

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**.

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



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

Reply Reply All Forward

Mon 3/30/2026 7:00 AM

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

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 maineffortprtng@unm.edu (Main/Branch Campuses) or 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.

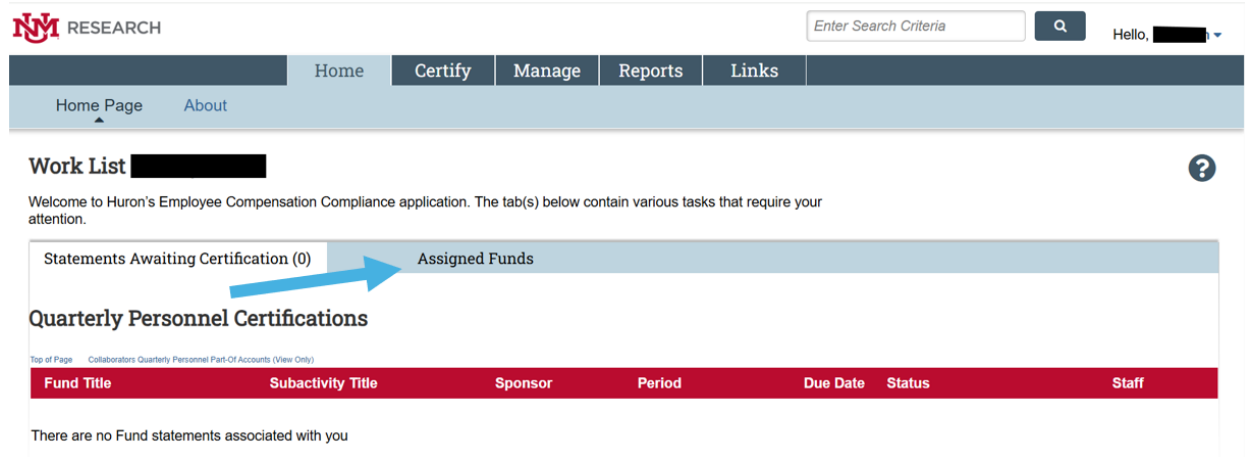
[Food Waste&Loss Program - SARE Su - Jul - Dec 2025](#)
[Quantifying the Microbial Contribut - Jul - Dec 2025](#)
[Development of Arkansas River Shine - Jul - Dec 2025](#)
[LTREB Renewal Community reordering - Jul - Dec 2025](#)
[Desert Pupfish Genetic Evaluation - Jul - Dec 2025](#)
[Collaborative Research 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

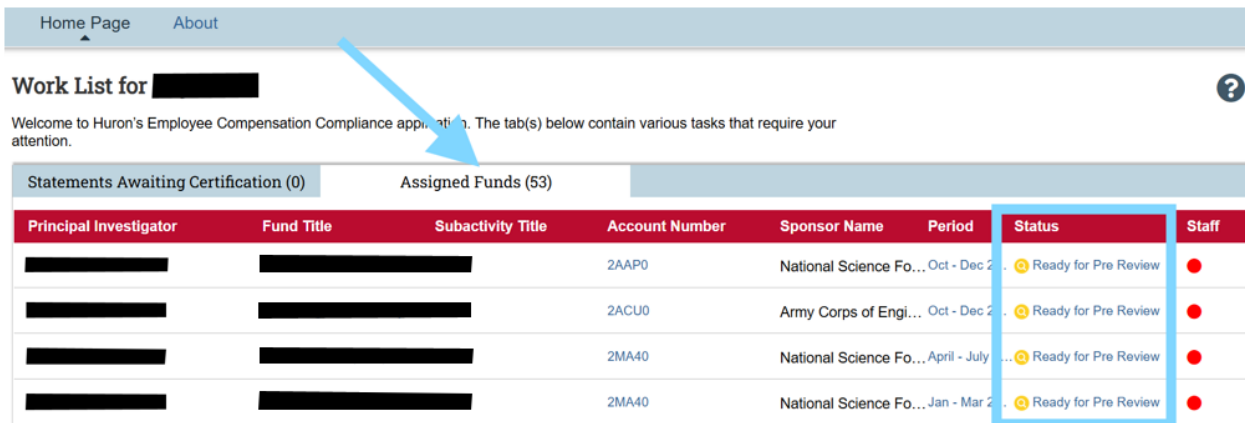
By using the following link you're automatically using Single Sign On which will direct you to your home page shown below.

