

## **Welcome to ECC!**

### **User's Guide to Differences between ecrt and ECC**

**June 2019**

The University implemented ecrt in January 2013 to facilitate electronic certification of effort associated with federally sponsored research. The volume of data that has accumulated in ecrt since implementation has created some performance issues with this product. The vendor, Huron Consulting Group, has recommended an upgrade to the latest version, called Employee Compensation Compliance (ECC) to take advantage of the latest performance improvements to resolve these issues.

Since ECC is a later version of ecrt, the application will function much the same as ecrt. The differences that you will note and are described in this document, are mostly cosmetic, with menu options previously presented in a vertical format, now displayed in a horizontal view. This new presentation of menu options is consistent with Huron's other software, PERIS, now in use at Pitt as well.

Access to ECC will be through the Pitt Passport portal with a Huron Consulting icon on the right-hand side of your My.Pitt.edu landing page, just as was the process to access ecrt. The following pages provide screen shots of the familiar ecrt screens followed by the newer ECC screens to demonstrate differences.

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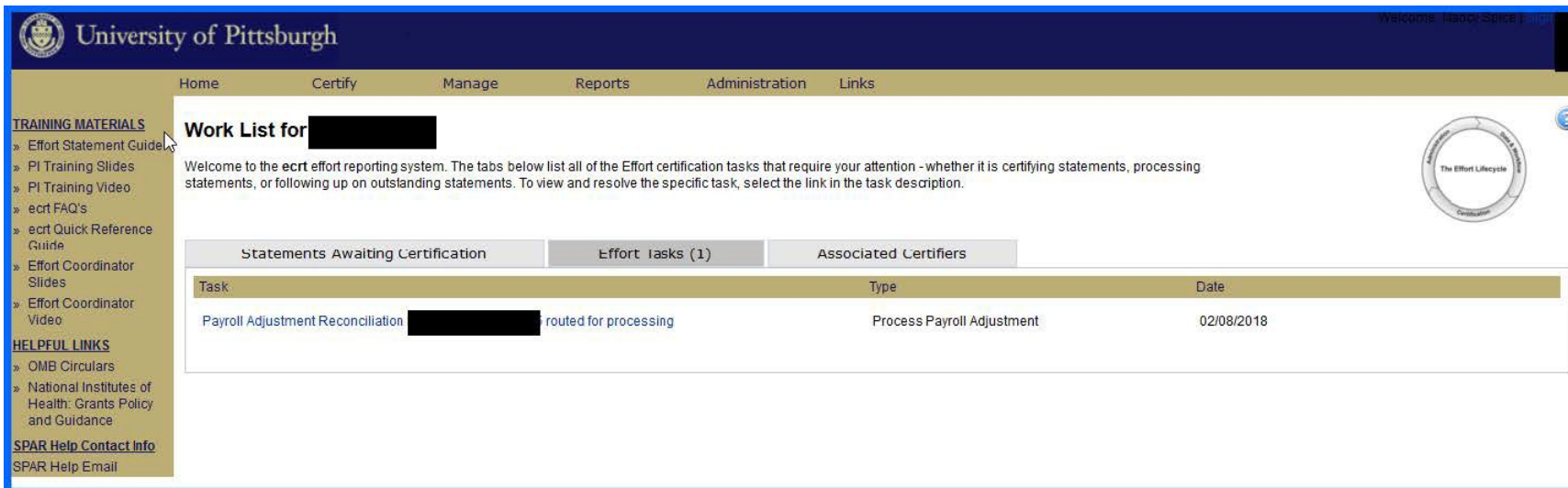
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## 1. Home Page

