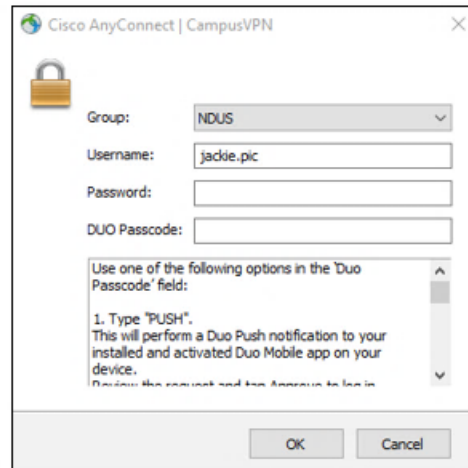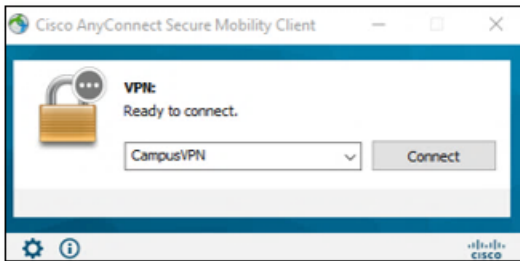# UND Compensation Compliance System (UNDCC) Compliance Coordinator Quick Guide

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.

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)

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'.

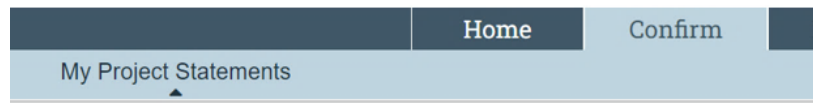5. From the Home Page, click on the tab named 'Associated Projects'.

	Statements Awaiting Certification (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		●

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

	Statements Awaiting Certification (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		●

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

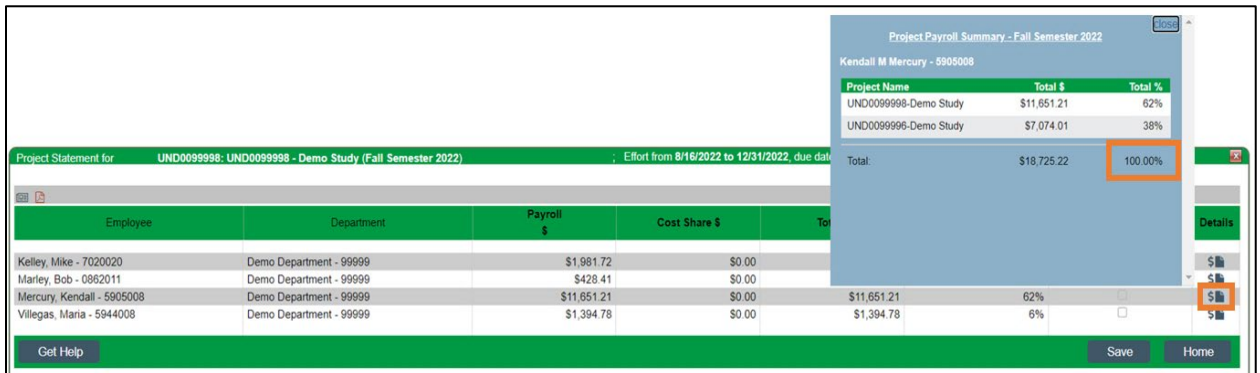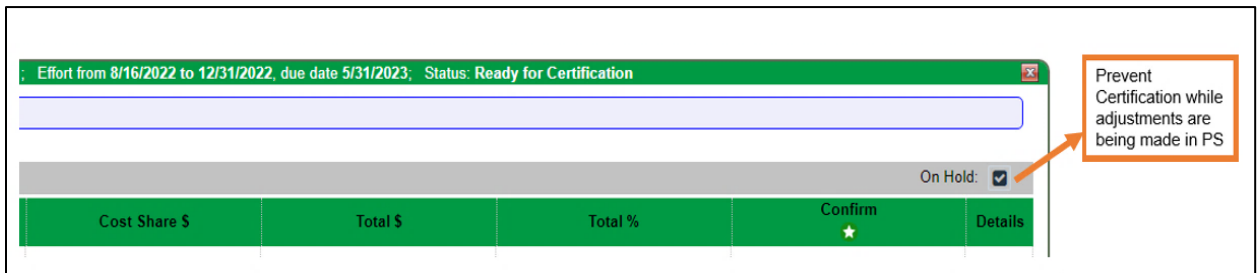To view all Projects for a given PI click the ⁏ icon highlighted below.

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 $ 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 📄.

    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.
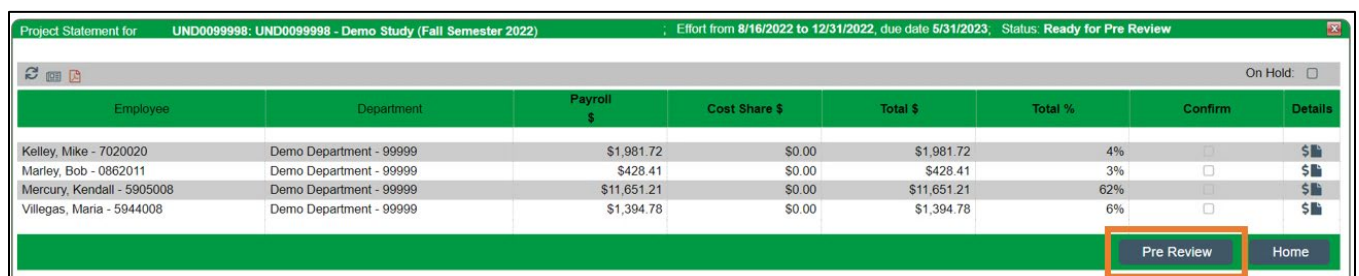

9. Review the Project Statements for all your PI's to ensure accuracy. Then Click the Pre Review button for complete your review.

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

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.