

## 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**.

The Project Effort Certification Pre Review Period Jul-Dec 2025 Has Begun



support@ecc.com  
To: Tayli Lam  
Cc: Huron ECC; nrizvi@hcg.com

We could not verify the identity of the sender. Click here to learn more.



Mon 3/30/2026 7:00 AM

The pre-review period for project effort certifications has begun. Please log in to <https://unm.huronecc.com/ecc> and review your department's records or delegate as needed to secondary reviewers. It is expected pre-review will be done within 30 days from this notification.

Instructions can be found on OVPR's website <https://research.unm.edu/huron/ecc.html> as well as trainings and open office hours. You can also email [maineffortptng@unm.edu](mailto:maineffortptng@unm.edu) (Main/Branch Campuses) or [HSC-Effort-Reporting@salud.unm.edu](mailto:HSC-Effort-Reporting@salud.unm.edu) (HSC Campus) if you have issues or questions.

This email is from an automatic email system. Please do not reply to this email.

[Food Waste&Loss Program - SARE Su - Jul - Dec 2025](#)  
[Quantifying the Microbial Contribut - Jul - Dec 2025](#)  
[Development of Arkansas River Shine - Jul - Dec 2025](#)  
[LTREB Renewal Community reordering - Jul - Dec 2025](#)  
[Desert Pupfish Genetic Evaluation - Jul - Dec 2025](#)  
[Collaborative Research Stepp-Net - Jul - Dec 2025](#)  
[Collaborative Research Understandi - Jul - Dec 2025](#)  
[PREP@UNM Competing Renewal - Jul - Dec 2025](#)  
[Collaborative Research Ranges Bui - Jul - Dec 2025](#)  
[Compost-derived microbial dispersal - Jul - Dec 2025](#)

Note: if you click on any of the above project links, it will direct you into the system.

#### Login Access

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

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

## 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 Health Care

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
	Collaborative Research ...	Active	2VW70	National Science ...	Oct - Dec...	Ready for Pre Review	
	BEMP Project Year 2021...	Active	2TQ90	Bosque Ecosyste...	Oct - Dec...	Ready for Pre Review	
	Technical assistance wit...	Active	2RYK0C	Department of Def...	Oct - Dec...	Ready for Pre Review	
	Technical assistance wit...	Active	2YK00	Department of Def...	Oct - Dec...	Ready for Pre Review	
	Museum of Southwester...	Active	2WM70	National Park Ser...	Oct - Dec...	Ready for Pre Review	

## Pre-Reviewing a Statement

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

Make sure you are looking at the correct effort period.

Fund Statement ... Reporting Period from 10/1/2025 to 12/31/2025, due date 2/20/2026, ...

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
	AS Biology General Admi...	20N0	\$226.13	25%	25 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20N0	\$336.38	17%	17 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20N0	\$542.62	25%	25 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20L0	\$848.96	14%	14 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20J0	\$1,081.50	100%	100 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	2060	\$12,150.21	100%	100 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20J0	\$594.00	19%	19 %	<input type="checkbox"/>	\$
	AS Biology General Admi...	20N0	\$425.28	20%	20 %	<input type="checkbox"/>	\$

Pre Review Save Home

- Notes
- Attachments
- Transactions
- Activity Log
- Email Log

1. **All employees** charging the fund during the period
2. The **total dollars** being charged for the period
3. The **relative percentage** of that employee'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.

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**For any assistance or questions, please contact:**

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Main- Johana Garcia - [maineffortrptng@unm.edu](mailto:maineffortrptng@unm.edu)