UNT Denton – PAC System Certification Process Video

Please review for **technical** and **workflow** accuracy. This is a script, so each line is spoken separately for recording purposes. Punctuation in some lines may seem unusual for this reason.

| ***Narration*** |
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| 1. Welcome to ECC (Employee Compensation Compliance), UNT DENTON’s new payroll confirmation system.
2. This video introduces the ECC system and provides a brief demo of your certification responsibilities.
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| 1. UNT DENTON uses the project-based model for certification,
2. Meaning an employee paid from a sponsored project will appear on a project statement.
3. A project statement includes all salaried faculty, staff and students that were paid from a sponsored project,
4. And is certified on a SEMI-ANNUAL basis by the award Principal Investigator of that project.
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| 1. Before the statement is routed to you for certification, your Administrator will pre-review the statements for accuracy.
2. If you have certification responsibility, you will receive an email from ECC when it is time to Certify.
3. The link in the email will route you directly to your Work List.
4. You will find all Project Statements that you are responsible for certifying.
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| 1. To begin certifying your Project Statement, click the hyperlink from your Work List.
2. The Project Statement includes all faculty, staff and students that were paid or cost shared on the project during the reporting period.
3. Click on this icon to see 100% institutiional base salary distribution for each individual on the statement for the reporting period.
4. Review your statement.
5. If you have questions about your statement or need adjustments, click the Get Help button to contact your administrator.
6. If you wish to save your progress reviewing each line of the statement,
7. Simply click on the Save button to return to complete the certification process at a later time.
8. If you wish to certify only certain lines of the statement,
9. Select only the lines you wish to certify, and click Certify button.
10. Remember that you will need to return to complete the certification for the remaining lines at a later time.
11. Once you are ready to certify the entire statement,
12. Review the remaining lines on your saved or partially certified statement.
13. Click the icon under the Certify column to check all of the boxes.
14. Click Certify button.
15. Review the Attestation statement and click I Agree to complete your certification.
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| 1. When you have no statements in the “Ready for Certification” status on your Work List, you are done!
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