

Effort Certification

Pre-Review Quick Guide

Summary

An **email notification** listing all federally sponsored projects is sent to Effort Coordinators once project statements are Ready for Pre Review. It is the responsibility of the Effort Coordinator to **validate charges** and **totals** on federally sponsored grants and **process any payroll adjustments** during this period. The PI **cannot certify** a statement until the Effort Coordinator has **completed the Pre Review**.

Login Access

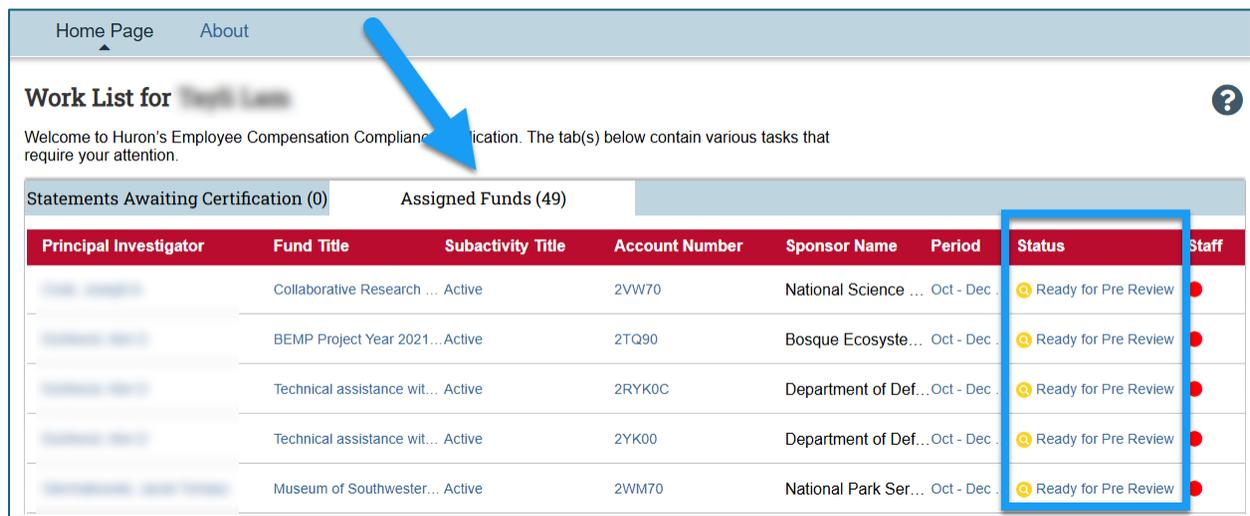
By using the following link you're automatically using Single Sign On

<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) is **linked** to the full statement.



Home Page About

Work List for [User Name]

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

Statements Awaiting Certification (0) Assigned Funds (49)

Principal Investigator	Fund Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
[Redacted]	Collaborative Research ...	Active	2VW70	National Science ...	Oct - Dec ...	Ready for Pre Review	[Redacted]
[Redacted]	BEMP Project Year 2021...	Active	2TQ90	Bosque Ecosyste...	Oct - Dec ...	Ready for Pre Review	[Redacted]
[Redacted]	Technical assistance wit...	Active	2RYK0C	Department of Def...	Oct - Dec ...	Ready for Pre Review	[Redacted]
[Redacted]	Technical assistance wit...	Active	2YK00	Department of Def...	Oct - Dec ...	Ready for Pre Review	[Redacted]
[Redacted]	Museum of Southwester...	Active	2WM70	National Park Ser...	Oct - Dec ...	Ready for Pre Review	[Redacted]

Pre-Reviewing a Statement

FYI - For any changes needed, continue to do labor redistributions in Banner.

The screenshot shows a web application interface for reviewing a fund statement. At the top, a red header bar contains the text 'Fund Statement' and a reporting period 'Reporting Period from 10/1/2025 to 12/31/2025, due date 2/20/2026'. Below this is a table with columns: Employee, Department, Object Code, Payroll Dollars, Total Percentage, Certified Percentage, Checkboxes, and Action. The table lists several employees from the AS Biology General Administration department with their respective payroll amounts and percentages. Below the table are buttons for 'Pre Review', 'Save', and 'Home'. At the bottom, there are sections for 'Notes', 'Attachments', 'Transactions', 'Activity Log', and 'Email Log'.

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
[Redacted]	AS Biology General Admi...	20N0	\$226.13	25%	25 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20N0	\$336.38	17%	17 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20N0	\$542.62	25%	25 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20L0	\$848.96	14%	14 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20J0	\$1,081.50	100%	100 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	2060	\$12,150.21	100%	100 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20J0	\$594.00	19%	19 %	<input type="checkbox"/>	\$ 📄
[Redacted]	AS Biology General Admi...	20N0	\$425.28	20%	20 %	<input 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 fund (100% means all their payroll for the period is on the current fund). This is the **value certified by the PI**.
4. **Quick Reporting**. Select the dollar sign to run a payroll report. Select the paper icon to view the full payroll distribution for a user.
5. **Additional notes, attachments, and log sections**. Here you can add notes and attachments (only PDFs) to a statement. Logs outline when actions/transactions/emails were posted regarding the statement.
6. Select **Pre Review** to route the statement to the PI. It will be available for the PI to certify the next day.

For any assistance or questions, please contact:

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