

Effort Certification

Certification Quick Guide

Summary

An **email notification** is sent once your designated Effort Coordinator has completed Pre-Reviewing all charges on your Project Statement. This email notification contains a **direct link** to the ECC system where you must certify the charges on any federally funded grants. Per UNM policy, in conjunction with Federal policy, **all statements** must be **certified** by the given end date.

Login Access

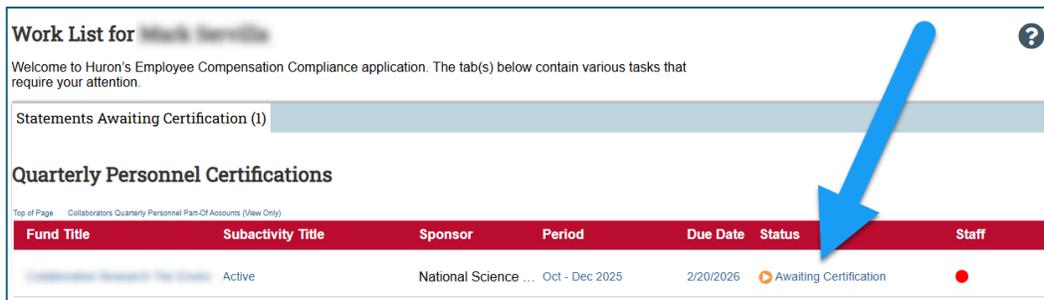
By using the following **direct link** you're automatically using Single Sign On

<https://unm.huronecc.com/ecc/>

Username = NetID

Worklist

All project statements appear on the **worklist** of your home page. Each statement status (on the right) **links** to the full statement.



Work List for **Mark Scoville** ?

Welcome to Huron's Employee Compensation Compliance application. The tab(s) below contain various tasks that require your attention.

Statements Awaiting Certification (1)

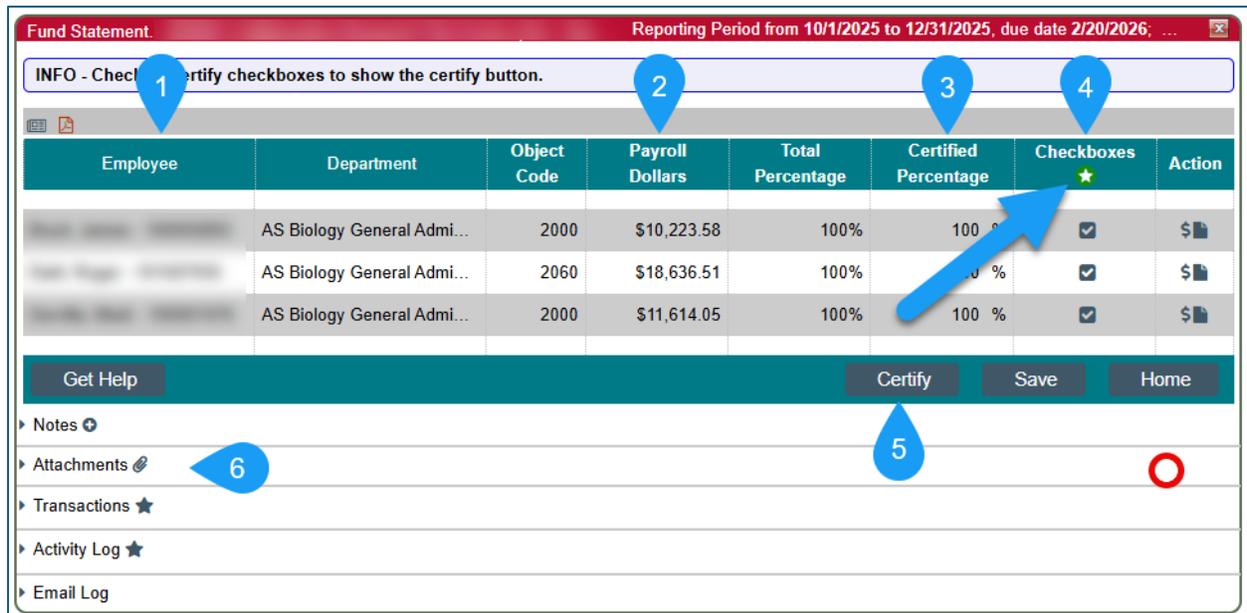
Quarterly Personnel Certifications

Top of Page Collaborators Quarterly Personnel Part-Of Accounts (View Only)

Fund Title	Subactivity Title	Sponsor	Period	Due Date	Status	Staff
Collaborator Research Top Class	Active	National Science ...	Oct - Dec 2025	2/20/2026	Awaiting Certification	●

Anatomy a Statement

FYI - If any changes are needed to be made, please contact your Department Administrator to process a labor redistribution in Banner.



The screenshot shows a web application window titled "Fund Statement" with a reporting period from 10/1/2025 to 12/31/2025. The interface includes an information bar, a data table, and a navigation/footer area. Callouts 1-6 highlight specific features: 1. Information bar, 2. Total Dollars column, 3. Certified Percentage column, 4. Checkboxes column (with a green star icon), 5. Certify button, and 6. Attachments section.

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
	AS Biology General Admi...	2000	\$10,223.58	100%	100 %	<input checked="" type="checkbox"/>	\$
	AS Biology General Admi...	2060	\$18,636.51	100%	100 %	<input checked="" type="checkbox"/>	\$
	AS Biology General Admi...	2000	\$11,614.05	100%	100 %	<input checked="" type="checkbox"/>	\$

1. **All users** charging the fund during the period
2. The **total dollars** being charged for the period
3. The **relative percentage** of that user’s total payroll on this project (100% means all their payroll for the period is on the project)
4. **Checkboxes** to select for **certification**. You can select the **green star** to auto-select all boxes.
5. Select **Certify** to completely certify the statement! (The **Certify** button will not appear until all checkboxes are checked.)
6. **Additional notes, attachments, and log sections**. Here you can add notes and attachments (only PFDs), and review notes and attachments from the Effort Coordinator. Logs outline when actions/transactions/emails were posted regarding the statement.
7. An **attestation statement** appears once you select Certify. Select ‘**I agree**’ to confirm your certification.

For any assistance or questions, please contact:

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