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



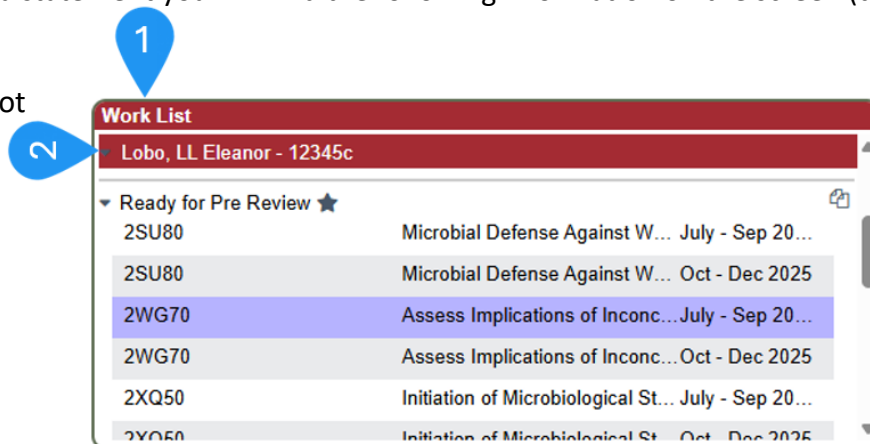
Worklist

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



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

2WG70 - Assess Implications of Inconclusive Pd Detections and Monitor Bat Population Impacts in Two New Mexico Parks

Fund Information	
College-School-Branch:	ABH
Department:	048A - Biology Department
Project Title:	Assess Implications of Inconclusive
Activity Description:	0480VR-2WG70 - Assess Implications of Inco
Subactivity Description:	National Park Service
Fund Start/End Dates:	05/20/2023 to 01/01/2026
Sponsor Grant Number:	005909-00001A

Additional functions:

Employee	Department	Object Code	Payroll Dollars	Total Percentage	Certified Percentage	Checkboxes	Action
							On Hold: <input type="checkbox"/>

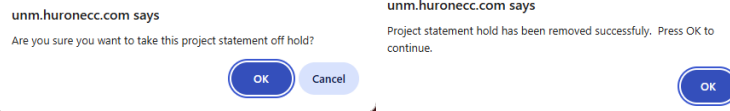
1. **Arrow** : Resets/Refresh the statement.
2. **Newspaper** : will provide reports available. You will click on each report individually and it will come up on a new screen.
 SPES Report
 Fund / Grant Summary
3. **PDF** : This will provide a paperform version, however, we will **NO longer** accept 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:

unm.huronecc.com says
Are you sure you want to put this project statement on hold?

Reason for hold is required:
We are testing all functions! johanna

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



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 (verify you are in the correct 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"/>	\$

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 icon to run a payroll report. Select the paper icon to view the full payroll distribution for an employee. New window will open (must allow popups).
 - a. The paper icon will show the “Project Payroll Summary” for the employee.
 - b. Separate quick guide available “UNM Payroll Report Quick Guide” at <https://research.unm.edu/huron/ecc.html>

5. Additional notes, attachments, and log sections.

5

Notes

Attachments

Transactions

Date	User	Object Code	Action
02/05/2026 1:14 PM		N/A	Changed from Building to Ready for Pre Review
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$23.22
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$132.75
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$130.87
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$135.37
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$93
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$123.75
02/05/2026 11:29 AM		20L0	Statement updated: payroll \$210
02/05/2026 11:29 AM		20N0	Statement updated: payroll \$46.87
02/05/2026 11:29 AM		20N0	Statement updated: payroll \$30
02/05/2026 11:29 AM		20N0	Statement updated: payroll \$43.13
02/05/2026 11:29 AM		20N0	Statement updated: payroll \$57.38
02/05/2026 11:29 AM		20N0	Statement updated: payroll \$48.75
02/05/2026 11:29 AM		20J0	Statement updated: payroll \$232.5
02/05/2026 11:29 AM		20J0	Statement updated: payroll \$361.5

Activity Log

Date	User	Action
02/13/2026 12:29 PM		The project statement was viewed.
02/12/2026 10:44 AM		The project statement was viewed.
02/12/2026 10:41 AM		The project statement was viewed.
02/06/2026 7:09 PM		The project statement was viewed.
02/05/2026 1:14 PM		The project statement is ready to be pre reviewed.

Email Log

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

Create New Note

Note (max 4000 characters. Extra text will be truncated):

Testing note functions!

Save Note

After notes are entered, a star will appear.

Notes

Date	User	Note	Action
02/13/2026		Testing note functions!	
02/13/2026		Testing note functions!	
02/13/2026		Testing note functions!	

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

i. You will get a "File Successfully uploaded"

1

2

Upload Project Attachment

Attach File

Select File to Attach:

Testing the attachment... Choose File Attach File

File Successfully Uploaded

Select File to Attach:

Choose File Attach File

Attachments

Name	Date	Action
testing the attachment	02/16/2026	

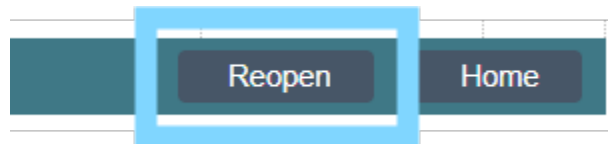
Action: allows you to download attachment.

- 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 button** to complete your pre review of the fund statement. It will be routed and available for the PI to certify the next day.

