

Employee Compensation Compliance (ECC) Payroll Certification FAQ

GENERAL FAQ

What is the ECC Payroll Certification system?

ECC stands for Employee Compensation Compliance and the ECC system is used by UCF to complete Payroll Certification. The system is pre-populated with employee payroll data (amounts, sources, departmental information, etc.) to be verified by the employee or their supervisor. The system provides a breakdown of an individual's salary (as a dollar value and percentage) for the given period of performance.

What happened to ECRT?

ECRT was an effort-based certification that UCF replaced by using Huron's Employee Compensation Compliance (ECC) system to be a payroll-based certification system.

What is Payroll Certification?

Payroll Certification is a review of salaries charged to sponsored awards and verification the charges accurately reflect the work performed.

Why is Payroll Certification necessary?

Payroll Certification is necessary to meet federal policy ([Uniform Guidance, Subpart E - Cost Principles §200.430](#)), and other relevant agency policies that govern the need to provide certification of an individual's salary and effort pursuant to his/her sponsored and non-sponsored programs.

Who must complete Payroll Certification?

ECC Department Coordinators – Are responsible for Pre-Review of payroll and employee information prior to certification by Self Certifiers
Faculty, A&P Personnel and Adjunct Faculty – Considered Self-Certifiers. Are responsible to certify payroll statements for themselves and their researchers (OPS, USPS, and GRAs; considered Non Self-Certifiers)

What and who are a Self-Certifiers?

Self-Certifiers are PI/Co-PI; Adjunct; Post Doc; Faculty Research Assoc; A&P. They are responsible for certification.

What and who are Non Self-Certifiers?

Non Self-Certifiers are USPS, GRA/GTA/GA; OPS Hourly. Their certification is completed by the PI and/or Co-PI of the sponsored grant(s).

Where do I complete my Payroll Certification?

The ECC system can be accessed using the link listed here:

<https://ucf.huronecc.com/ecc/RedirectHome.do>

You will use your Single Sign On (SSO) credentials to log in to the ECC system. Any statements requiring you review will automatically appear on your Homepage, under the **Payroll Awaiting Certification** tab. The Homepage is the default start page when you log in to the ECC system.

What information is loaded to the ECC Payroll Certification system?

The ECC system receives data feeds that provide employee, department, award, grant, and payroll information to be displayed as a Payroll Statement for the given period of performance.

How often is payroll information loaded to the ECC Payroll Certification system?

ECC award/grant and payroll data is uploaded nightly. Salary transfers are reflected in the ECC system on Wednesday and Friday mornings.

How often is ECC Payroll Certification required?

Three times a year, called the Certification Period. The Periods of Performance are payroll based and correlate to the Spring, Summer, and Fall semesters (Note – ECC periods of performance will always begin on a Pay Period Start Date and end on a Pay Period End Date. These periods of performance dates may differ from employment contract dates).

What and who are ECC Department Coordinators?

ECC Department Coordinators is a role filled by a department-selected employee that is responsible for the Pre-Review of sponsored statements, as well as working as the liaison to communicate with department faculty and staff regarding completion of ECC Payroll Certification. The ECC Department Coordinator should have departmental knowledge related to personnel costing allocations and Payroll Accounting Adjustments (PAAs).

What are the different ECC Payroll Statement statuses and what do they mean?

In Progress – The period is 'building' the payroll statement or accuracy during the active period of performance (this is prior to the Certification Period opening)

Payroll Ready for Pre-Review – The Pre-Review Period is open. The statement is ready to be Pre-Reviewed by the Department Coordinator

Pre-Reviewed – The statement has been Pre-Reviewed by the Department Coordinator

Not Certified, Not Processed – The statement has been Pre-Reviewed and the Certification Period is open. The Payroll Statement is not certified.

Payroll Certified, Not Processed – The statement has been certified differently than payroll has loaded. The statement is available to review by the ECC Department Coordinator.

Certified, Processed – The statement has been certified and all certified percentages match the loaded payroll.

What are the consequences of incomplete or incorrect ECC Payroll Certifications?

Incomplete or incorrect ECC Payroll Certifications would mean they are out of compliance with federal policy ([Uniform Guidance, Subpart E - Cost Principles §200.430](#)), 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. Payroll certifications are a reviewable audit document and must reflect and match submitted annual reports (example: Person-months listed in NSF Annual Reports).

If I have questions regarding ECC Payroll Certification, who can I contact?

For questions about ECC Payroll Certification, contact Daniel Sierra at Daniel.Sierra@ucf.edu, 407-882-2015

ECC Department Coordinator FAQ

What is Pre-Review?

Pre-Review is a department review of employee payroll statements prior to releasing the ECC payroll statements to faculty for certification. Steps are as follows:

1. Log into ECC when the Pre-Review period has begun.
2. Review ECC Homepage Associated Certifiers tab for your department employees in Payroll Ready for Pre-Review status.
3. Select individual employees from the ECC Homepage Associated Certifiers tab and review their ECC Payroll statement to verify sponsored and/or non-sponsored direct charges.
4. If all information is correct, click the Pre-Review button. The statement will be ready to certify by faculty when the Certification Period begins or, if completed post-Certification Period opening, after 24 hours (ECC Department Coordinators are responsible to communicate with faculty regarding the availability of payroll statements to be certified once Pre-Review has been completed.

What is the Pre-Review Period and how long does it last?

The Pre-Review period begins prior to the certification period opening and generally lasts two weeks. ECC Department Coordinators are to log into the ECC system and complete all necessary Pre-Reviews.

What are the ECC Department Coordinators duties and responsibilities?

