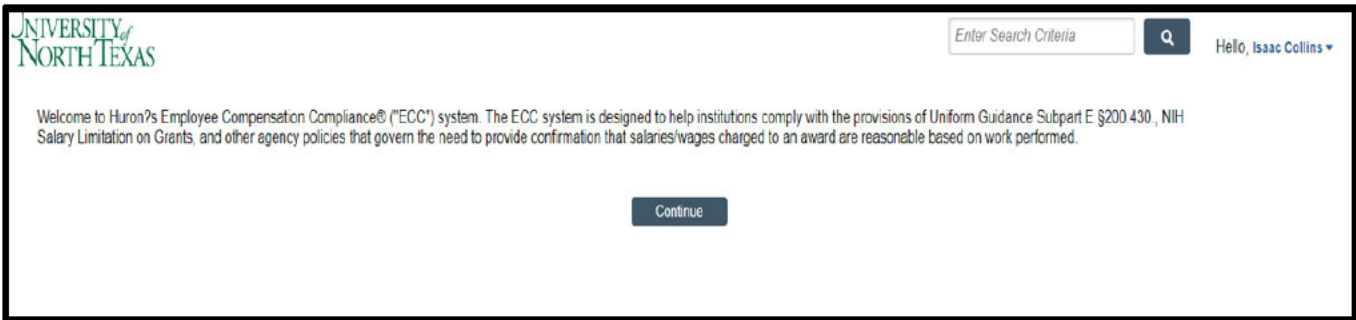


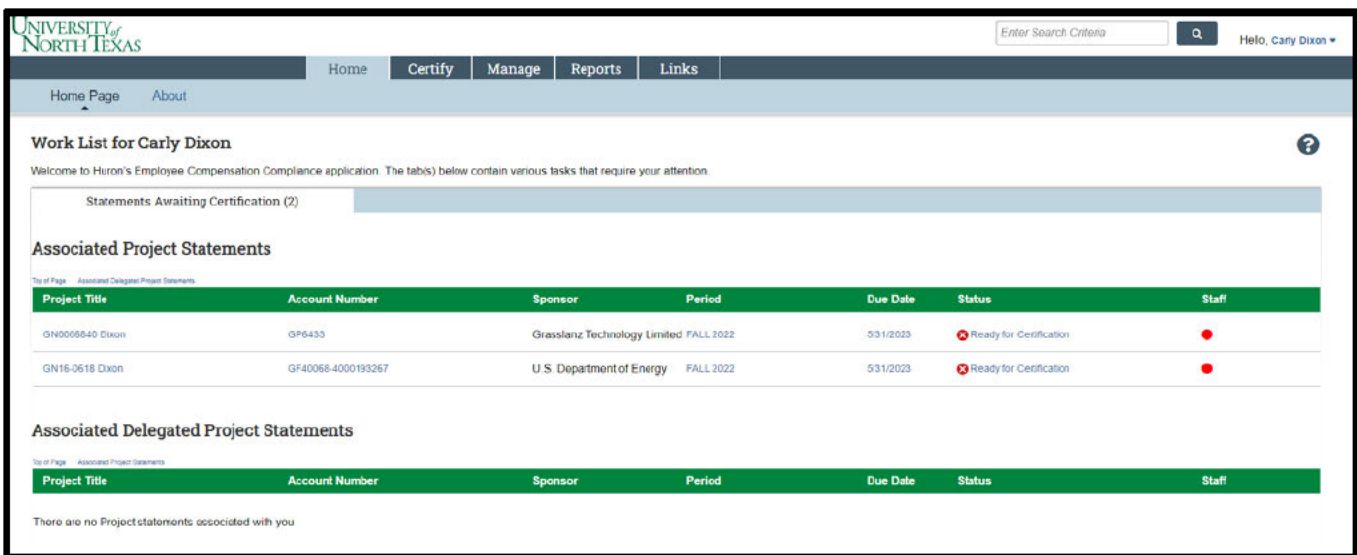
PROJECT STATEMENT CERTIFICATION- PI/FACULTY


1. Access UNT Denton ' Employee Compesnation Compliance (ECC) System for your certification through the email you received or by going directly to the ECC System environment at <https://untsystem.huronecc.com/ecc/>.
2. Log into the application through SSO and using your UNT Denton username/password.