██████████	AS Biology General Administrative - 0...	2060	\$12,150.21	100%	100 %	<input type="checkbox"/>	\$
██████████	AS Biology General Administrative - 0...	20J0	\$594.00	19%	19 %	<input type="checkbox"/>	\$
██████████	AS Biology General Administrative - 0...	20N0	\$425.28	20%	20 %	<input type="checkbox"/>	\$

Pre Review
Home

- 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. Overnight run will change to “awaiting certification” and will no longer give you the option to reopen.



unm.huronecc.com says

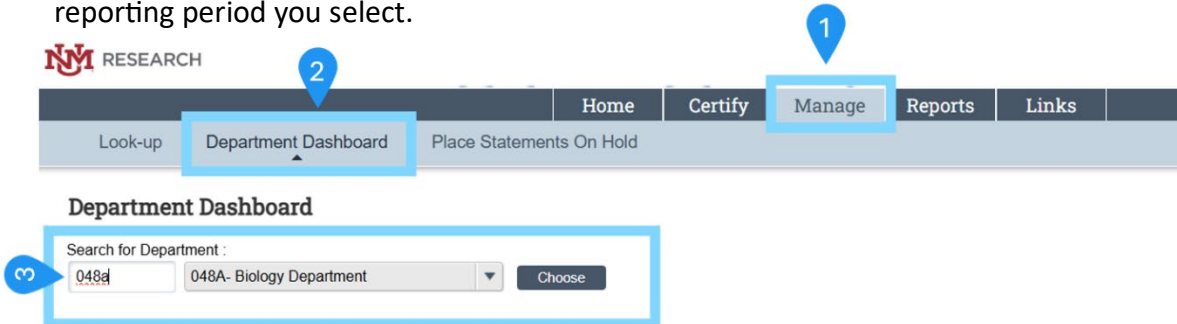
Are you sure you want to reopen this for pre review?

OK

Cancel

Additional way to Access Statement Reports

- You can access your list of statement reports available to you. This will be based on the reporting period you select.

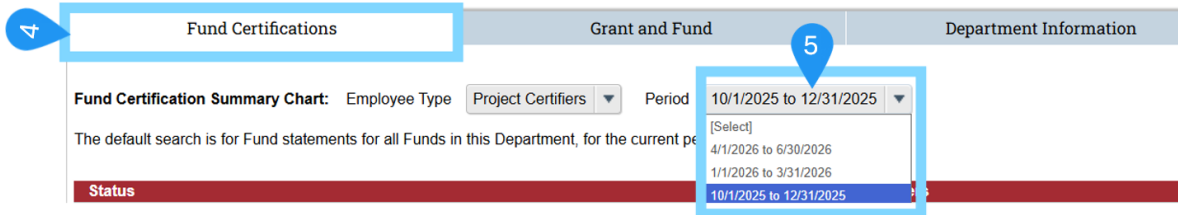


1. **Manage**
2. **Department Dashboard**
3. **Enter your Department name or Org Code- Choose**

Department Dashboard for Biology Department - 048A

This page contains all the information relevant to the department, including all statements, information about Funds, and information about administrators for this department.

Search for Department :

 048A- Biology Department


4. **Fund Certification**
5. **Period:** Make sure you choose the correct report period you need to access.

Status	Project Certifiers
Ready for Pre Review	37 84.09%
Awaiting Certification	6 13.64%
Re-Opened, Certification Required	1 2.27%
On Hold	1

6. **Status:** Here you will see the fund statement status associated to you. The screenshot does not show all statuses. The status numbers will be updated daily; however, you will still be able to access the list of statements.
 - Ready for Pre Review:** Number of Statements that are ready for you to pre review.
 - Pre-Reviewed:** Number of Statements that have been pre reviewed. Will only show the day you complete your pre review.

- **Awaiting Certification:** Number of Statements that are ready for PI to certify.
- **Certified:** Number of Statements that have been certified.
- **Re-opened:** Number of statements that have been reopened.
- **On-Hold:** Number of Statements that have been placed on hold by Effort Coordinator.
- **Building:** This will allow you to view the future period payroll statements being loaded live. Allowing you to monitor and process any labor redistributions needed prior to beginning next effort period. You must be in a future period, example April-June 2026.

Period 4/1/2026 to 6/30/2026 ▼

7

Fund Nickname	Fund Number	Grant Manager	PI	PI Department	Statements	Action
Assessing Water Quality Trends and	2ACU0	Lam, Tayli - 12345678	Van Horn, David - 100028271	AS Biology General Administrative	0	📄
LTRFB Collaborative Research Host	2MC20	Lam, Tayli - 12345678	Rudgers, Jennifer - 101595701	AS Biology General Administrative	0	📄
Quantifying the Microbial Contribut	2WY30	Lam, Tayli - 12345678	Rudgers, Jennifer - 101595701	AS Biology General Administrative	0	📄
Ameriflux Management Program_Litvak	2QV70	Lam, Tayli - 12345678	Litvak, Marcy - 100044399	AS Biology General Administrative	0	📄

7. Here you will find your list of statements for the effort Period you choose while following the steps above (starting at **Additional way to Access Statement Reports on page 7**).

For any assistance or questions, please contact:

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

Main- Johana Garcia - maineffortrptng@unm.edu