

Job Aid: Coordinator Pre-Review

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Overview:

“Pre-Review” is the main functional task coordinators need to complete in ECC (Employee Compensation Compliance). It is a process after an effort or project period has ended and before statements are ready to be certified where coordinators will review their assigned statements, and “Pre-Review” each statement if it is accurate. All Effort and Project statements must be “pre-reviewed” before they are available to be certified by the certifier. The pre review itself enables any individual statement to be moved to the “Ready for Certification” status. This is to reduce the likelihood that statements will be certified before they reflect pending changes or adjustments, in turn reducing the cases of recertification. See the effort report schedule for the expected start dates for effort and project pre-review periods:

https://finance.uw.edu/pafc/ecc_schedule

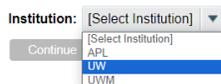
This job aid references the “worklist” and the “assigned project statements” on the home page of ECC. For Project Statements specifically, these views are only available to “Primary” effort coordinators for a specific cost center. Those not designated as the Primary coordinators of departments (“Non-primary”) will have to navigate through the “Department Dashboard” section to see the project statements under their assigned departments (refer to “Department Dashboard Overview” user guide: <https://finance.uw.edu/pafc/jobaids%26userguides>). All effort statements should appear on each coordinator’s home page in the “Assigned Effort Statements” section.

For more info on primary vs. non-primary coordinators and how to optimize your departments’ assignments, refer to the “Managing ECC Coordinator Assignments & Authorizations” job aid, also located on the job aids webpage: <https://finance.uw.edu/pafc/jobaids%26userguides>

Steps for Effort Statement Pre-review:

1. [Go to ECC](#) and select your institution (select UW unless you are affiliated with APL or Harborview Medical Center - aka “UWM” institution in ECC), then click “Continue”.

Your login welcome text will be loaded when you select your institution from the dropdown list.



Institution: [Select Institution] ▾
Continue [Select Institution]
APL
UW
UWM

Your login welcome text will be loaded when you select your institution from the dropdown list.

Institution: UW

2. On the “Home” page, select the “Assigned Effort Statements” subtab.
 - a. Here you will see your list of assigned certifiers that have a statement that is “Ready for Pre Review”.
 - b. In the “Statement Owner” column, select the name of a certifier whose statement you want to pre-review.

Work List

Welcome to Huron's Employee Compensation Compliance application. The tabs below contain various tasks that require your attention.

Statement Owner	Department	Period	Due Date	Type	Status	PI
Example Certifier 1	CC10323-CAS Physics - Academics	Jul - Dec 2023	04/05/2024	Base	Ready for Pre Review	●
Example Certifier 2	CC10323-CAS Physics - Academics	Jul - Dec 2023	04/05/2024	Base	Ready for Pre Review	●
Example Certifier 3	CC10323-CAS Physics - Academics	Jul - Dec 2023	04/05/2024	Base	Ready for Pre Review	●
Example Certifier 4	CC10323-CAS Physics - Academics	Jul - Dec 2023	04/05/2024	Base	Ready for Pre Review	●
Example Certifier 5	CC10370-Certify Departments Non-Clinical Peds. Jul - Dec 2023	Jul - Dec 2023	04/05/2024	Base	Ready for Pre Review	●

- c. After clicking on a “Statement Owner” (or a “Status”), you will arrive at that worker’s statement.

Effort Statement Instructions

Work List

- Statements Requiring Certification
- Example Certifier 1
- Building
- Ready for Pre Review
- Pre Reviewed
- Recently Completed

Example Certifier 1

- Statement Owner
- Effort Statements
- Progress
- Ready for Pre Review
- Pre Reviewed
- Base
- Historical

Example Certifier 1 Name/EO Base Effort Period: 07/01/2023 to 12/31/2023 Status: Ready for Pre Review

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding SBR / Over Cap	K Award / Funding SBR / Over Cap %	Computed Effort	Certified Effort	On Hold	\$ Value	Add Account	Override Status
UW										
AWD - Number										
GR - Number	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	27 %		\$ 27 %		
UW Total:	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	27 %				
NSP										
CC10323-CAS Physics - Academics	\$10,212.05	83.50 %	\$1,223.00	-10.00 %	73.50 %	73 %		\$ 73 %		
NSP Total:	\$10,212.05	83.50 %	\$1,223.00	-10.00 %	73.50 %	73 %				
Grand Total:	\$12,230.00	100.00 %	\$0.00	0.00 %	100.00 %	100 %				