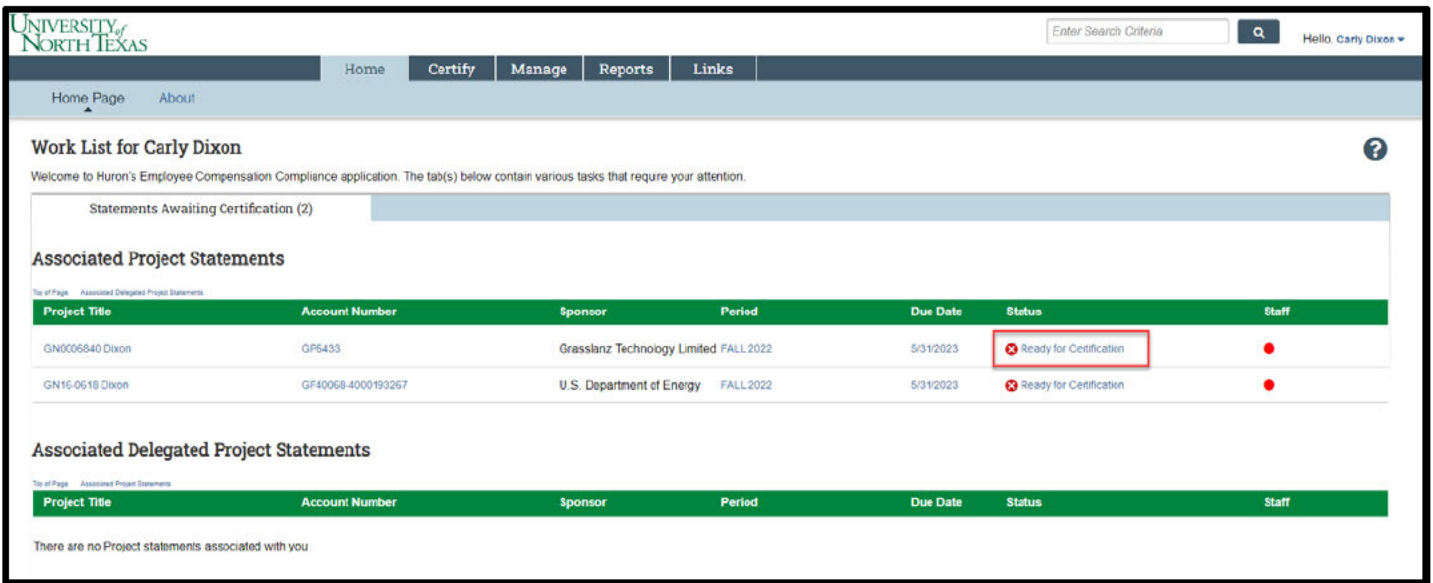


huronconsultinggroup.com

3. You are viewing the Home Page. The Home Page will display your Worklist. The Worklist displays two sections:
 - a. Project Statements
 - b. Associated Project Statements



- Per UNT Denton ' policy, you are required to certify all Project Statements you are the responsible PI for.
- To access your Project Statements for certification, click on any link associated to the  Ready for Certification line under Project Statements.







Work List for Carly Dixon

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


Statements Awaiting Certification (2)

