be displayed in the **Description** pane.
2. Set your desired parameters in the **Parameters** tab. Depending on the report, you may have a few or many choices.
3. Once your parameters are set, click the **Run Report** button.
4. You may receive an error indicating that your report contains no data. To resolve, re-check your parameters or widen your search criteria, then click **Run Report**.
5. ECC displays your report in the Results tab automatically.

You can download your results in different file formats. Your file format options are displayed in the **Results** tab below the report data.

Parameter Options

Button/Field	Function
Arrow Button  	Select your parameter, then use the arrow button to move your parameter from left to right to add, or from right to left to remove.
Double Arrow Button  	Move all parameter options from one panel to the other.
Text Search Field 	Begin by typing <i>at least</i> three letters of your desired search term. Your results will be displayed as you continue typing. For some searches you may be able to further refine your search to include sub-parameters, such as sub-departments, by clicking Expand Search .
Check Box <input type="checkbox"/> <input checked="" type="checkbox"/>	Select multiple parameters or items.
Radio Buttons <input type="radio"/> <input checked="" type="radio"/>	Select one item.
Date Picker Button 	Select a date. You can click a date from the picker or type a date in the field.
Informational Button 	Click to get more information about any parameter. Click again to close the hover information.
Drop-down Menu 	Select an option from the list.
Blank Field	If a field entry is not required, the field can be left blank. Leaving the field blank will act as a wild card, which will include all possible results. This can cause reports to be very large and take more time to generate.