- d. There is another method of getting to statements that will enable you to go through multiple statements more efficiently. Go to the “Certify” menu tab and select “My Effort Statements”

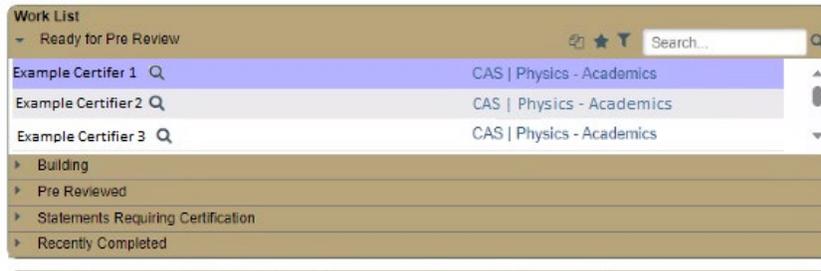
Work List

Welcome to Huron's Employee Compensation Compliance application. The tabs below contain various tasks that require your attention.

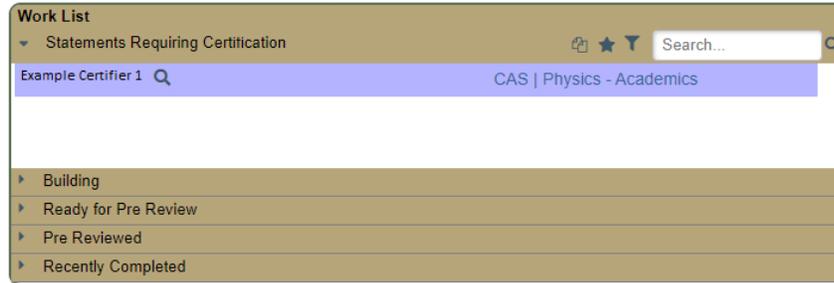
Statements Awaiting Certification (11) Assigned Effort Statements (19) Assigned Project Statements

Effort Statements

- e. This way you can switch between multiple different statements from the same screen. You will see this in your “Work List” (highlighted certifier represents which statement is currently being viewed):



f. Compared to this from the first method of going to a single statement:



3. Review the statement for an accurate reflection of the salary charges to each source during the period.

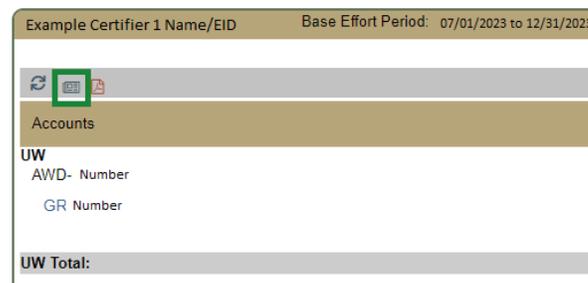
a. You can breakdown to period-by-period payroll and pay components by clicking the “\$” icon in the “Certified Effort” column in each row:

Example Certifier 1 Name/EID	Base Effort Period: 07/01/2023 to 12/31/2023	Status: Ready for Pre Review	On Hold <input type="checkbox"/> View Add Account Override Status				
Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD- Number							
GR Number	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	\$	27 %
UW Total:	Award Total: \$2,017.95	16.50%	\$1,223.00	10.00%	26.50%		27%

b. This opens a new browser window, and shows the period detail:

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
Example Certifier 1	Example	Certifier	1	CAS Physics - Academics	CC103323	Example Grant	03/01/2023 to 03/15/2023	\$2,017.95	16.50	REG	Effort Statements	Base
Subtotal								\$2,017.95	16.50			
Certifier Total for Period								\$2,017.95	16.50			
Total Of All Certifiers								\$2,017.95	16.50			

c. You can see this level of detail for each salary source in one report by clicking the newspaper icon in the top left of the statement and selecting “Payroll Report”.



Account View

3 items found, displaying all items.

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
Example Certifier 1	Example	Certifier	1	CAS Physics - Academics	CC103323	CC103323 - CAS Physics - Academics	03/01/2023 to 03/15/2023	\$4,097.05	33.50	REG	Effort Statements	Base
							03/16/2023 to 03/31/2023	\$6,115.00	50.00	REG	Effort Statements	Base
Subtotal								\$10,212.05	83.50			
						Example Grant Number	03/01/2023 to 03/15/2023	\$2,017.95	16.50	REG	Effort Statements	Base
Subtotal								\$2,017.95	16.50			
Certifier Total for Period								\$12,230.00	100.00			
Total Of All Certifiers								\$12,230.00	100.00			

3 items found, displaying all items.