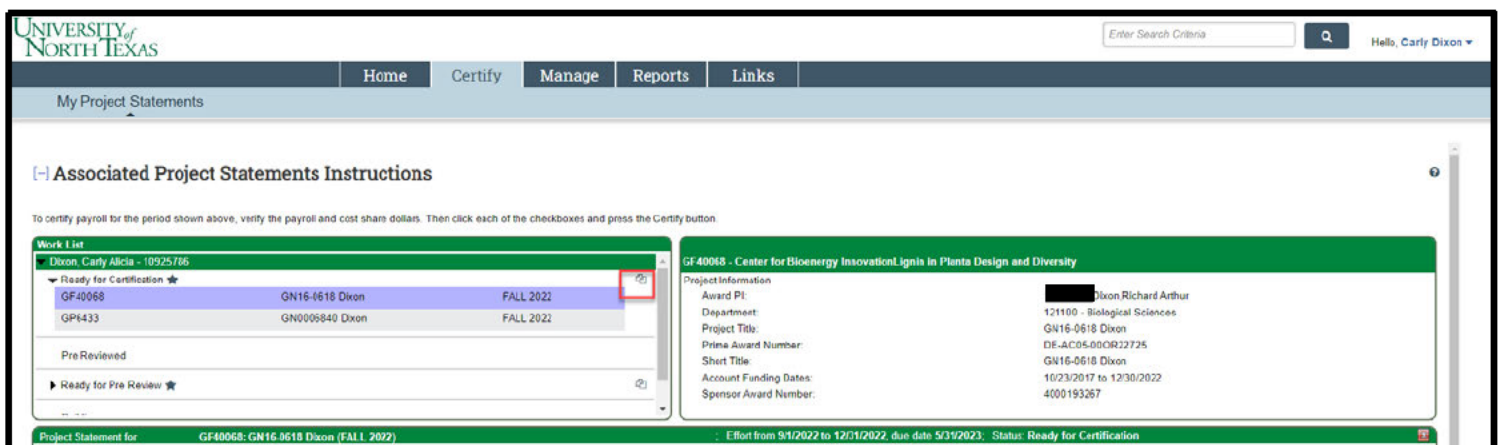
Associated Project Statements

Project Title	Account Number	Sponsor	Period	Due Date	Status	Staff
GN0005840 Dixon	GP5433	Grasslanz Technology Limited	FALL 2022	5/31/2023	 Ready for Certification	
GN16-0618 Dixon	GF40068-4000193267	U.S. Department of Energy	FALL 2022	5/31/2023	 Ready for Certification	

Associated Delegated Project Statements

There are no Project statements associated with you

- The Project Statement you selected on the Home Page will be displayed.
- To view all Project statements at one time, click the Select All icon 




My Project Statements


[-] Associated Project Statements Instructions

To certify payroll for the period shown above, verify the payroll and cost share dollars. Then click each of the checkboxes and press the Certify button

Work List

Project Title	Account Number	Period	Status
GF40068	GN16-0618 Dixon	FALL 2022	
GP4433	GN0005840 Dixon	FALL 2022	