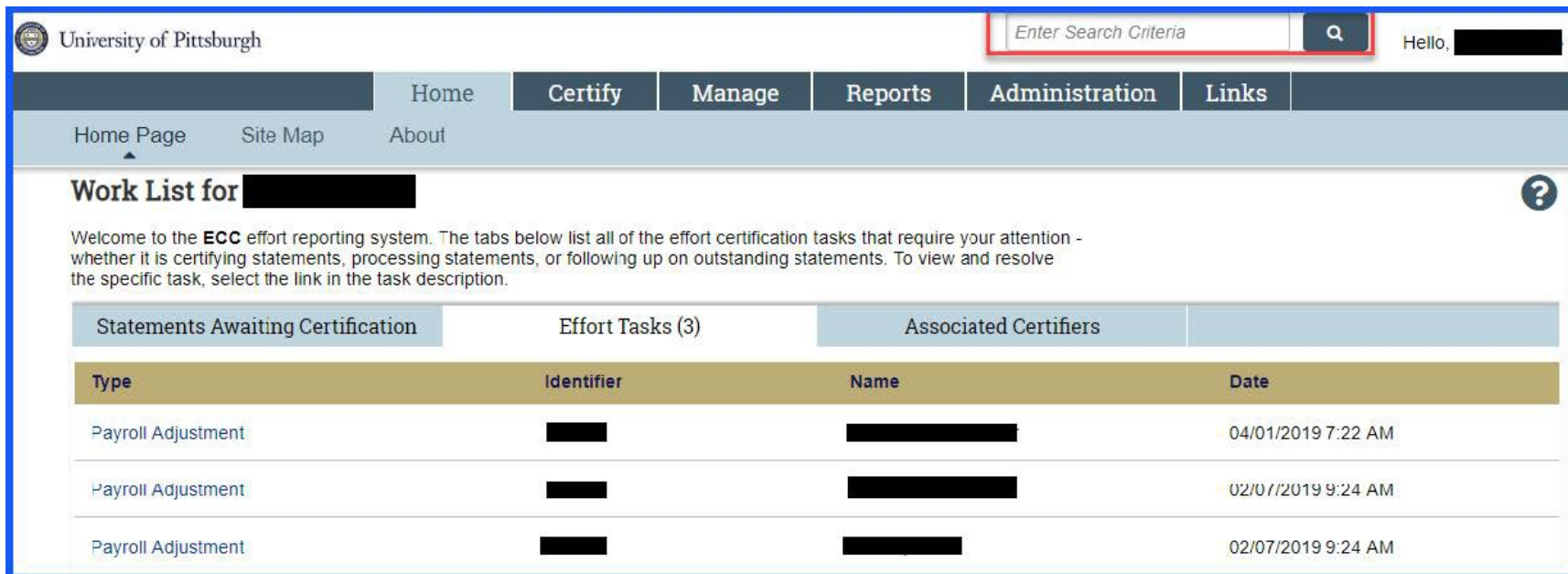
View in ecrt:



The screenshot shows the 'ecrt' Home Page. At the top is the University of Pittsburgh logo and navigation tabs: Home, Certify, Manage, Reports, Administration, and Links. A left sidebar contains 'TRAINING MATERIALS' and 'HELPFUL LINKS'. The main content area is titled 'Work List for [redacted]' and includes a welcome message. Below this is a table with three tabs: 'Statements Awaiting Certification', 'Effort tasks (1)', and 'Associated Certifiers'. The 'Effort tasks (1)' tab is active, showing a table with columns 'Task', 'Type', and 'Date'.

Task	Type	Date
Payroll Adjustment Reconciliation [redacted] routed for processing	Process Payroll Adjustment	02/08/2018

View in ECC:



The screenshot shows the 'ECC' Home Page. At the top is the University of Pittsburgh logo, a search bar with the text 'Enter Search Criteria', and a user greeting 'Hello, [redacted]'. Navigation tabs include Home, Certify, Manage, Reports, Administration, and Links. A secondary row of links includes Home Page, Site Map, and About. The main content area is titled 'Work List for [redacted]' and includes a welcome message. Below this is a table with three tabs: 'Statements Awaiting Certification', 'Effort Tasks (3)', and 'Associated Certifiers'. The 'Effort Tasks (3)' tab is active, showing a table with columns 'Type', 'Identifier', 'Name', and 'Date'.