Excel | XML | PDF | RTF

- d. If changes need to be made to a statement, do not pre review the statement, refer to this webpage to facilitate for the necessary changes to be made: https://finance.uw.edu/pafc/making_changes
4. If the report is accurate to your knowledge, click on the “Pre-review” button located in the bottom right portion of the screen.

Example Certifier 1 Name / ID: Base Effort Period: 07/01/2023 to 12/31/2023 Status: Ready for Pre Review

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD - Number							
GR Number							
Award Total	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	\$ 27 %	
UW Total:	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	27 %	
NSP							
CC103323 CAS Physics - Academics	\$10,212.05	83.50 %	\$-1,223.00	-10.00 %	73.50 %	\$ 73 %	
NSP Total:	\$10,212.05	83.50 %	\$-1,223.00	-10.00 %	73.50 %	73 %	
Grand Total:	\$12,230.00	100.00 %	\$0.00	0.00 %	100.00 %	100 %	

Get Help Pre Review

5. The Effort statement should now be marked as “pre-reviewed”.

UNIVERSITY OF WASHINGTON

Home Certify Manage Reports Administration Links

My Effort Statements My Project Statements

Effort Statement Instructions

Work List

- Statements Requiring Certification
- Statements Certifiers CAS | Physics - Academics
- Building
- Ready for Pre Review
- Pre Reviewed
- Recently Completed

Example Certifier 1 Name / ID: Base Effort Period: 7/1/2023 - 12/31/2023 Status: Pre Reviewed

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-000514 HDR Institute: Accelerated AI Algorithms for Data-Driven Discovery	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	\$ 27 %	
Award Total	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	27 %	
UW Total:	\$2,017.95	16.50 %	\$1,223.00	10.00 %	26.50 %	27 %	
NSP							
CC103323 CAS Physics - Academics	\$10,212.05	83.50 %	\$-1,223.00	-10.00 %	73.50 %	\$ 73 %	
NSP Total:	\$10,212.05	83.50 %	\$-1,223.00	-10.00 %	73.50 %	73 %	
Grand Total:	\$12,230.00	100.00 %	\$0.00	0.00 %	100.00 %	100 %	

Get Help Reopen

6. If you want to “undo” your pre-review, the “Reopen” button in place of where the “Pre Review” button was will return the statement to “Ready for Pre Review”, meaning that it will have to be pre reviewed again. You may want to do this if you pre reviewed a statement that has pending PAAs that have not been loaded into ECC yet.

Steps for Project Statement Pre-review:

Note: Each grant has its own project statement that requires individual pre-review if there was staff payroll charged to it during the period

1. [Go to ECC](#) and select your institution (select UW unless you are affiliated with APL or Harborview Medical Center - aka “UWM” institution in ECC), then click “Continue”.

Your login welcome text will be loaded when you select your institution from the dropdown list.

Institution: [Select Institution]

- [Select Institution]
- APL
- UW**
- UWM

Your login welcome text will be loaded when you select your institution from the dropdown list.

Institution: UW

2. On the “Home” page, select the “Assigned Project Statements” subtab.
 - a. Here you will see your list of assigned PIs that have statement(s) that are “Ready for Pre Review”.
 - b. Select the PI’s name or one of the links in the “Status” column to access a project statement.

Work List

Welcome to Haron's Employee Compensation Compliance application. The tabs below contain various tasks that require your attention.

Statements Awaiting Certification		Assigned Effort Statements (19)		Assigned Project Statements (3)			
Principal Investigator	Project Title	Project Title	Account Number	Sponsor Name	Period	Status	Staff
Example PI 1	Example Grant 1	GR000001	GR000001	National Science Foundation		Ready for Pre Review	●
Example PI 1	Example Grant 2	GR000002	GR000002	National Science Foundation		Ready for Pre Review	●
Example PI 2	Example Grant 3	GR000003	GR000003	Department of Health and Hum.		Ready for Pre Review	●

- c. There is another method of getting to statements that will enable you to go through project statements for multiple PIs more efficiently. Go to the “Certify” menu tab and select “My Project Statements” (this is only functional for primary coordinators). This will populate the upper left “Work list” box with all your assigned PIs, rather than just one that you select from the home page view.
3. One-by-one, review the statements for an accurate reflection of the salary charges to each grant for the period.
 - a. You can breakdown to period-by-period payroll and pay components for each worker by clicking the “\$” icon in the “Reports” column in each row:

Assigned Project Statements Instructions

To certify a project statement, click the checkboxes for the percent of effort that each person worked on the project during the certification period in the box provided. Then press the Certify button.