Pre Reviewed


 Ready for Pre Review

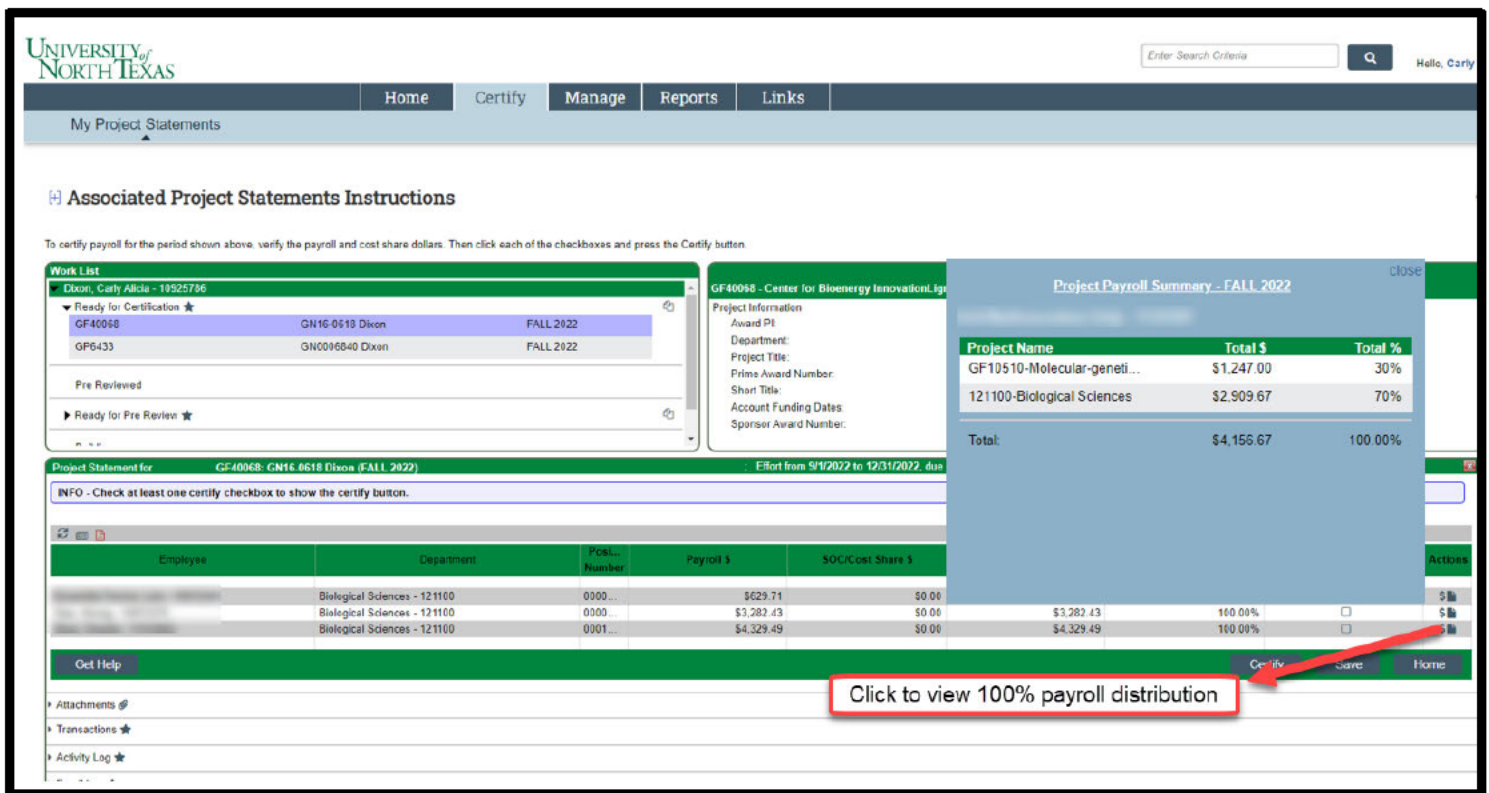
GF40068 - Center for Bioenergy Innovation, Ignis in Planta Design and Diversity

Project Information

Award PI: [Redacted] Dixon Richard Arthur
 Department: 121100 - Biological Sciences
 Project Title: GN16-0618 Dixon
 Prime Award Number: DE-AC05-00OR22725
 Short Title: GN16-0618 Dixon
 Account Funding Dates: 10/23/2017 to 12/30/2022
 Sponsor Award Number: 4000193267

Project Statement for GF40068: GN16-0618 Dixon (FALL 2022) | Effort from 9/1/2022 to 12/31/2022, due date 5/31/2023, Status: Ready for Certification

8. The Project Statement lists all UNT Denton Faculty and non-faculty employees that were paid from the Projects for which you are a PI.
 - a. The statement displays the individual's total payroll, and any applicable salary-over-the-cap (SOC) or cost share dollars, for the reporting period.
 - b. To view an employee's 100% payroll distribution, click the  icon in the Details column.
 - c. Review the Project Statement(s), review all accounts, ensure that all non-faculty employees are listed and that the payroll dollars are accurate.
 - i. Your department administrator has already reviewed your Project Statement and it should be accurate. If you have questions about your Project Statement, you can click the 'Get Help' button to email your administrator about any issues you may be having.



The screenshot displays the 'My Project Statements' interface. At the top, there are navigation tabs: Home, Certify, Manage, Reports, and Links. Below this, the 'Associated Project Statements Instructions' section provides guidance on certifying payroll. The main area shows a 'Work List' with a table of projects:

Project ID	Department	Period
GF40068	GN16-0518 Dixon	FALL 2022
GF6433	GN0016840 Dixon	FALL 2022

Below the work list, the 'Project Statement for GF40068: CM16 8618 Dixon (FALL 2022)' is displayed. It includes an 'INFO' section and a table of employees:

Employee	Department	Proj. Number	Payroll \$	SOC/Cost Share \$	Actions
[Redacted]	Biological Sciences - 121100	0300...	\$629.71	\$0.00	[Icons]
[Redacted]	Biological Sciences - 121100	0300...	\$3,282.43	\$0.00	[Icons]
[Redacted]	Biological Sciences - 121100	0301...	\$4,329.49	\$0.00	[Icons]

A 'Project Payroll Summary - FALL 2022' modal window is open, showing a table of project totals:

Project Name	Total \$	Total %
GF10510-Molecular-geneti...	\$1,247.00	30%
121100-Biological Sciences	\$2,909.67	70%
Total:	\$4,156.67	100.00%

At the bottom of the interface, there are buttons for 'Get Help', 'Certify', 'Close', and 'Home'. A red box highlights the 'Get Help' button, and a red arrow points to the 'Certify' button with the text 'Click to view 100% payroll distribution'.


