Department Dashboard User Guide

Contents:

Overview:

The Department Dashboard is a useful section of ECC for any coordinator, but it will be a necessary tool for coordinators who are not assigned as the "Primary" for their department(s). This section of ECC displays a list of all effort/project statements under a selected cost center, as well as all the awards, grants, and other accounts (gifts, etc…) associated with the cost center. This is also the section where coordinator department assignments can be made and managed.

Navigating to the Department Dashboard:

1. Select the "Manage" tab.
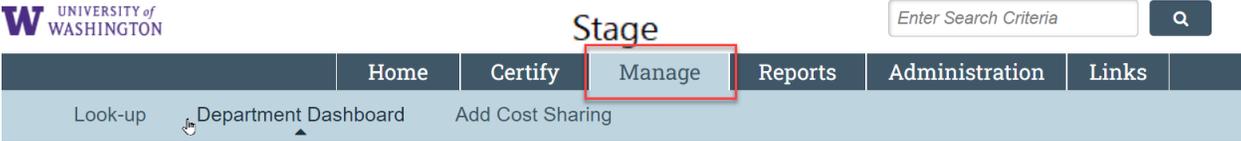
2. Select "Department Dashboard."

3. Using the dropdown menu and select a Cost Center you are assigned. Then select the "Choose" button (if you have no available cost centers, you are not assigned to any as a coordinator – reach out to effortreporting@uw.edu or a colleague in your department that is has access to be added to the cost centers you will need). Job aid on managing departmental assignments located here: See job aid called "Managing ECC Coordinator Assignments & Authorizations"

Department Dashboard

Search for Department :

CC103323- CAS | Physics - Academics
CC100490- Dentistry | Oral Health Sciences
CC100497- Dentistry | Pediatric Dentistry
CC100498- Dentistry | Periodontics
CC100431- Nursing | Biobehavioral Nursing and Health Informatics
CC101389- SOM | Microbiology Administration
CC101491- SOM | Obstetrics and Gynecology Administration
CC101529- SOM | PEDS Genetic Medicine Research
CC101395- SOM | Physiology and Biophysics Administration
CC101611- SOM | Urology Administration
CC100562- SOP | Department of Pharmacy
CC103054- SPH | Biostatistics: Core Administration
CC103066- SPH | Enviro & Occup Health (DEOHS): Core Administration

[Choose]

Using the Department Dashboard to Access Statements:

1. To access an Effort Statement from the Department Dashboard, click on the "Effort Certifications" subtab.
   a) Use the "Period" dropdown menu and select the period you want to view.
   b) Identify an individual's effort statement that you want to view in the "Sponsored" section.
   c) Select the icon in the "Statements" column in the same row to access that statement.

2. To access a Project Statement from this page, click on the "Project Certifications" subtab.
   a) Use the "Period" dropdown menu and select a period you want to view.
   b) Identify a project statement that you want to view in the in the
   c) Select the icon in the "Statements" column in the same row to access that statement.

3. It is expected that certain cost centers could only have effort statements or only have project statements. All the data ECC has comes from Workday and it appears that effort statements are located under the cost center that is the home department for the certifier themselves, whereas the project statements are located under the cost center that the grant is within.

Award and Account section:

1. Click on the "Award and Account" tab to access a list of all the accounts (awards/grants, gifts, etc….) associated with the selected cost center.

The list shown in this section is derived from the data integrations ECC has with Workday. There is no needed action on this section.

Department Information Section:

1. Click on the "Department Information" tab to view individuals assigned as Effort Coordinators for the department.
2. The yellow highlighting indicates who the "primary" coordinator is. As a coordinator, you can add and remove other coordinators to the department. You also can adjust who is the "primary" coordinator and configure more role setup for your cost centers. To learn more about managing roles and cost center assignments in ECC, refer to the job aid: "Managing ECC Coordinator Assignments & Authorizations"

Effort Certifications	Project Certifications	Award and Account	Department Information	

Department Basic Information:

Name: CAS | Physics - Academics   Type: Cost Center

Description: CAS | Physics - Academics-CC103323   Code: CC103323

Active: Yes

Department Effort Coordinator(s)

Name	Address	Phone	Email	Action
Coordinator 1			example@uw.edu	✏️ 🖉 ⊗ 🔍 ✉
Coordinator 2			example@uw.edu	✏️ 🖉 ⊗ 🔍 ✉
Coordinator 3			example@uw.edu	✏️ 🖉 ⊗ 🔍 ✉
Coordinator 4			example@uw.edu	✏️ 🖉 ⊗ 🔍 ✉
Coordinator 5			example@uw.edu	🖉 🔍 ✉

⊕ Add

Department Relationships

🏠 CAS | Physics - Academics (Financial CCH 09) (*N/A*)
 └─ 📄 **CAS | Physics - Academics** (*Coordinator 5* - EID)
 └─ 📄 CAS | Physics - Continuum College Programs (*N/A*)
 └─ 📄 CAS | Physics - Course Fees (*N/A*)

3. The "Department Relationships" section indicates the cost center hierarchy ECC gets from Workday (note that not all cost centers will have statements within them in ECC so you will only need ECC access to those that have sponsored activity.