

# ECC Payroll Certification

- Why do we do it? Federal requirement through the Uniform Guidance (2 CFR 200.430)
- When does UCF require certification? There are three effort periods per year (Spring, Summer and Fall)
- Where is it completed? Certification is completed via the Employee Compensation Compliance (ECC) system; ECC is available at [apps.research.ucf.edu](https://apps.research.ucf.edu)
- Who is required to complete the certification? Faculty, A&P personnel, and Adjunct Faculty – a.k.a. Self Certifiers

# ECC Payroll Certification

- What does the payroll statement consist of? The payroll statement comprises the total payroll compensation (ePAF, supplemental salary, cost transfers) of an employee
- How is the payroll calculated? Your total payroll only takes into account the paid hours worked for the University. For full time employees this is based on a standard 80 hour pay period.
  - Note: Dual Compensation is outside of an employee's 1.0 FTE and is not accounted for in the ECRT system

# ECC Payroll Certification

- As a faculty member, who am I responsible for? PIs are responsible to certify their payroll statements, as well as the payroll statements of the Non-Self Certifiers (OPS, GRA, USPS) employees associated with their sponsored projects.
  - Note: Certification responsibility is set by Award Number to the PI. If a Co-PI supervises an employee on a shared project, the main PI will be required to certify unless the Co-PI is requested to be established as certification designee. If the Co-PI has their own project number, a request will still need to be sent to ORC to establish the Co-PI as certification designee.

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- I am certifying my payroll statement and I do not see my active project(s) that I have been working on. What do I do?
  - Have you direct charged your salary to the project during the period in review?
  - If the above is answered “No”, and you want to show that you worked towards the project(s), you have two options:
    1. Have salary transferred to the project to reflect time spent towards the project
    2. Request a Release Time account will to be created.
  - This Release Time account will be added to the necessary payroll statements and allow faculty to certify their E&G Research Release Time

# ECC Payroll Certification


- I am reviewing the payroll statement and a correction needs to be made. What do I do?
  - If there is any inconsistency with payroll (such as missing projects, payroll distribution different than assumed, salary transfer not reflected, etc.) please contact your department effort coordinator or Daniel Sierra, at [Daniel.Sierra@ucf.edu](mailto:Daniel.Sierra@ucf.edu) so that proper corrections to the statement may be made
  - Changes to payroll to reflect actual effort during the period are allowable, if the certification period is open (30-day window)

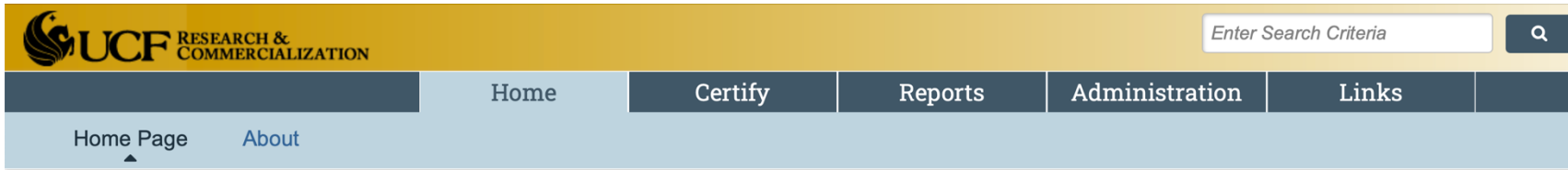
# ECC Payroll Certification

- Recommendations:
  - Log into system and **REVIEW** your payroll statement and the payroll statement(s) of those you are responsible for at the earliest available time.
  - **CONFIRM** that payroll loaded to your payroll statement and the statement(s) of those you are responsible for is/are correct.
  - Over 90-day transfers are allowable during the certification period. If you notice something wrong regarding the loaded payroll, please contact your Department Coordinator or me at [Daniel.sierra@ucf.edu](mailto:Daniel.sierra@ucf.edu)
  - **BE AWARE** that the payroll statement(s) you are validating will be used by auditors to verify final payroll charges and are compared to your NIH and NSF reports (both personnel listed and confirmation of effort).