Type	Identifier	Name	Date
Payroll Adjustment	[redacted]	[redacted]	04/01/2019 7:22 AM
Payroll Adjustment	[redacted]	[redacted]	02/01/2019 9:24 AM
Payroll Adjustment	[redacted]	[redacted]	02/07/2019 9:24 AM

The home page is very similar to the former presentation. One improvement is the search box highlighted in red at the top of the screen. This search feature is present at the top of many ECC screens for use in navigating effort statements, project summaries or department dashboards available to you.

## 2. Presentation of Menu Options

**View in ecrt:** Menu options appear vertically in ecrt.

University of Pittsburgh

Home Certify **Manage** Reports Administration Links

**Work List for [redacted]**

Welcome to the **ecrt** effort reporting system. On tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements, select the link in the task description.

Statements Awaiting Certification Effort Tasks (1) Associated Certifiers

Task Type Date

**View in ECC:** Menu options appear horizontally in ECC as opposed to the drop-down presentation in ecrt.

University of Pittsburgh

Enter Search Criteria [redacted] Hello, [redacted]

Home Certify **Manage** Reports Administration Links

Look-up Department Dashboard Manage Effort Notifications Place Statements On Hold

**Work List for [redacted]**


Welcome to the **ECC** effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification Effort Tasks (3) Associated Certifiers

Type Identifier Name Date

### 3. Department Dashboard

**View in ecrt:** The three subject sections (Department, Individuals and Awards) are arranged vertically and require scrolling to move between sections.

 University of Pittsburgh

HomeCertifyManageReportsAdministrationLinks



**Department Dashboard**

Certification P

Choose a Department to administer. The search can be conducted using Department name or Department and sub-Department number. Results are produced more quickly using Department and sub-Department number.

Emails can be sent to certifiers whose Effort statements for the last period of performance match a given certification status by pressing the Envelope icon next to the certification status icon. You'll need to enter an email subject and that email will be sent to everyone in that group.

**Certification Summary For Last Period of Performance:**

	Semester
Certification Required 	49 100.0%
Certification Not Required 	58

**Department Basic Information:**

Name:




Description:

Active: Yes

Type: DEPT

Code:




**Department Effort Coordinator(s):**

Name	Address	Phone	Action
<input type="text"/>	<input type="text"/>	412-383- <input type="text"/> 412-624- <input type="text"/>	  

**Department Viewer(s):**

Name	Address	Phone	Action
None found			

**Covered Individuals associated to this Department:**


Name	Type	Statements	Commitment
+ Sponsored - Federal 			
+ Non-Sponsored 			
+ Non-Department 			

**Award(s) within this Department:**


+ Active

+ Inactive

**View in ECC:** The ECC Department Dashboard has the three subject sub-sections (People, Award and Project, and Department) separated onto their own tabs.

 University of Pittsburgh

Enter Search Criteria

Hello, 

Home

Certify

Manage

Reports

Administration

Links

Look-up

Department Dashboard

Manage Effort Notifications

Place Statements On Hold

Department Dashboard for 

?

Search for Department :

Choose

People

Award and Project

Department Information

Certification Summary Chart:

Statement Type

☒ Base

☒ Non-IBS

Employee Type

[Select]

Period

[Select]

The default search is for base Effort statements for all Certifiers in this Department , for the current period of performance

Status	Semester
 Certification Required 	59 96.721%
 Salary Reallocation Pending 	2 3.279%
 Certification Not Required 	46

Covered Individuals




 (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Employee Type	Employee ID	Role	Statements	Action
+ Sponsored - Federal	★	✉			
+ Non-Sponsored	★	✉			
+ Non-Department	★	✉			
+ Terminated	★	✉			

The Department Dashboard in ECC will open in its own window. If you navigate from the Dashboard to an individual statement, you can return by clicking the Dashboard window at the top of your browser without waiting for the Dashboard to reload or by simply closing the window with the effort statement you queried.

