# UND Compensation Compliance System (UNDCC) Compliance Coordinator Quick Guide

- 1. Access system using the email notification you received regarding Pre-Review or use the link: https://ecc.und.edu/undcc/
- 2. UNDCC uses single sign-on. If you are not already logged into VPN, log into VPN with your UND username/password.

~	VPN:			0		
	Ready to connect.			Group:	NDUS	~
_	CampusVPN	~ Conne	ct	Username:	jackie.pic	
				Password:		
<b>1</b> 0			ababa	DUO Passcoo	de:	
¥ U			cisco	Use one of 1 Passcode' fi 1. Type "PU	the following options in the 'Duo eld: SH".	^
				This will pert installed and device.	form a Duo Push notification to your d activated Duo Mobile app on your	~

- 3. You are viewing the home page. The home page will display your worklist. The worklist displays two sections:
  - a. Statements Awaiting Certification
  - b. Associated Projects (For *Primary* CCs only)

Statements Awaiting Certification	on (0)	Assigned Projects (96)					
Principal Investigator	Project Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
Kelley, Mike A	UND0099996 - Demo Study	UND0099996	UND0099996	National Institutes of Health	Fall Semester 2022	Ready for Pre Review	•
Kelley, Mike A	UND0099997 - Demo Study	UND0099997	UND0099997	Global Lyme Alliance	Fall Semester 2022	Ready for Pre Review	•
Kelley, Mike A	UND0099998 - Demo Study	UND0099998	UND0099998	University of Kentucky	Fall Semester 2022	Ready for Pre Review	•
Kelley, Mike A	UND0099999 - Demo Study	UND0099999	UND0099999	National Institutes of Health	Fall Semester 2022	Ready for Pre Review	•

4. The goal is to Pre-Review all Project statements for which your faculty serve as the PI (For primary CCs this is listed under the 'Associated Projects' tab, or for non-primary CCs by navigating to 'Certify' menu option -> 'My Project Statements'.

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5. From the Home Page, click on the tab named 'Associated Projects'.

A	ssigned Projects (96)					
ject Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
0099996 - Demo Study	UND0099996	UND0099996	National Institutes of Health	Fall Semester 2022	Ready for Pre Review	•
0099997 - Demo Study	UND0099997	UND0099997	Global Lyme Alliance	Fall Semester 2022	Ready for Pre Review	•
0099998 - Demo Study	UND0099998	UND0099998	University of Kentucky	Fall Semester 2022	Ready for Pre Review	•
0099999 - Demo Study	UND0099999	UND0099999	National Institutes of Health	Fall Semester 2022	Ready for Pre Review	•
	A Ret Title 1999996 - Demo Study 1999997 - Demo Study 199998 - Demo Study 1999999 - Demo Study	Assigned Projects (96)     Account Number     099996 - Demo Study   UND0099996     099997 - Demo Study   UND0099997     099998 - Demo Study   UND0099998     099999 - Demo Study   UND0099999	Assigned Projects (96)     Account Number   Account Number     099996 - Demo Study   UND0099996   UND0099996     099997 - Demo Study   UND0099997   UND0099997     099998 - Demo Study   UND0099996   UND0099997     099999 - Demo Study   UND0099998   UND0099998     099999 - Demo Study   UND0099999   UND0099999	Assigned Projects (96)     Account Number   Account Number   Sponsor Name     099996 - Demo Study   UND0099996   UND0099996   National Institutes of Health     099997 - Demo Study   UND0099997   UND0099997   Global Lyme Alliance     099998 - Demo Study   UND0099998   UND0099998   University of Kentucky     099999 - Demo Study   UND0099999   UND0099999   National Institutes of Health	Assigned Projects (96)   Sponsor Name   Period     099996 - Demo Study   UND0099996   UND0099996   National Institutes of Health   Fall Semester 2022     099997 - Demo Study   UND0099997   UND0099997   Global Lyme Allance   Fall Semester 2022     099998 - Demo Study   UND0099998   UND0099998   University of Kentucky   Fall Semester 2022     099999 - Demo Study   UND0099999   UND0099998   National Institutes of Health   Fall Semester 2022	Assigned Projects (96) Account Number Sponsor Name Period Status   099996 - Demo Study UND0099996 UND0099996 National Institutes of Health Fall Semester 2022 © Ready for Pre Review   099996 - Demo Study UND0099997 UND0099997 Global Lyme Alliance Fall Semester 2022 © Ready for Pre Review   099998 - Demo Study UND0099998 UND0099998 University of Kentucky Fall Semester 2022 © Ready for Pre Review   099999 - Demo Study UND0099999 UND0099999 National Institutes of Health Fall Semester 2022 © Ready for Pre Review

