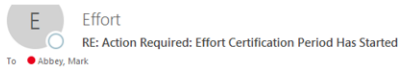


Employee Compensation Compliance (ECC)

Certify an Effort Statement Quick Reference

Step 1 – Receive E-mail

- Sponsored programs principal investigators will receive an e-mail.
- Click on the link at the bottom of the e-mail to access ECC.



Action Required

Use the link at the bottom of this e-mail to log in to the Employee Compensation Compliance (ECC) online tool to certify the effort statements you are responsible for in your role as a principal investigator, a proxy certifier or a restricted effort coordinator.

Principal Investigators

- PIs are required to certify their effort and the effort of individuals with salary charges on their sponsored programs. For PIs needing to certify the effort of staff, note the link to instructions appearing in the left navigation under *Additional Resources* on your eert homepage.
- If a proxy certifier or restricted effort coordinator was delegated the authority to certify effort on your behalf this e-mail is for your information only and no further action on your part is needed.


Proxy Certifiers/Restricted Effort Coordinators

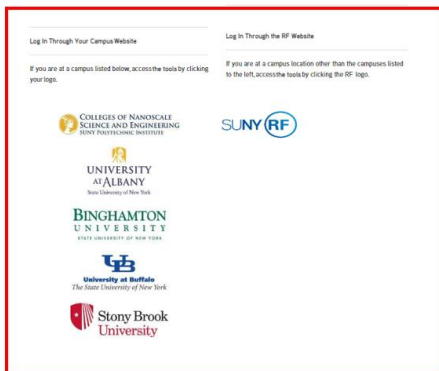
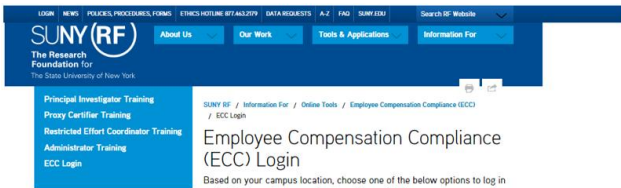
- If you are a proxy certifier/restricted effort coordinator you are responsible for certifying the effort of the individual(s) for whom you are a designated certifier.

If you have any questions please send an e-mail to effort@rsuny.org.

Certification system links:
[Home](#)

Step 2 – Login to ECC

- If your campus logo is on the left side of the red box below, click on your campus logo and login with your local campus credentials. Otherwise, click on the SUNY RF logo  and login with the credentials used to access RF applications (i.e. Oracle, the Report Center, etc.).



Step 3 – Select Effort Statement

- After logging into ECC, users will “land” on their work list. Click on the “ready to be certified” link.

Work List for John Public

Welcome to the **ecr** 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 (2)						
Effort Statements						
Statement Owner	Department	Period	Due Date	Type	Status	PI
Public, John	7947-020 Psychology	08/19/2019-12/31/2019	4/30/2020	Base	Ready to be Certified	
		01/01/2020-05/17/2020	9/15/2020	Base	Building, Not Ready for Certification	

Step 4 – Review Effort Statement

- Review the salary charges and effort percentages for each award. Are these reasonable in relation to each project and do they accurately represent what you, as the principal investigator in charge of the project, have authorized for the effort period? If yes, please proceed to **Step 5**. Otherwise **STOP** and select “Get Help” in the gold box.

Public - John Q - 2714 (Binghamton SUNY/RF) Base Effort Period: 08/19/2019 to 12/31/2019 Due Date: 4/30/2020 Status: Ready to be Certified

INFO - This Effort Statement has been previously saved.