The People tab has the Sponsored-Federal, Non-Sponsored, and Non-Department sections as in ecrt. A new Terminated section has been added to ECC to move anyone whose PRISM Appointment status is Terminated-Paid, Terminated-Unpaid, Volunteer-Paid, or Volunteer-Unpaid from the other active sections.

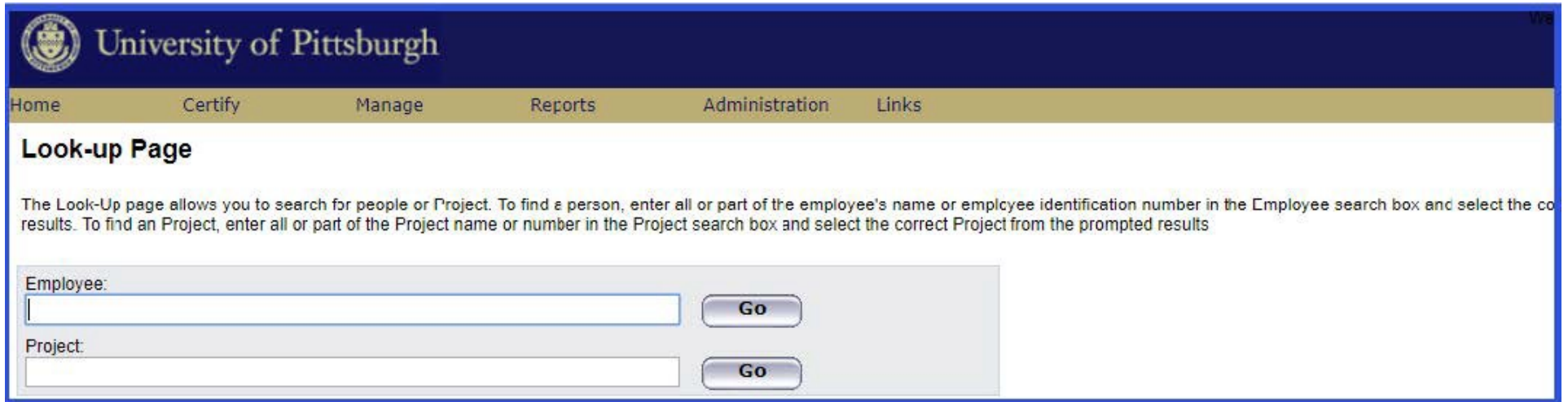
The Award and Project tab listing of projects now identifies inactive projects with a  icon.

The Department Information tab has an added Department Relationships tree that identifies the Responsibility Center (RC) related to the department and all other departments under that RC and the Effort Coordinators for those departments. Only departments with employees who are charged to federal awards or are in the home department of a federal award are required to have Effort Coordinators.



#### 4. Look-Up Page

View in ecrt:



The screenshot shows the 'Look-up Page' in the 'ecrt' system. The header features the University of Pittsburgh logo and name. A navigation bar includes links for Home, Certify, Manage, Reports, Administration, and Links. The page title is 'Look-up Page'. Below the title, a paragraph explains the search functionality: 'The Look-Up page allows you to search for people or Project. To find a person, enter all or part of the employee's name or employee identification number in the Employee search box and select the correct results. To find an Project, enter all or part of the Project name or number in the Project search box and select the correct Project from the prompted results'. There are two search boxes: 'Employee:' and 'Project:', each with a 'Go' button.

