

Effort Certification

Pre Review SOP

Summary

- Certification by fund rather than employee.
- Quarterly review and certification
 - a. Certification period will begin on the 15th of the month following the end of the calendar quarter.
 - b. There is a total of 60 days from the initiating date (pre-review=30 days) to final due date (certifier=30 days) for certification.
 - i. However, certifiers should receive an email and be able to complete certification the day after pre-review is completed.
- 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

Work List [redacted]

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**

Quarterly Personnel Certifications

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

Fund Title	Subactivity Title	Sponsor	Period	Due Date	Status	Staff
There are no Fund statements associated with you						

Worklist

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

Work List for [redacted]

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 (53)**

Principal Investigator	Fund Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
[redacted]	[redacted]	[redacted]	2AAP0	National Science Fo...	Oct - Dec 2...	Ready for Pre Review	[redacted]
[redacted]	[redacted]	[redacted]	2ACU0	Army Corps of Engi...	Oct - Dec 2...	Ready for Pre Review	[redacted]
[redacted]	[redacted]	[redacted]	2MA40	National Science Fo...	April - July ...	Ready for Pre Review	[redacted]
[redacted]	[redacted]	[redacted]	2MA40	National Science Fo...	Jan - Mar 2...	Ready for Pre Review	[redacted]

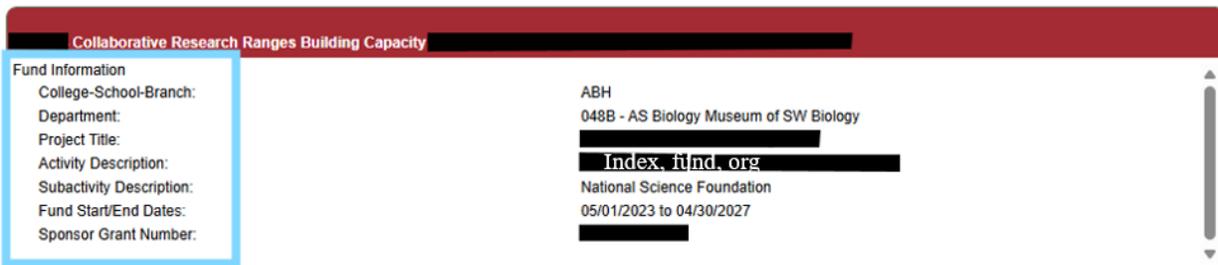
After you click on a statement you will find the following information on the screen (the next two screenshots).

Left side screenshot



1. **Worklist:** this will list all the employees under the specific fund you are working on.
2. **Arrow down** will expand the employees' information to show:
 - a. Status: Ready for pre-review, pre-reviewed (after it has been pre-reviewed but waiting on overnight run), or awaiting certification.
 - b. Building: Statements that are in process and data are still being loaded. You can use this to review and process a labor redistribution in Banner.

Right side screenshot

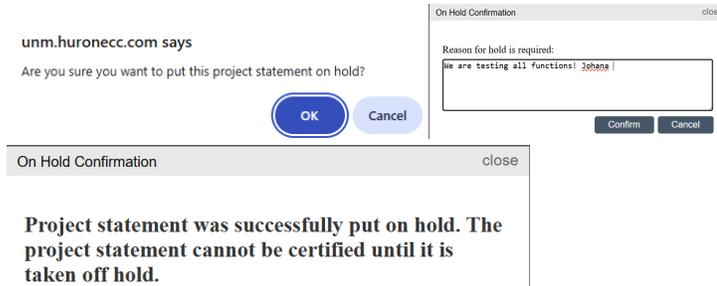


Additional functions:



1. Arrows : Resets/Refresh the statement.
2. Newspaper : will provide reports available. You will click on each report individually and it will come up on a new screen.
 - SPES Report
 - Fund / Grant Summary
3. PDF : This will provide a paperform version, however, we will **NO longer** accept paper forms for certifications. They must be completed in the system. Use for reviewing purposes only.

4. On Hold : this function is to place a statement on hold while additional research/review is needed prior to completing the pre review.
- a. Placing on hold:



- b. Removing hold: you will unclick the hold button



Pre-Reviewing a Statement

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

Following screen will provide the fund statement, reporting period, and status.

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
[REDACTED]	AS Biology General Administrative - 0...	20N0	\$226.13	25%	25 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20N0	\$336.38	17%	17 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20N0	\$542.62	25%	25 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20L0	\$848.96	14%	14 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20J0	\$1,081.50	100%	100 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	2060	\$12,150.21	100%	100 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20J0	\$594.00	19%	19 %	<input type="checkbox"/>	\$
[REDACTED]	AS Biology General Administrative - 0...	20N0	\$425.28	20%	20 %	<input type="checkbox"/>	\$

- All users** charging the fund during the period
- The **total dollars** being charged for the period
- 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.
- Quick Reporting**. Select the dollar sign to run a payroll report. Select the paper icon to view the full payroll distribution for a user. New window will open (must allow popups).

- a. The paper icon  will show a payroll summary
- b. Separate quick guide available

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The screenshot shows a sidebar with 'Notes' (marked with a blue circle '5'), 'Attachments', and 'Transactions'. The main area displays a 'Transactions' table with columns for Date, User, Object Code, and Action. Below it is an 'Activity Log' table with columns for Date, User, and Action. The 'Transactions' table lists payroll updates for various dates in February 2026, with users redacted and object codes like 20L0 and 20N0. The 'Activity Log' shows project statement views on 02/13/2026 and a pre-review status on 02/05/2026.

5. Additional notes, attachments, and log sections.

- a. Notes: you can add and copy notes (double paper under actions).

The 'Create New Note' dialog box has a 'close' button in the top right. It contains a text area with the text 'Testing note functions!'. To the left of the text area, it says 'Note (max 4000 characters. Extra text will be truncated):'. At the bottom right is a 'Save Note' button.

After notes are entered, a star will appear.

The 'Notes' section is now active, indicated by a star icon. It shows a table with columns for Date, User, Note, and Action. Three notes are listed, all with the date 02/13/2026 and the text 'Testing note functions!'. Each note has a copy icon in the Action column.

- b. Attachments (only PDFs): you will need to click on the paper clip to upload.

- i. You will get a “File Successfully uploaded”

The 'Upload Project Attachment' dialog box has a 'close' button. It contains a text input field with the text 'Testing the attachment...'. Below the input field are three buttons: 'Choose File', 'Attach File', and a button with a paper clip icon. A blue circle '1' points to the 'Choose File' button, and a blue circle '2' points to the 'Attach File' button.

The 'Upload Project Attachment' dialog box shows a green message: 'File Successfully Uploaded'. Below the message, the text input field is empty, and the 'Choose File' and 'Attach File' buttons are still present.

Attachments  		
Name	Date	Action
testing the attachment	02/16/2026	 

Action: allows you to download attachment.

- c. Transactions (view only): lists all the statement updates
 - d. Activity Log (view only): List every time/everyone who has viewed or worked on the specific statement.
 - e. Email Log: outlines when 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.
- a. FYI, checkboxes do not need to be checked to pre-review. Checkboxes are for Certifiers.
 - b. You will not get a notification of completion. Your pre-review button will go away and a “reopen” button will appear.
 - c. Reopening a statement: you have the option to reopen a statement after you click on pre-review. This option will be available **only** for the day you work on the statement. Over night run will change to “awaiting certification” and will no longer give you the option to reopen. If you have questions, you can place on hold to prevent certifier to complete certification.

unm.huronecc.com says

Are you sure you want to reopen this for pre review?



For any assistance or questions, please contact:

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