- If you wish to save your progress reviewing each line of the statement, select each line you wish to save and click the 'Save' button to return to complete the certification process at a later time.

The screenshot shows the 'My Project Statements' page. At the top, there are navigation tabs: Home, Certify, Manage, Reports, and Links. Below this is a 'Work List' section with a table of project statements. The selected statement is 'GF 40068 - Center for Bioenergy Innovation, Login in Planta Design and Diversity'. The main area displays a table of employees with columns for Employee, Department, Post Number, Payroll \$, SOC/Cost Share \$, Total \$, Total %, Certify?, and Actions. The 'Certify?' column has a dropdown menu with a 'Save' option highlighted in a red box. At the bottom of the table, there are buttons for 'Get Help', 'Certify', 'Save', and 'Home'. The 'Save' button is also highlighted in a red box.

- If you wish to partially certify certain lines of the statements that you have reviewed, select only lines you wish to certify and click the 'Certify' button to return to complete the entire certification process at a later time. The statement will remain on your Worklist until you have certified every line of the statement.

This screenshot is similar to the one above, showing the same project statement and employee table. In this instance, the 'Certify?' dropdown menu is open, and the 'Certify' option is highlighted in a red box. The 'Save' button is also visible but not highlighted.

11. To certify the entire Project Statement:

- a. Select the individual check boxes under the 'Certify' column or select the green star , which is a 'check all'.
- b. Select the 'Certify' button which has now appeared.

To certify payroll for the period shows above, verify the payroll and cost share dollars. Then click each of the checkboxes and press the Certify button.

Work List

Dixon, Carly Alicia - 10925786

- Ready for Certification ★
 - GF40058 GN16-0618 Dixon FALL 2022
 - GF6433 GN006840 Dixon FALL 2022
- Pre Reviewed
- Ready for Pre Review ★





GF40058 - Center for Bioenergy Innovation, ignis in Planta Design and Diversity

Project Information

Award PI: [Redacted] Dixon, Richard Arthur
 Department: 121100 - Biological Sciences
 Project Title: GN16-0618 Dixon
 Prime Award Number: DE-AC05-000R22725
 Short Title: GN16-0618 Dixon
 Account Funding Dates: 10/23/2017 to 12/30/2022
 Sponsor Award Number: 4000193267

Project Statement for GF40058: GN16-0618 Dixon (FALL 2022) Effort from 9/1/2022 to 12/31/2022, due date 5/31/2023, Status: Ready for Certification

INFO - Check at least one certify checkbox to show the certify button.

Employee	Department	FCR... Number	Payroll \$	SOC/Cost Share \$	Total \$	Total %	Certify? 	Actions
[Redacted]	Biological Sciences - 121100	0000...	\$629.71	\$0.00	\$629.71	100.00%	<input type="checkbox"/>	
[Redacted]	Biological Sciences - 121100	0000...	\$3,262.43	\$0.00	\$3,262.43	100.00%	<input type="checkbox"/>	
[Redacted]	Biological Sciences - 121100	0001...	\$4,329.49	\$0.00	\$4,329.49	100.00%	<input type="checkbox"/>	

12. Review the attestation statement and select 'I Agree' to complete the certification.

Attestation

Activity Number Title: Studies on being a Scientist

Activity Number 3048990001 - Studies on being a Scientist

Period: Project Q4 2017

Certifier: Kelley, Mike - [Redacted]

Personnel Being Addington, Leigh - [Redacted]
 Hurley, Lesa - [Redacted]
 Stoll, Karena - [Redacted]
 Ting, Kari - [Redacted]

I certify the salary charged and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

13. Your Project Statement is complete and has been removed from your worklist.

- a. You will need to do this for each one of your Project Statements.