ECC Department Coordinators are responsible for the following:

- Completing ECC Department Coordinator Training with Daniel Sierra
- Understanding of the ECC system

- Understanding of UCF's payroll system and working with employees to ensure their costing allocations are listed correctly on the Payroll Statements (updating payroll through Workday Costing Allocations and Payroll Accounting Adjustments (PAAs))
- Timely review and completion of Pre-Review of ECC Statements
- Requesting necessary updates to personnel in ECC (payroll updates, department updates, proxies, designees, etc.)

As ECC Department Coordinator, why do I see employees listed from different departments and am I responsible for those ECC Payroll Statements?

While faculty and students are employed under a given department, they may have association to another department through sponsored grants. This association allows ECC Department Coordinators to view the employee statements which have payroll associated to grants within their given department. (Note – although the ECC Department Coordinator can view the statement, Pre-Review and Payroll Certification Tasks are to be completed by the coordinator associated with the listed employee department).

Example: PI and/or Student is employed and paid under Electrical Engineering and has some portion of payroll associated with a Computer Science grant. The ECC Department Coordinators for Electrical Engineering and Computer Science both have access to view the statement, though only the Electrical Engineering Department Coordinator can complete Pre-Review and Payroll Certification Tasks.

If employees are incorrectly attributed to your department (with no currently known association) please contact Daniel Sierra (Daniel.Sierra@ucf.edu) so that proper ECC system adjustments may be made.

Faculty / Self-Certifier FAQ

What should I be seeing on my or my researchers ECC Payroll Statements?

All sponsored and/or non-sponsored sources of direct-charged salary for the given period of performance. If an individual's salary was not direct charged to a grant or associated cost share grant, that grant will not show on the individual's ECC payroll statement (even as PI or co-PI).

What is a Cost Share grant and why is it necessary to set up if my salary is not direct charged to my sponsored research award/grant(s)?

A Cost Share grant represents committed effort towards Sponsored Research paid by the employee's department E&G account. It is used when a PI and/or Co-PI(s) does not/will not have direct charged salary to a sponsored grant. By charging the Cost Share grant, the PI and/or Co-PI(s) have an opportunity to

represent their time and efforts towards Sponsored Research in the Employee Compensation Compliance (ECC) system.

I believe I have completed all certifications, but I am still receiving notices. What do I do?

You may have one or more statements in the Not Certified, Not Processed status. Log in to the ECC System and review all statements to ensure all are in Certified, Processed status. If there is any inconsistency with payroll (such as missing grants, payroll distribution different than assumed, salary transfer not reflected, etc.) please contact your ECC Department Coordinator or Daniel Sierra (Daniel.Sierra@ucf.edu).

What is the Certification Period and how long does it last?

All statements that have been Pre-Reviewed by the ECC Department Coordinators will move into a Not Certified, Not Processed status and Self Certifiers will be notified that their statements and the statements of their researchers are ready for certification. The Certification Period lasts 30 days.

I am a PI and I do not see my sponsored research grant(s). Why is that?

If the sponsored grant(s) and/or associated Cost Share grant(s) do not have your salary direct charged, they will not show on your ECC Payroll Statement. You will need to contact your ECC Department Coordinator to initiate a Payroll Accounting Adjustment to the sponsored grant(s)/Cost Share grant, or a combination of the two.

Is certification required for donation, equipment, fellowship, etc. type grants?

If there is no sponsor requirement for personnel salary to be charged to the types of grants listed above, certification is not required.

Do personnel listed in a proposal/award as non-paid or that cannot be financially compensated for their efforts (for example, NIH special volunteers) need to have their efforts certified?

If the personnel are not considered PI/Co-PI/Key Personnel, their time and effort does not need to be linked through payroll and certified in the ECC system. If you have questions pertaining to this requirement, please contact Daniel Sierra (Daniel.Sierra@ucf.edu).

I am a PI and I did not direct charge my salary to my sponsored research grant(s). How do I show my time in the ECC Payroll Certification system?

If you want to verify your time and efforts towards the grant(s), you have two options:

1. Have salary transferred to the grant to reflect time spent towards the grant as a direct charge, OR –
2. Request a Cost Share grant to be created and have your salary transferred to the Cost Share grant. This will allow you to certify your time

and effort to the grant, as well as verify the charges were paid through department E&G funds.

How do I identify the need for a Cost Share grant?

Have you direct charged your salary to the grant during the performance period in review?

If the above is answered "No", and you want to verify your time and efforts towards the grant(s), you have two options:

1. Have salary transferred to the grant to reflect time spent towards the grant as a direct charge, OR –
2. Request a Cost Share grant to be created and have your salary transferred to the Cost Share grant. This will allow you to certify your time and effort to the grant, as well as verify the charges were paid through department E&G funds.

What are the steps to getting a Cost Share grant created?

1. Department/PI determines the need for a Cost Share grant during proposal submission (will PI/Co-PI/Key Personnel be charged directly to the sponsored grant, or will their salaries be cost shared by the department?).
2. The department completes the Effort Page in HRS Grants to reflect Employee Name, Effort %, Salary Requested % (represents direct charges to grant) and Cost Share % (represents E&G charges):

Effort ?

Person	TBD	Role ?	Role Other	Start Date	End Date	Effort %	Salary Req %	Cost Share %
<input type="text"/> <input type="button" value="Find"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> <input type="button" value="Find"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> <input type="button" value="Find"/>	<input type="checkbox"/>	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. The Proposal Team will coordinate with departments to confirm the HRS Grants Effort page is completed.
4. The Award Management Team creates the Cost Share grant and notifies the department and PI.
5. The department allocates the employee(s) salary to the Cost Share grant.
6. PIs/Co-PIs/Key Personnel can certify their time and efforts paid by the department E&G funds to the Cost Share grants associated with their sponsored grants in ECC.

NOTE: Cost Share not required by the sponsor will not be shared