6. Click any link for the Project Statement you wish to review and begin the Pre-Review process.

Statements Awaiting Certification	on (0)	Assigned Projects (96)					
Principal Investigator	Project Title	Account Number	Account Number	Sponsor Name	Period	Status	Staff
Kelley, Mike A	UND0099996 - Demo Study	UND0099996	UND0099996	National Institutes of Health	Fall Semester 2022	Ready for Pre Review	•
Kelley, Mike A	UND0099997 - Demo Study	UND0099997	UND0099997	Global Lyme Alliance	Fall Semester 2022	OReady for Pre Review	•
Kelley, Mike A	UND0099998 - Demo Study	UND0099998	UND0099998	University of Kentucky	Fall Semester 2022	Ready for Pre Review	•
Kelley, Mike A	UND0099999 - Demo Study	UND0099999	UND0099999	National Institutes of Health	Fall Semester 2022	Seady for Pre Review	•

7. On the Project statement, your selected Project statement provides salaries and wages of all personnel charged to the Project for the reporting period.

To view all Projects for a given PI click the 🌯 icon highlighted below.

	Home	Confirm	N
My Project Statements			

#### [-] Project Statements Instructions

To confirm payroll for the period shown above, verify the payroll and cost share dollars. Then click each of the c

Work List			
Kelley, Mike A - 7020020			۴ ۱
Ready for Certification			
Pre Reviewed *			ආ
Ready for Pre Review 🖈			ත
UND0099996	UND0099996 - Demo Study	Fall Semester 2	_
UND0099997	UND0099997 - Demo Study	Fall Semester 2	
UND0099998	UND0099998 - Demo Study	Fall Semester 2	-

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- 8. The Project Statement lists all UND employees that were paid from the Projects. Review the Project Statement for accuracy. Ensure that the Payroll dollars displayed matches the Payroll for the employees listed.
  - a. Click the  $\stackrel{\$}{=}$  icon to view the payroll details of the employee's salaries and wages charged to the Project for the reporting period.
  - b. To view the employee's 100% distribution over the reporting period based on IBS click this icon

					Project Payroll Summ Kendali M Marcury - 5905008	ary - Fall Semester 2	022	50 *
					Project Name	Total \$	Total %	
				_	UND0099998-Demo Study	\$11,651.21	62%	
					UND0099996-Demo Study	\$7,074.01	38%	
Project Statement for UND0099	1998: UND0099998 - Demo Study (Fall Semester 2022)	; E	ffort from 8/16/2022 to 12/31/2022	2, due date	Total:	\$18,725.22	100.00%	
<b>M</b>								
Employee	Department	Payroli \$	Cost Share \$	Tot				Deta
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00					\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00					~ <u>s</u>
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00		\$11,651.21	62%		\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00		\$1,394.78	6%		Ş
Get Help							Save	Home

c. If adjustment(s) need to be made, use the 'on hold' check box to place the Project Statement on hold and prevent it from being released to the faculty member until a payroll adjustment has been completed.



9. Review the Project Statements for all your PI's to ensure accuracy. Then Click the Pre Review button for complete your review.

NOTE: If the Pre-Review button is not clicked the statement will not route for certification

Project Statement for UND009	9998: UND0099998 - Demo Study (Fall Semeste	r 2022) ; E	Effort from 8/16/2022 to 12/31/	2022, due date 5/31/2023;	Status: Ready for Pre Rev	iew	×
8 💷 🖪						0	n Hold:
Employee	Department	Payroll \$	Cost Share \$	Total \$	Total %	Confirm	Details
Kelley, Mike - 7020020	Demo Department - 99999	\$1,981.72	\$0.00	\$1,981.72	4%	D	\$
Marley, Bob - 0862011	Demo Department - 99999	\$428.41	\$0.00	\$428.41	3%		\$
Mercury, Kendall - 5905008	Demo Department - 99999	\$11,651.21	\$0.00	\$11,651.21	62%		\$
Villegas, Maria - 5944008	Demo Department - 99999	\$1,394.78	\$0.00	\$1,394.78	6%	0	\$
					F	re Review	Home

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- 10. The system will automatically route you to the next statement on your Worklist for Pre review. You may also click the 'Home' menu bar option at the top of the application to return to your main Worklist to move on to the next Project Statement for review.
- 11. Continue pre reviewing all project statements assigned to you.
- 12. Statements will stay in the "Pre Reviewed" status until the Certification Period Opens. If the Certification Period has already opened, the statement will stay in the "Pre Reviewed" status until the following day when email notifications are sent.