# Certifying Your Payroll Statement and the Statements of Your Researchers

Log into the Employee Compensation Compliance (ECC) System using your Single Sign On (SSO) – [ECC System](https://ucf.huronecc.com/ecc/RedirectHome.do) (https://ucf.huronecc.com/ecc/RedirectHome.do)

Once logged into the system, you are able to review and certify payroll statements on your **Work List** under the **Payroll Awaiting Certification** Tab. Click statements listed as  Not Certified, Not Processed. This will take you to the selected individual's (you or your researcher) Payroll Statement.



The navigation bar features the UCF Research & Commercialization logo on the left. On the right, there is a search box labeled 'Enter Search Criteria' with a magnifying glass icon. Below the logo, there are links for 'Home Page' and 'About'. The main navigation menu includes 'Home', 'Certify', 'Reports', 'Administration', and 'Links'.

Work List for 

Welcome to UCF's Employee Compensation Compliance (ECC) system!

UCF has upgraded its time and effort reporting system to now certify payroll vs. effort. This change is described here:





[UCF Research Compliance Payroll Certification](#)

Questions about payroll certification?

Contact Daniel Sierra at 407.882.2015; Daniel.Sierra@ucf.edu or Ann Descorbeth at 407.823.2836; Ann.Descorbeth@ucf.edu

**Payroll Awaiting Certification (3)**

## Payroll Statements







Statement Owner	Department	Period	Due Date	Type	Status
	16220000-ELECTRICAL ENGINEERI...	05/03/2019-08/22/2019	11/14/2019	Base	 Not Certified, Not Processed
		Summer 2020	8/6/2021	Base	 Not Certified, Not Processed
		Spring 2021	8/6/2021	Base	 In Progress For Certification

Click Here



# Certifying Your Payroll Statement and the Statements of Your Researchers continued

Once on the Payroll Statement page, you will complete your review of the following to verify your and your researchers' payroll:

1. Review all projects listed
2. Review Calculated Payroll \$ and Calculated Payroll % columns for accuracy
3. If there are changes to be made to the Payroll Statement
  - a. Adjust the values listed in the Certified Payroll % / Release Time % column.
  - b. Click  under the Certify column to mark all checkboxes and show the  button at the bottom-right of the Payroll Statement.
  - c. Click the  button and attest to the certification and the statement is now Certified and complete. **NOTE: if adjustments are made to the Payroll Statement, it will be forwarded to your Department Coordinator for further review and a salary cost transfer may be required.**
4. If there are no changes to be made to the Payroll Statement –
  - a. Click  under the Certify column to mark all checkboxes and show the  button at the bottom-right of the Payroll Statement.
  - b. Click the  button and attest to the certification and the statement is now Certified and complete.

INFO - This Payroll Statement has been previously saved.

Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify?
<b>Sponsored</b>				
16228223 MEMS Plasmonic Infrared Scene Projector	\$11,461.88	31 %	\$ 31 %	<input checked="" type="checkbox"/>
16226146 Acoustoelectric Amplification in Composite Piezoelectric-Silicon Cavities: A Circuit-Less Amplification Paradigm for RF Signal Processing and Wireless Sensing	\$9,859.36	27 %	\$ 27 %	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>	<b>\$21,321.24</b>	<b>58%</b>		
<b>Non Sponsored</b>				
16100017 CEC DN-BOG TEAM GRANT SAL	\$1,187.99	3 %	\$ 3 %	<input checked="" type="checkbox"/>
16100723 CEC DN-BOG TEAM GRANT CF EXP	\$5,345.96	15 %	\$ 15 %	<input checked="" type="checkbox"/>
16222074 ECE-PAYROLL 9	\$9,034.98	24 %	\$ 24 %	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>\$15,568.93</b>	<b>42%</b>		
<b>Grand Total:</b>	<b>\$36,890.17</b>	<b>100%</b>	<b>100%</b>	

Make adjustments to the pre-populated % here



## Questions?

### Contact

Daniel Sierra 407.882.2015 / [Daniel.Sierra@ucf.edu](mailto:Daniel.Sierra@ucf.edu)

Or

Ann Descorbeth 407.823.2836 / [Ann.Descorbeth@ucf.edu](mailto:Ann.Descorbeth@ucf.edu)