Work List

Example PI 1

Ready for Certification

Pre Reviewed

Ready for Pre Review

Example Grant 2 7/1 - 9/30

Example Grant 1 7/1 - 9/30

GR000001 Example Grant 1

Project Information

Sponsor: National Science Foundation
 Department: CC-000001
 Project Title: Example Grant 1
 Fund Description: GRANT
 Activity Description: National Science Foundation
 Project Dates: 06/01/2017 to 08/31/2023

Project Statement for: GR000001 Example Grant 1(7/1 - 9/30) Effort from 7/1/2023 - 9/30/2023 Status: Ready for Pre Review

Employee	Hours	Payroll Dollars	Payroll Percentage	Cost Share Dollars	Cost Share Percentage	Payroll + Cost Share Dollars	Payroll + Cost Share Percentage	Certified Percentage	Checkboxes	Reports
Worker 1	0.0	\$4,250.00	75.00%	\$0.00	0.00%	\$4,250.00	75.00%	75 %	<input type="checkbox"/>	
Worker 2	0.0	\$5,459.00	100.00%	\$0.00	0.00%	\$5,459.00	100.00%	100 %	<input type="checkbox"/>	

Get Help

Notes

Attachments

Transactions

Activity Log

Email Log

Pre Review Home

b. This opens a new browser window, and shows the period detail:

2 items found, displaying all items.

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
XXXXXXXX	Worker 1	Worker 1	Worker 1	Example Dept	CR000000	GR000001	7/1/2023 to 7/31/2023	\$2,125.00	37.50	REG	Project Statements	Base
							7/16/2023 to 7/31/2023	\$2,125.00	37.50	REG	Project Statements	Base
						Subtotal		\$4,250.00	75.00			
						Total Of All Certifiers		\$4,250.00	75.00			

2 items found, displaying all items.

Excel Print PDF Print

c. The icon that looks like a piece of paper with a folded corner runs a report to show all the payroll for that specific worker to all the sources they had salary charged to during the period.

d. If changes need to be made to a project statement, PAAs must be completed in Workday ([UW Connect Resources on PAAs](#)). The PAAs will be reflected in ECC the Monday after they post in Workday (the following Wednesday for APL)

4. If a project report is accurate to your knowledge, click on the “Pre-review” button located in the bottom right portion of the screen.

Assigned Project Statements Instructions

To certify a project statement, click the checkboxes for the percent of effort that each person worked on the project during the certification period in the box provided. Then press the Certify button.

Work List

Example PI 1

Ready for Certification

Pre Reviewed

Ready for Pre Review

Example Grant 2 7/1 - 9/30

Example Grant 1 7/1 - 9/30

GR000001 Example Grant 1

Project Information

Sponsor: National Science Foundation
 Department: CC-000001
 Project Title: Example Grant 1
 Fund Description: GRANT
 Activity Description: National Science Foundation
 Project Dates: 06/01/2017 to 08/31/2023

Project Statement for: GR000001 Example Grant 1(7/1 - 9/30) Effort from 7/1/2023 - 9/30/2023 Status: Ready for Pre Review

Employee	Hours	Payroll Dollars	Payroll Percentage	Cost Share Dollars	Cost Share Percentage	Payroll + Cost Share Dollars	Payroll + Cost Share Percentage	Certified Percentage	Checkboxes	Reports
Worker 1	0.0	\$4,250.00	75.00%	\$0.00	0.00%	\$4,250.00	75.00%	75 %	<input type="checkbox"/>	
Worker 2	0.0	\$5,459.00	100.00%	\$0.00	0.00%	\$5,459.00	100.00%	100 %	<input type="checkbox"/>	

Get Help

Notes

Attachments

Transactions

Activity Log

Email Log

Pre Review Home

5. The screen may change to the next Project statement that needs to be pre reviewed for a given PI, but the Project statement for the first grant should now be marked as “pre-reviewed”. This can be checked in the “Pre Review” section in

the upper left “Work list” to navigate back to the previous statement if your screen changed.

6. If you want to “undo” your pre-review, the “Reopen” button in place of where the “Pre Review” button was will return the statement to “Ready for Pre Review”, meaning that it will have to be pre reviewed again. You may want to do this if you pre reviewed a statement that has pending PAAs that have not been loaded into ECC yet.