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

Worklist

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


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.
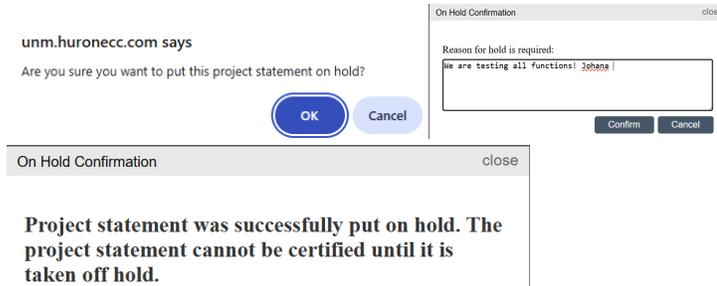
Right side screenshot
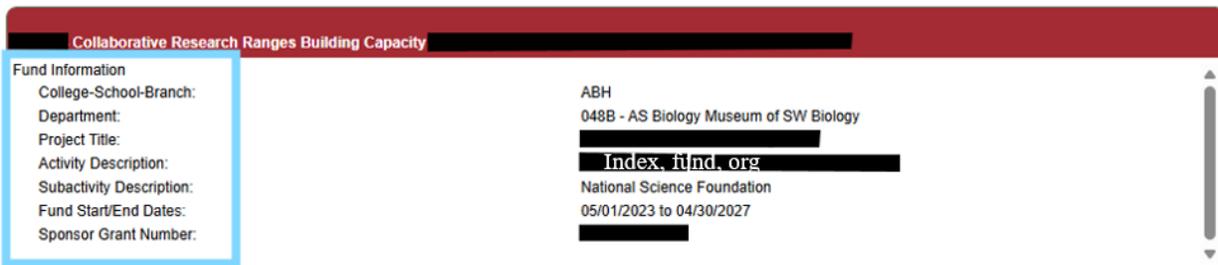
Additional functions:

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 `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:

unm.huronecc.com says

Are you sure you want to put this project statement on hold?

OK   Cancel

On Hold Confirmation   close

Reason for hold is required:

We are testing all functions! Johana

Confirm   Cancel

On Hold Confirmation   close

Project statement was successfully put on hold. The project statement cannot be certified until it is taken off hold.

   b. Removing hold: you will unclick the hold button

unm.huronecc.com says

Are you sure you want to take this project statement off hold?

OK   Cancel

unm.huronecc.com says

Project statement hold has been removed successfully. Press OK to continue.

OK

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.

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. New window will open (must allow popups).

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

5. **Additional notes, attachments, and log sections.**
    a. Notes: you can add and copy notes (double paper under actions).

After notes are entered, a star will appear.

    b. Attachments (only PDFs): you will need to click on the paper clip to upload.
        i. You will get a "File Successfully uploaded"

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 <u>only</u> 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.

For any assistance or questions, please contact:

HSC - Peggy Dominguez - HSC-Effort-Reporting@salud.unm.edu

Main- Johana Garcia - maineffortrptng@unm.edu