View in ECC:




The screenshot shows the 'Look-up Page' in the 'ECC' system. The header includes the University of Pittsburgh logo and name, and a user greeting 'Hello, [redacted]'. A navigation bar has links for Home, Certify, Manage, Reports, Administration, and Links. Below this is a secondary navigation bar with links for Look-up, Department Dashboard, Manage Effort Notifications, and Place Statements On Hold. The page title is 'Look-up Page'. A paragraph explains the search functionality: 'The Look-Up page allows you to search for Employee, Award(s), Project(s), or Department(s). After at least three (3) characters of the name or number are entered the system displays the possible matches in three separate lists - one for Employee, one for Department, and one for Award and Project. You then can continue to enter data or select a match from the list and be taken to the appropriate page - the Effort statement page, the Department Dashboard, or the Award/Project Summary page. The Award/Project Summary page opens in new browser page. If you enter enough data to return only one result, you will be directed to the appropriate page automatically. The Enter and Tab keys **do not** allow selection of data.' Below this text is a search input field with the placeholder text 'Enter Search Criteria'. At the bottom, there are four search result boxes: 'Employee:', 'Department:', 'Active Award / Project:', and 'Inactive Award / Project:'.

One search box is used for Employee, Department or Project searches. ECC will return project results for inactive awards which was not possible in ecrt. As you enter partial name/numeric strings, available options will appear in each of the four results boxes. Click on the result you want to navigate to the desired information. Results in the new Department box will take you to the Department Dashboard for the department selected.

## 5. Manage Users Page

View in ecrt:

 University of Pittsburgh

Welcome, [Redacted]

HomeCertifyManageReportsAdministrationLinks

### Manage Users

As an administrator, you have complete control in managing the roles associated to any system user. By selecting a user from the box below, you'll be able to activate or deactivate a user, manage the system roles they have access to and manage their asso Each of these operations allows further management of all system users.

The search can be conducted using first name, last name, or ID number. Results are produced more quickly using last name or ID number. Searching by first name then last name will not produce results. You must search by last name only, first name only, or last name then first name.

When you view this page, if there is a "loading data" indicator, then please wait as the screen populates with your data. If there is no "loading data" indicator, then please type the name of the person you are searching for and wait for the results to load. It may seconds to load your results.

Choose a user to administer:  

x

Choose

Web Site Access

☐ Active ☒ Inactive

Audit Access

☐ Active ☒ Inactive

Email Access

☐ Active ☒ Inactive

Key Personnel

☐ Active ☒ Inactive

TPE Designation

☐ Active ☒ Inactive

Auto Process

☒ Active ☐ Inactive

Effort Statement

ecrt

First Name:

Middle Initial:

Last Name:

Prefix:

Suffix:

Title:

Appointment:Active Assignment

Location:

Phone:

Address:

Code:

Type:

Semester

Username:

Alternate Identifier:

FTE Value:0.0

Job Code:Faculty

Job Position:Fulltime-Regular

Job Description:Faculty.Professor.Associate

Commitment Level Code:

Email(s) for 

Email Address	Action
pittecr@cfo.pitt.edu	

 Add Email Address

Department Relationships for [REDACTED]

Name	Code	Action
[REDACTED]	[REDACTED]	

Effort Coordinator Department Relationships for [REDACTED]

Name	Code	Action
No Department found		

Department Viewer Relationships for [REDACTED]:

Name	Code	Action
No Department found		

Project(s) for [REDACTED]:

Name	Number
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Roles for [REDACTED]

Role	Description	Active
Auditor	Auditor	<input type="checkbox"/>
CSSD Access	CSSD Access	<input type="checkbox"/>
Central Admin - FIS	Central Admin - FIS	<input type="checkbox"/>
Central Admin Viewer	Central Admin View Only	<input type="checkbox"/>
Central Administrator	Central Administrator	<input type="checkbox"/>
Chair	Chair	<input type="checkbox"/>
Dean	Dean	<input type="checkbox"/>
Executive Administrator	Executive Administrator	<input type="checkbox"/>
Lead Effort Coordinator	Lead Effort Coordinator	<input type="checkbox"/>
Lead Effort Coordinator - No Assoc Cert	Lead Effort Coordinator - No Assoc Cert	<input type="checkbox"/>
No Role	No Role	<input checked="" type="checkbox"/>
OR Subrecipient	Subrecipient Monitoring	<input type="checkbox"/>
PI	PI	<input type="checkbox"/>
R/CA Cost Share View Only	R/CA Cost Share View Only	<input type="checkbox"/>
Secondary Effort Coordinator	Secondary Effort Coordinator	<input type="checkbox"/>
Summer Intern	Summer Intern	<input type="checkbox"/>
View Only - Reporting	View Only - Reporting	<input type="checkbox"/>

[REDACTED] is assigned as Primary Effort Coordinator Override for:

Name	Action
This user is not assigned as Primary Effort Coordinator Override for any certifiers.	