Awards	Total Payroll and Cost Sharing	Salary %	Cost Share %	Certified Effort	Total Charges	Salary Validated
Sponsored - Federal/Federal Flow-through						
85765 Developmental Exposure Alcohol Research Center	\$6,179.02	8 %	0 %	\$ 8 %	8 %	<input type="checkbox"/>
85765 Developmental Exposure Alcohol Research Center	\$6,179.02	8 %	0 %	8 %	8 %	<input type="checkbox"/>
<i>Award Total:</i>	\$6,179.02	8 %	0 %	8 %	8 %	
85828 2/8 NADIA U01 Adolescent Alcohol: exposure timing, sex differences, and neural contributors to persistent anxiety and adolescent phenotypes	\$6,179.02	8 %	0 %	\$ 8 %	8 %	<input type="checkbox"/>
85828 2/8 NADIA U01 Adolescent Alcohol: exposure timing, sex differences, and neural contributors to persistent anxiety and adolescent phenotypes	\$6,179.02	8 %	0 %	8 %	8 %	<input type="checkbox"/>
<i>Award Total:</i>	\$6,179.02	8 %	0 %	8 %	8 %	
Sponsored - Federal/Federal Flow-through Total:	\$12,358.04	16%	0%	16%	16%	
Non Sponsored						
000257 020 Other Institutional Activities	\$68,100.26	85 %	0 %	\$ 85 %	85 %	<input type="checkbox"/>
Non Sponsored Total:	\$68,100.26	85%	0%	85%	85%	
Grand Total:	\$80,468.30	101%	0%	101%	101%	

On Hold: \$ Value Create Cost Transfer Add Award Override Status Effort Calc

Get Help Save Manual Certification No Certification Required

Step 5 – Certify Effort Statement

- Check each box and select “certify.”

Public, John Q - 2714 (Binghamton SUNY/RF) Base Effort Period: 08/19/2019 to 12/31/2019 Due Date: 4/30/2020 Status: Ready to be Certified

INFO - This Effort Statement has been previously saved.

Awards	Total Payroll and Cost Sharing	Salary %	Cost Share %	Certified Effort	Total Charges	Salary Validated
Sponsored - Federal/Federal Flow-through						
85765 Developmental Exposure Alcohol Research Center	\$6,179.02	8 %	0 %	\$ 8 %	8 %	<input checked="" type="checkbox"/>
85828 2/8 NADIA U01 Adolescent Alcohol: exposure timing, sex differences, and neural contributors to persistent anxiety and adolescent phenotypes	\$6,179.02	8 %	0 %	\$ 8 %	8 %	<input checked="" type="checkbox"/>
85828 2/8 NADIA U01 Adolescent Alcohol: exposure timing, sex differences, and neural contributors to persistent anxiety and adolescent phenotypes	\$6,179.02	8 %	0 %	\$ 8 %	8 %	<input checked="" type="checkbox"/>
Sponsored - Federal/Federal Flow-through Total:	\$12,358.04	16%	0%	16%	16%	
Non Sponsored						
000257 020 Other Institutional Activities	\$68,100.26	85 %	0 %	\$ 85 %	85 %	<input checked="" type="checkbox"/>
Non Sponsored Total:	\$68,100.26	85%	0%	85%	85%	
Grand Total:	\$80,458.30	101%	0%	101%	101%	

Get Help Certify

- Select “ok.”

srfseward1.rfsuny.org:8080 says

Your certification is being processed. It's imperative that you don't try to close your browser during this process. All lines are being saved and you will be soon be prompted to attest to your certification.

You must click OK to proceed to the attestation screen and complete the certification process.

- Complete the attestation by selecting “I agree.”

Attestation

Certification Attestation Effort ?

Covered Individual: [REDACTED]
 Title: Principal Investigator
 Department: 7947 - 020 Psychology
 Email: effort@rfsuny.org
 Status: ✘ Ready to be Certified

Effort Coordinator: [REDACTED]
 Period of Performance: 08/19/2019 to 12/31/2019

By validating salary charges for the above-referenced employee(s) during the period of performance, I confirm: 1) I have firsthand knowledge of the activities performed by the referenced individual; and 2) The salary charges were authorized by the Principal Investigator and are reasonable in relation to the work performed during the period.

- Certify additional effort statements from the work list or logout of ECC.