Primary Effort Coordinator Override for [REDACTED]


Name	Action
There is no Primary Effort Coordinator Override for this user.	

Please select a user from the type ahead whom you wish to assign as Primary Effort Coordinator Override for this user:


Primary Effort Coordinator Override:  

Manage Users page in ecrt was lengthy and required scrolling to get to subsequent sections.

## View in ECC:

 University of Pittsburgh

Enter Search Criteria


Hello, 

HomeCertifyManageReportsAdministrationLinks

Manage Users

[+] Manage Users

Choose a user to administer:



Choose

Website Access

Audit Access

Email Access


Key Personnel


TPE Designation


Auto Process

Time Study Owner

Go To Effort Statement


First Name: 

Last Name: 


Middle Initial: 


Prefix:


Suffix:

Title: 


Appointment: Active Assignment

Location: 

Username: 

Employee Id: 

Alternate Identifier: 258169

Phone: 

Job Code: Faculty

Job Position: Fulltime-Regular

Address:

FTE Value: 1.0

Job Description: Faculty.Professor.Associate

Commitment Level Code:

User InfoRelationshipsAssignments

Manage Users page for ECC has been divided into three tabs, User Info, Relationships and Assignments. All information is the same as that in ecrt, but the three-tab approach limits the amount of scrolling necessary to view information. Screenshots of all three tabs and new features follow.

User Info

Relationships

Assignments

Email(s) for [REDACTED]:

Email Address	Action
pittecr@cfo.pitt.edu	

☐ Add Email Address

**Department Relationships for [REDACTED]:**

Name	Code	Action

**Effort Coordinator Department Relationships for** [REDACTED]

Name	Code	Action
No Department found		

**Department Viewer Relationships for** [REDACTED]

Name	Code	Action
No Department found		

Project(s) for [REDACTED]

[illegible]



User Info	Relationships	Assignments
Roles for [REDACTED]		
Role	Description	Active
Auditor	Auditor	<input type="checkbox"/>
Central Admin - FIS	Central Admin - FIS	<input type="checkbox"/>
Central Admin Viewer	Central Admin View Only	<input type="checkbox"/>
Central Administrator	Central Administrator	<input type="checkbox"/>
CSSD Access	CSSD Access	<input type="checkbox"/>
Lead Effort Coordinator	Lead Effort Coordinator	<input type="checkbox"/>
No Role	No Role	<input type="checkbox"/>
PEC Limited	PEC Limited	<input type="checkbox"/>
PI	PI	<input checked="" type="checkbox"/>
R/CA Cost Share View Only	R/CA Cost Share View Only	<input type="checkbox"/>
RC Level Effort Coordinator	RC Level Effort Coordinator	<input type="checkbox"/>
Secondary Effort Coordinator	Secondary Effort Coordinator	<input type="checkbox"/>
Summer Intern	Summer Intern	<input type="checkbox"/>
View Only - Reporting	View Only - Reporting	<input type="checkbox"/>
[REDACTED] is assigned as Primary Effort Coordinator Override for:		
Name	Action	
This user is not assigned as Primary Effort Coordinator Override for any certifiers.		
Primary Effort Coordinator Override for [REDACTED]		
Name	Action	
There is no Primary Effort Coordinator Override for this user		

We are happy to announce that there is a new role, RC Level Effort Coordinator. This is a Lead Effort Coordinator role (has access to salary information). This role would be suited to someone who wants access to all departments within one or more Responsibility Centers. This role will allow reporting to be performed at the RC level, not department by department. If you are interested in this role, please contact [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu).