



# DASH Research Employee Compensation Compliance (ECC)

February 2026



# Course Agenda

- Overview of ECC
- What has changed and the impacts
- Your Role
- Navigating the Organization Dashboard
- The Pre-Review Process and Certification Process
- Post Certification Period

# Today's Presenters



**Farah Rodriguez**  
*UT Knoxville Campus  
Central Trainer*



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*DASH Research  
Central Trainer*



# UT F10215 Policy Update & Compensation Compliance

Per Policy update, **departments should calculate employee's effort in payroll percentages, not hours.** This policy revision and ECC's move to Project Payroll Confirmation will ensure that effort calculations are aligned between DASH and DASH Research Employee Compliance Certification and variances in effort calculations will no longer be an issue.

System-wide Policy: <https://policy.tennessee.edu/wp-content/uploads/F10215-4.pdf>

**F10215** - Review and Acknowledgement of Personal Costs (Effort Certification)

Version: 3 **Effective Date: 09/30/2025**

Notable Section of revised policy:

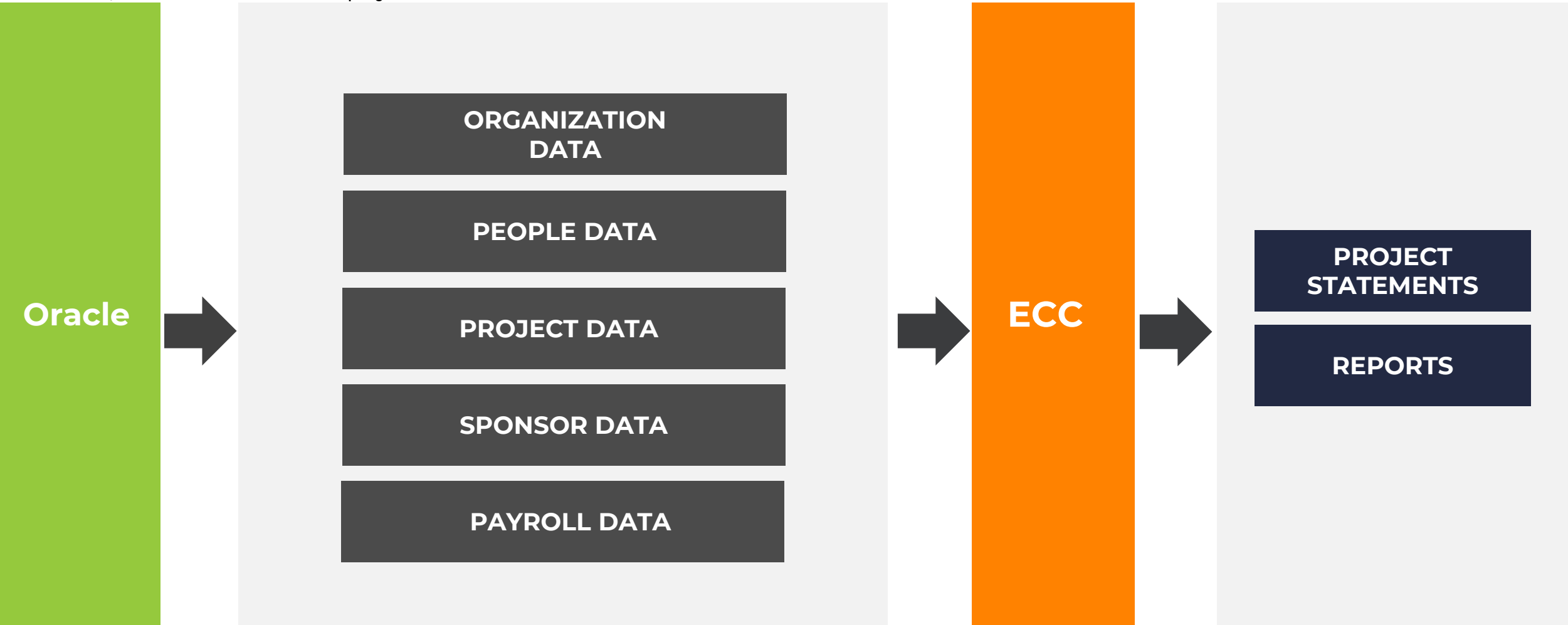
### **III. Calculating Effort**

**A.** An employee's total effort is defined as all professional activity for which the University employs the individual, whether part-time or full-time.

**B.** For reporting purposes, the University calculates an employee's effort in percentages, not hours.

# ECC Data Review

ECC is simply a repository of DASH data, meaning data is only pulled into ECC from DASH. ECC does not push data into DASH, and we do not edit payroll data in ECC.



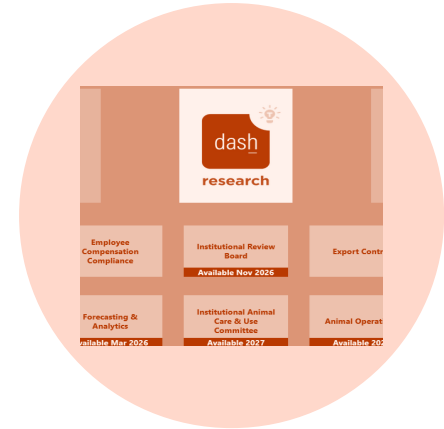
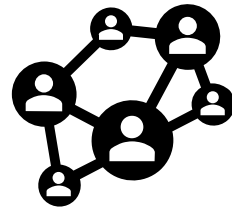
# Accessing the System



HYPERLINK FROM SYSTEM GENERATED  
EMAIL



INTERNET/BOOKMARK



UT PORTAL

[HTTPS://DASH.TENNESSEE.EDU/HOME](https://dash.tennessee.edu/home)

Users will be prompted to sign in with their University of Tennessee credentials if they are not connected to the network, otherwise, they will be directly routed to ECC through Single Sign On.



# Transition to Project Payroll Confirmation Method & Impacts

We have moved from the hybrid method of certification to the project payroll confirmation certification method.

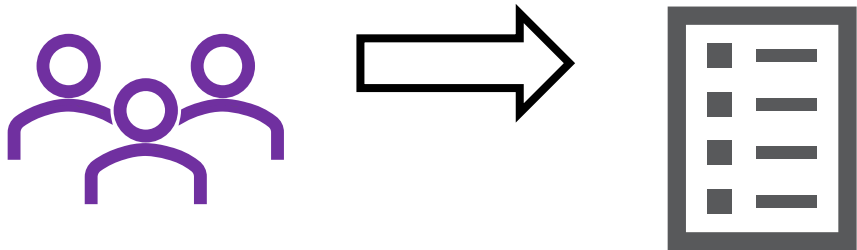
**What does that mean and how will that impact your role as a certifier in ECC?**

# Project Statements

We will no longer have two types of statements to certify in ECC. The Effort statements are going away, and you will only be responsible for Pre-Reviewing Project Statements going forward. This means that all staff and students will appear on a project statement. This includes PI's and Co-PI's.

## Project Statement

A statement generated for projects that displays **the payroll charged to the project for all employees working on the project** during the period of performance.

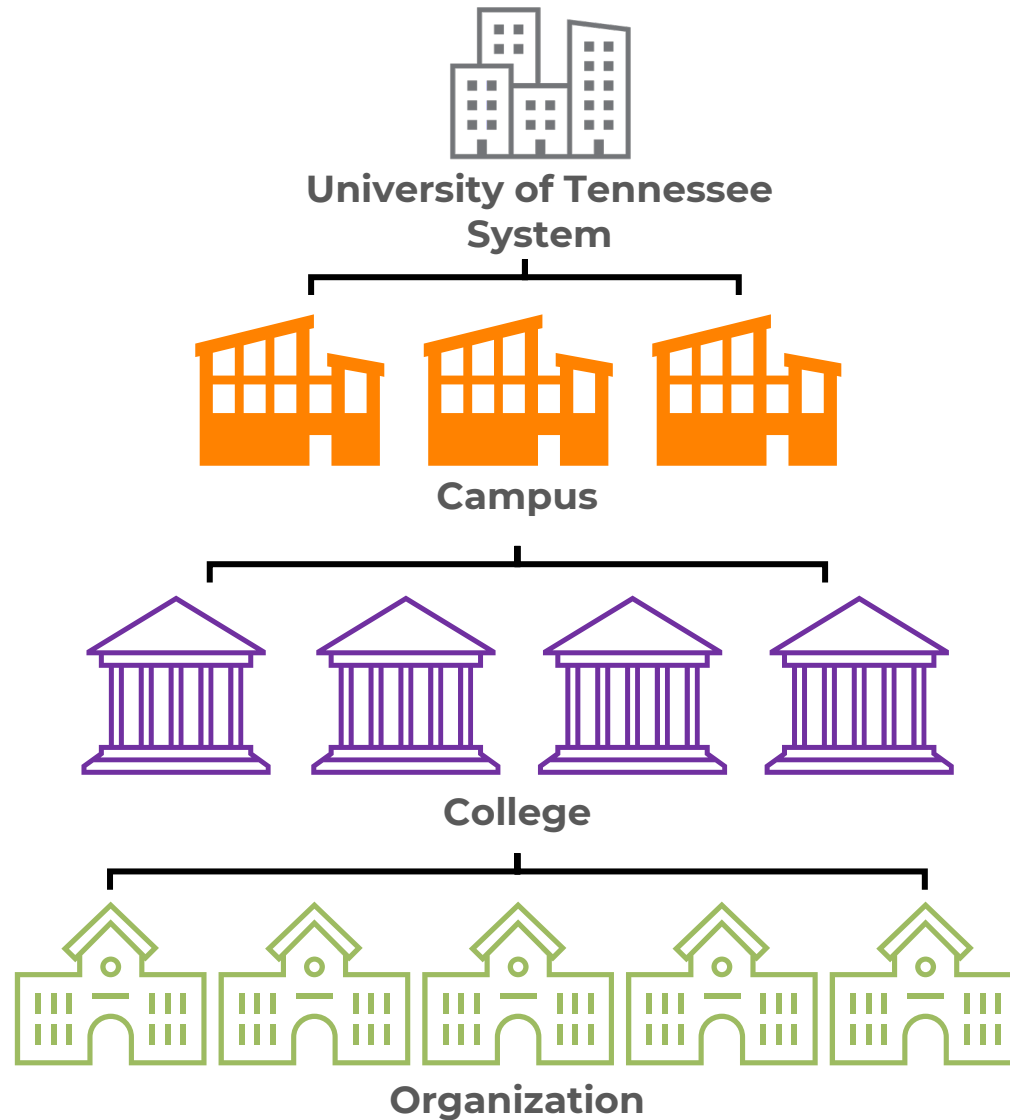




# Your Role in ECC

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# Organizational Hierarchy



# Primary and Non-Primary Effort Coordinators

Each department with sponsored accounts must have **one Primary Effort Coordinator**. A department can have multiple Non-Primary Effort Coordinators.

The Primary Effort Coordinator receives **all system-generated tasks and email notifications** for their assigned departments.

	Primary Effort Coordinator	Non-Primary Effort Coordinator
		
<b>Receives system generated emails</b>		
Pre-Review Period Opening	X	
Certification Period Opening	X	
Certification Reminder Emails	X	
Get Help button on Statements	X	
<i>**if a person is assigned to a specific PI or an account, they will receive emails as a Primary department coordinator would expect**</i>		
<b>Work List</b>		
View Project Statements from Work List	X	
View Project Statements from Department Dashboard	X	X
<i>**if a person is assigned to a specific account, their worklist will appear the same as a Primary department coordinator would expect**</i>		

# Primary Effort Coordinator Responsibilities

As Effort Coordinators, you are responsible for Pre-Reviewing Project statements within your Organization(s) as well as monitoring the certification period to assist with timely certifications.

Your Effort Coordinator Responsibilities include:

- **Monitoring** Project Statements as they are being built **during** the Period
- **Pre-Reviewing** all Project statements
- Monitoring the Certifications to **ensure completion** by Certification deadline
- Resolving any **Payroll Adjustment Tasks, this includes, checking labor schedules and running LD reports in DASH and ECC for comparison**



# Navigating the Organization Dashboard

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# Organization Dashboard

You may view all Organizations you are listed as an Effort Coordinator for via the **Organization Dashboard**

**Both Primary and Non-Primary Effort Coordinators have access** to their Organization Dashboard

The Dashboard has separate tabs for Project Statements, Grant and Project Information, and Organization Information

The screenshot shows the Organization Dashboard interface. At the top left is the University of Tennessee System logo. A navigation bar contains tabs for Home, Certify, Manage, and Reports. A dropdown menu is open under the Manage tab, with 'Look- Organization Dashboard' selected. A search box is labeled 'Search for Organization :'. Below the search box, a list of organizations is displayed: '100400-Admin - Engineering- 100400-Admin - Engineering', '100401-Institute for Nuclear Security- 100401-Institute for Nuclear Security', and '100402-Engineering Fundamentals Instruction- 100402-Engineering Funda'. At the bottom, there are three tabs: Project Certifications, Grant and Project, and Organization Information. Three red callout bubbles with numbers 1, 2, and 3 point to the Manage tab, the Organization Dashboard dropdown item, and the search box respectively.

# Organization Dashboard

The Project Certification tab lists a **summary of statements** grouped by status. You may filter your selection based on the period

To navigate to a statement, you may **select the icon** for that Certifier/Project under Statements

The screenshot displays the 'Organization Information' tab of the 'Project Certifications' section. It includes a 'Certification Summary Chart' with filters for 'Statement Type' (IBS, Non-IBS), 'Employee Type' (Project), and 'Period'. A dropdown menu for the period is open, showing options: '[Select]', '8/1/2023 to 12/31/2023', '1/1/2024 to 4/30/2024', and '5/1/2024 to 7/31/2024'. Below the chart is a table with columns 'Status' and 'Effort'.

Status	Effort
Ready for Certification	1 25.00%
Not Certified, Re-Opened by Payroll Adjustment	1 25.00%
Certified	1 25.00%
Auto Approved	22
Ready for Pre Review	1 25.00%

Below the table is a search bar for 'Covered Individuals' and a table with columns: Name, Grant Manager, Employee ID, Role, Statements, and Action. The 'Statements' column contains icons for different statement statuses: a red circle with a dollar sign, a green plus sign, an orange play button, and a yellow circle with a checkmark. The 'Action' column contains green circular icons with magnifying glasses.

# Organization Dashboard

The Organization Information tab **lists all Effort Coordinators**, with the Primary Effort Coordinator being highlighted in yellow

Selecting the **pencil icon** **reassigns the Primary** assignment. This function can be performed by a College Lead, Campus Lead, or Central Administrator

Effort Coordinators may be added at the bottom

Project Certifications Grant and Project **Organization Information**

**Organization Basic Information:**  
Name: 100426-Mechanical Aerospace&Biomedical Engr Type: NA  
Description: 100426-Mechanical Aerospace&Biomedical Engr Code: 100426-Mechanical Aerospace&Biomedical Engr  
Active: Yes

**Organization Effort Coordinator(s)**

Name	Address	Phone	Email	Action
Allen, Samantha C.			test00250023@utk.ed	
Malkemus, Carol Elaine			test00152954@utk.ed	
McBride, Ami J			test00325451@utk.ed	
<b>Moyers, Ruthann M</b>			test00308982@utk.ed	
Rodriguez, Farah Liz			test00414282@utk.ed	

Add

# Designees

**Designees** are assigned to **Projects**

- This may be assigned through the **Project Summary Page**
- Enter the project number in the search box at the top and select the correct project. Select the *Manage Project Designee* tab at the bottom
- The Start Date must be the beginning of the statement period. The End Date can be any period end date (multiple periods are allowed)

These Roles May Assign Designees



**Central Administrator**



**Campus Lead**



**College Lead**



**Primary Effort Coordinator**



# The ECC Process to Certification

# Pre-Review Notes

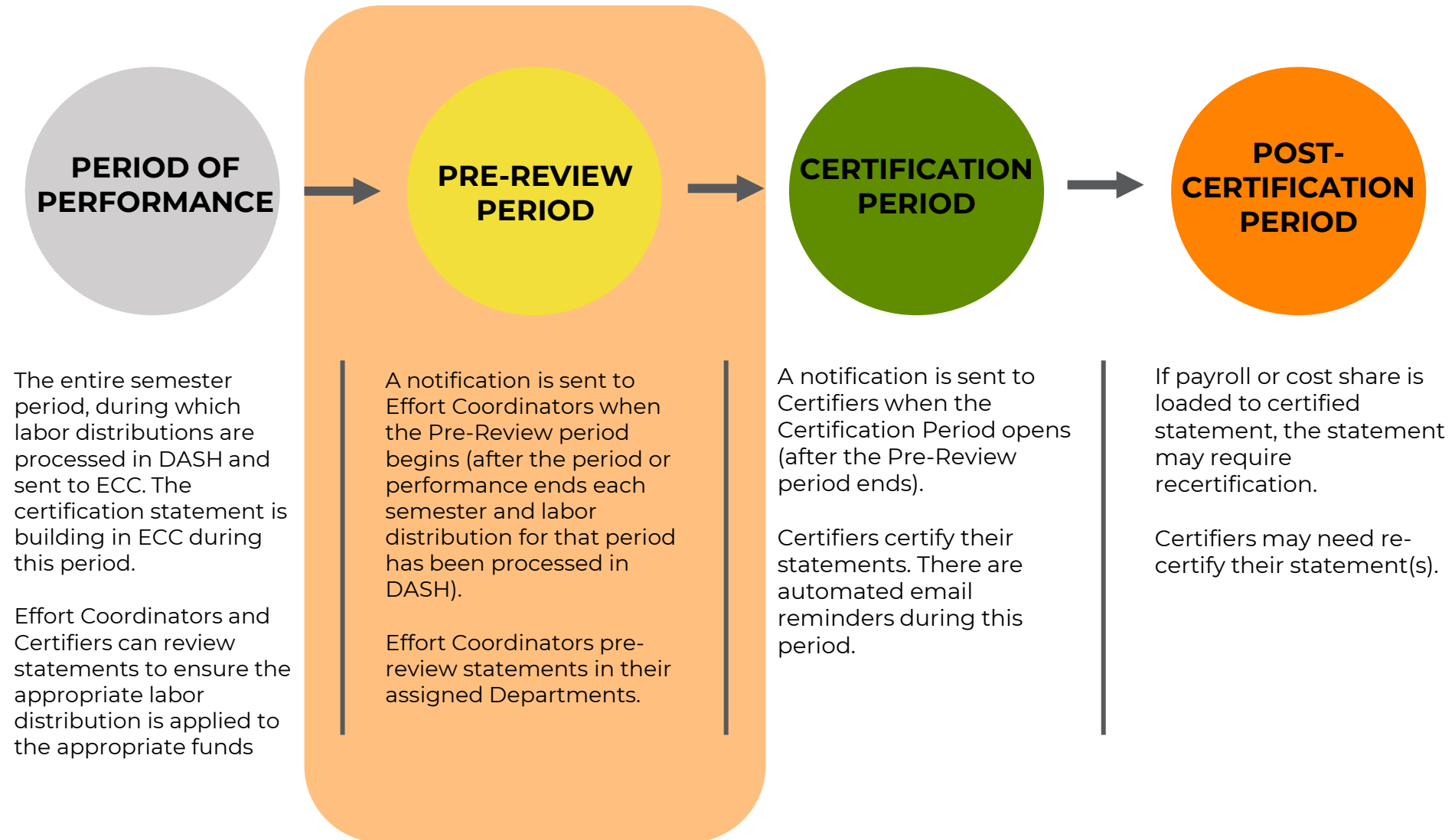
- During this time, any corrections to the statement may be done through managing labor schedules in Projects >Labor Distribution in DASH.
  - Labor Distributions **must be processed in DASH first** in order to flow into ECC
  - Pre-Review Period will open for two weeks for subsequent Periods of Performance

## PRE-REVIEW PERIOD

A notification is sent to Effort Coordinators when the Pre-Review period begins (after the period or performance ends each semester and labor distribution for that period has been processed in DASH).

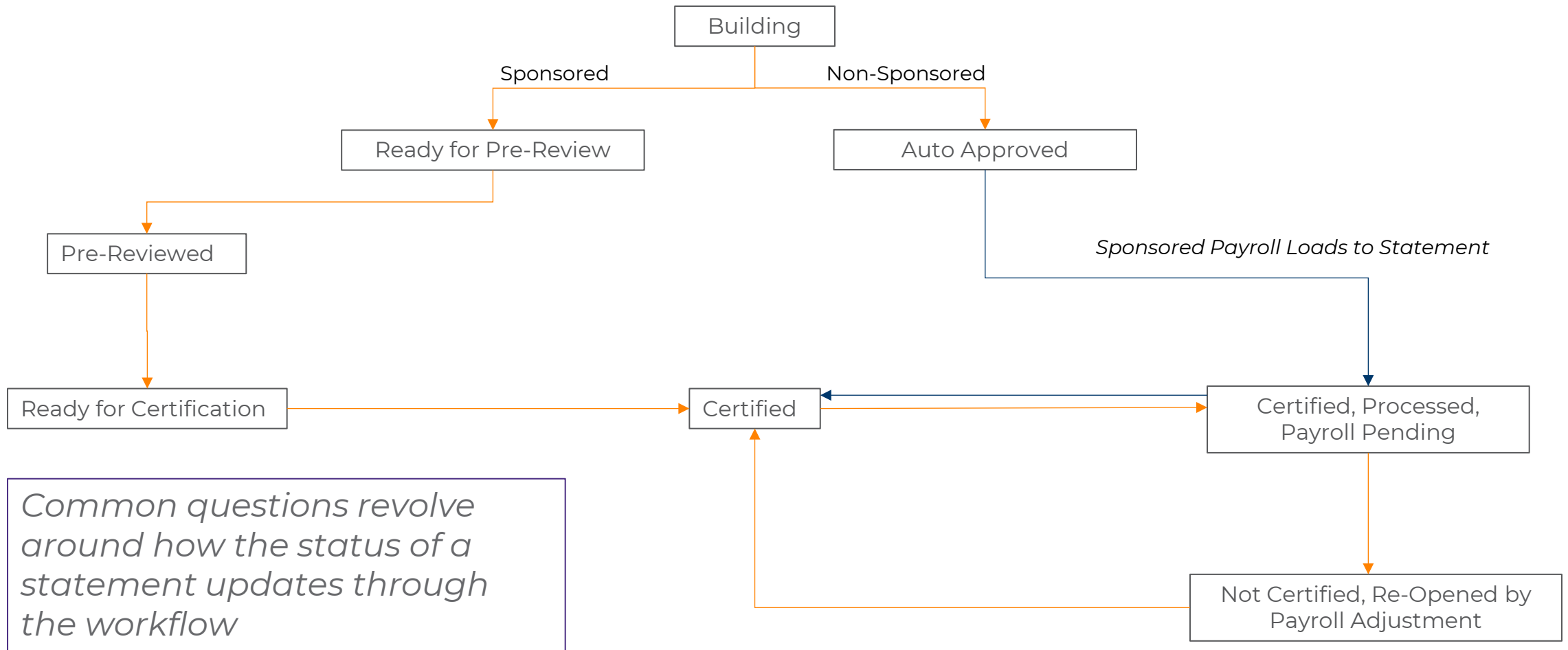
Effort Coordinators pre-review statements in their assigned Departments.

# Pre Review Period



# Statement Status Flow

## Project Statements



# Pre-Review Period

- The Pre-Review period opens some time **after a semester period ends**. By this time, all payroll should have loaded to statements.
- An **Email notification** for Pre-Review is sent at the beginning of the Period to all Primary Effort Coordinators. This email **lists all statements that are Ready for Pre-Review**
- The Effort Coordinator is required to review statements for accuracy and may **run payroll reports** to validate payroll amounts.
- Once **Pre-Review is complete** and the **Certification Period opens**, the statements are **routed to Certifiers** to complete Certification. **\* If statements are not Pre-Reviewed, then they cannot be certified.**



# University of Tennessee

Effort coordinators can identify statements in the Ready for pre-Review status by navigating to their work list from the homepage. From the work list, click on the status name, which is hyperlinked, and the statement will open.

The screenshot displays the DASH Research System interface. At the top, there is a navigation bar with tabs for Home, Certify, Manage, Reports, Administration, and Links. A search bar and a user greeting 'Hello' are also present. Below the navigation bar, the 'Work List for' section is visible, featuring a notification about 'Spring Certification Extended Through September 30'. The main content area contains a table with one row of data:

Staff	Period	Due Date	Sponsor	Subactivity Title
Zennadi, Rahima	2025 - Jan- April	8/29/2025	IBS	700607-Physiology-700607-Physiology

The status 'Ready for Pre Review' in the table is highlighted with a purple box. Below the work list, there are sections for 'Associated Project Statements' and 'Associated Delegated Project Statements'. The 'Associated Project Statements' section shows a message: 'There are no Project statements associated with you'. The 'Associated Delegated Project Statements' section contains a table with two rows of data:

Principal Investigator	Project Title	Subactivity Title	Account Number	Sponsor Name	Period	Status	Staff
Sharp, Burt M	USPHS Grant DA-053672-05	SPN112635	SPN112635	National Institute on Drug Abuse (...	2025 - Jan- April	Ready for Pre Review	
Zennadi, Rahima	Medical College - Wisconsin HL-154254-04	SPN112295	SPN112295	The Medical College of Wisconsin, ...	2025 - Jan- April	Ready for Pre Review	

# Pre-Reviewing the Statement

The Project Statement displays **all sponsored payroll** for any given period. The payroll displayed on your project statement is a summary of detailed transactions found in labor distribution. The payroll percentages listed on your statement are not effort percentages. They represent the percentage of your total pay. Certified Effort is rounded to the nearest **whole number**

## [+] Associated Project Statements Instructions

To certify a project statement, verify the percentage of effort that each person worked on each project during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button.

**Work List**

Ready for Certification ★

**SPN112757 - Morehouse School Medicine HG-013595-01**

Project Information

Grant: 700603-Genetics Genomics and Informatics - 700603-Genetics Ge...

Organization: Morehouse School Medicine HG-013595-01

Primary EC: Jacquelyn Easley

Grant Manager:

Sponsor-Sponsor Award Number:

Project Dates: 09/18/2024 to 06/30/2025

Project Statement for **SPN112757: Morehouse School Medicine HG-013595-01 (2025 - Jan- April)** ; Effort from 1/1/2025 to 4/30/2025, due date 8/29/2025, Status: Ready for Pre Review

**INFO - New payroll transactions affect this statement.**

On Hold:

Employee	Organization	Payroll \$	Payroll %	Cost Share/ Salary Over The Cap \$	Cost Share/ Salary Over The Cap %	Total \$	Total %	Certified Effort	Certify?	Hover Over
	700603-Genetics Genomics and Informatics - 70...	\$5,000.00	50%	\$0.00	0%	\$5,000.00	50%	50 %	<input type="checkbox"/>	\$
	700603-Genetics Genomics and Informatics - 70...	\$5,000.64	48%	\$0.00	0%	\$5,000.64	48%	48 %	<input type="checkbox"/>	\$
	700603-Genetics Genomics and Informatics - 70...	\$5,150.00	50%	\$0.00	0%	\$5,150.00	50%	50 %	<input type="checkbox"/>	\$

Get Help Save Home

Notes

Attachments

Transactions

Activity Log

# Pre-Reviewing the Statement

The ECC system automatically approves any employees with only non-sponsored payroll, and they do not need to certify their compensation. To see a 100% detailed breakdown of an employee's payroll percentages hover over the payroll report icon at the bottom of your statement until you see the pop up to view all payroll.

The screenshot displays the ECC system interface. At the top, there is a navigation bar with tabs for Home, Certify, Manage, Reports, Administration, and Links. Below this, there are sub-tabs for My Effort Statements and My Project Statements. The main content area is titled "[+] Associated Project Statements Instructions". Below the instructions, there is a "Work List" section with a "Ready for Pre Review" status. The main part of the screenshot is a "Project Statement for" window for "SPN108673: Ascendium - GYO Teacher Education (2025 - Jan - April)". The window shows project information and a table of payroll data. A green box highlights the "Hover Over" tooltip that appears when the user hovers over the payroll report icon in the table. The tooltip text is "View all payroll".

To certify a project statement, verify the percentage of effort that each person worked on each project during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button.

**Work List**

- Ready for Pre Review ★
- In Progress ★

**Project Statement for** SPN108673: Ascendium - GYO Teacher Education (2025 - Jan - April) : Effort from 1/1/2025 to 4/30/2025, due date 8/29/2025, Status: Ready for Pre Review

Employee	Organization	Payroll \$	Payroll %	Cost Share/ Salary Over The Cap \$	Cost Share/ Salary Over The Cap %	Total \$	Total %	Certified Effort	Certify?	On Hold: <input type="checkbox"/>
	011440-UT Department of Technology Solutions - 011440-UT D...	\$3,594.48	13%	\$0.00	0%	\$3,594.48	13%	13 %	<input type="checkbox"/>	<input type="checkbox"/>

Get Help | Pre Review | Save | Home | **View all payroll**

Notes  
Attachments  
Transactions  
Activity Log  
Email Log

# Pre-Reviewing the Statement

The payroll report line-item view will display all payroll entries for Sponsored Projects, Non-Sponsored Projects, and any applicable internal (INT projects). The line items are summed to total 100 percent payroll for the period of performance.

The screenshot displays the University of Tennessee System's project management interface. At the top, there is a navigation bar with tabs for Home, Certify, Manage, Reports, Administration, and Links. Below this, there are sections for 'My Effort Statements' and 'My Project Statements'. The main content area is titled 'Associated Project Statements Instructions' and provides instructions on how to certify a project statement. A 'Work List' section shows a list of projects, with 'Ready for Pre Review' and 'In Progress' categories. The selected project is 'SPN108673 - Ascendium - GYO Teacher Education'. A 'Project Payroll Summary - 2025 - Jan - April' pop-up window is displayed, showing a table of payroll entries. The table has columns for Project Name, Amount, and Percentage. The total amount is \$27,649.72, which sums to 100.00%.

Project Name	Amount	Percentage
SPN108673-Ascendium - G...	\$3,594.48	13%
000-UT Non-Sponsored Act...	\$24,055.24	87%
<b>Total:</b>	<b>\$27,649.72</b>	<b>100.00%</b>

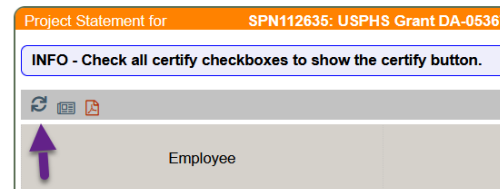
Below the payroll summary, there is a table for the project statement for 'SPN108673: Ascendium - GYO Teacher Education (2025 - Jan - April)'. The table has columns for Employee, Organization, Payroll \$, Payroll %, Cost Share/ Salary Over The Cap \$, Cost Share/ Salary Over The Cap %, and Total \$. The data row shows an organization of '011440-UT Department of Technology Solutions - 011440-UT D...' with a payroll of \$3,594.48, which is 13% of the total.

Employee	Organization	Payroll \$	Payroll %	Cost Share/ Salary Over The Cap \$	Cost Share/ Salary Over The Cap %	Total \$
	011440-UT Department of Technology Solutions - 011440-UT D...	\$3,594.48	13%	\$0.00	0%	\$3,594.48

# Pre-Reviewing the Statement

These sections are listed below a statement card

- **Notes** – Add notes that can be viewed by the PI/Faculty (select the icon)
- **Attachments** – Add an attachment that can be viewed by the PI/Faculty (select the icon)
- **Transactions** – View all payroll transactions that have been loaded to the statement. The status updates will also be listed here. **If a payroll adjustment has been applied to a statement, it will show up in the transactions log. The statement may need to be refreshed to recalibrate amounts & percentages after payroll adjustments have been applied**



- **Activity Log** – View when the statement was Pre-Reviewed, Viewed, and Certified.
- **Email Log** – View when ECC sent an email related to the statement.

▶ Notes
▶ Attachments
▶ Transactions
▶ Activity Log
▶ Email Log



# Pre-Review Accuracy Questions

1

*Do all employees who were charged to the project for the semester appear on the project statement?*

2

*Is the payroll for each employee accurate?*

3

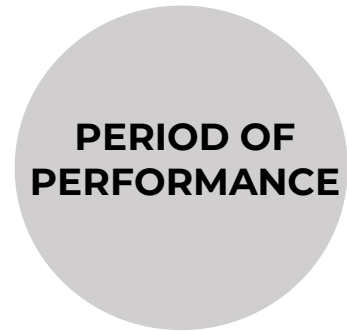
*Is the total payroll for this project and time-period accurate?*

STOP

If there are any inaccuracies found on your statement, do not click the Pre-Review button.



# Certification Period



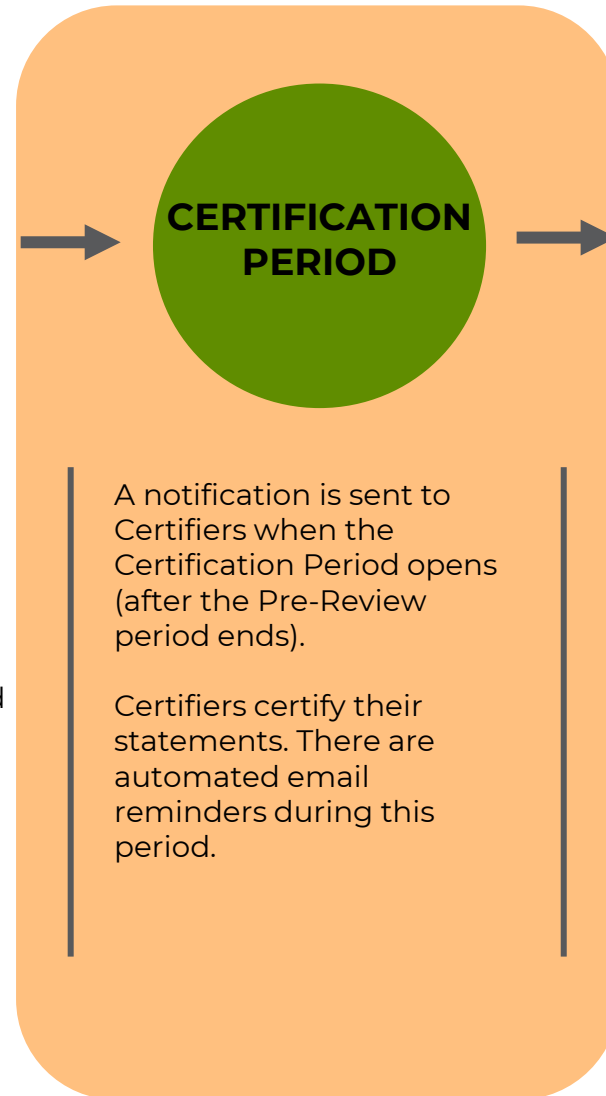
The entire semester period, during which labor distributions are processed in DASH and sent to ECC. The certification statement is building in ECC during this period.

Effort Coordinators and Certifiers can review statements to ensure the appropriate labor distribution is applied to the appropriate funds



A notification is sent to Effort Coordinators when the Pre-Review period begins (after the period or performance ends each semester and labor distribution for that period has been processed in DASH).

Effort Coordinators pre-review statements in their assigned Departments.



A notification is sent to Certifiers when the Certification Period opens (after the Pre-Review period ends).

Certifiers certify their statements. There are automated email reminders during this period.



If payroll or cost share is loaded to certified statement, the statement may require recertification.

Certifiers may need re-certify their statement(s).

# Certifying the Statement

The Certifier can certify their statement **by selecting all checkboxes** on the right or the **star icon** at the top. The Certify button will appear at the bottom. **An Attestation Statement** will generate in order for Certification to be processed.

[Associated Project Statements Instructions](#)

To certify a project statement, verify the percentage of effort that each person worked on each project during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button.

**Work List**

Ready for Certification ★

**SPN112757 - Morehouse School Medicine HG-013595-01**

Project Information

Grant: 700603-Genetics Genomics and Informatics - 700603-Genetics Ge...

Organization: Morehouse School Medicine HG-013595-01

Project Title: Jacquelyn Easley

Primary EC: Jacquelyn Easley

Grant Manager: Jacquelyn Easley

Sponsor-Sponsor Award Number: 09/18/2024 to 06/30/2025

Project Dates: 09/18/2024 to 06/30/2025

Project Statement for **SPN112757: Morehouse School Medicine HG-013595-01 (2025 - Jan- April)**; Effort from 1/1/2025 to 4/30/2025, due date 8/29/2025; Status: Ready for Certification

INFO - New payroll transactions affect this statement.

Employee	Organization	Payroll \$	Payroll %	Cost Share/ Salary Over The Cap \$	Cost Share/ Salary Over The Cap %	Total \$	Total %	Certified Effort	Certify?	Hover Over
	700603-Genetics Genomics and Informatics - 70...	\$5,000.00	50%	\$0.00	0%	\$5,000.00	50%	50 %	<input type="checkbox"/>	\$
	700603-Genetics Genomics and Informatics - 70...	\$5,000.64	48%	\$0.00	0%	\$5,000.64	48%	48 %	<input checked="" type="checkbox"/>	\$
	700603-Genetics Genomics and Informatics - 70...	\$5,150.00	50%	\$0.00	0%	\$5,150.00	50%	50 %	<input type="checkbox"/>	\$

Get Help

Notes

Attachments

Transactions

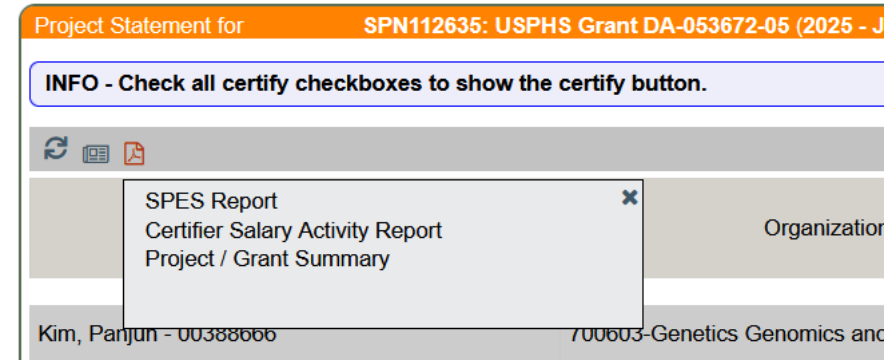
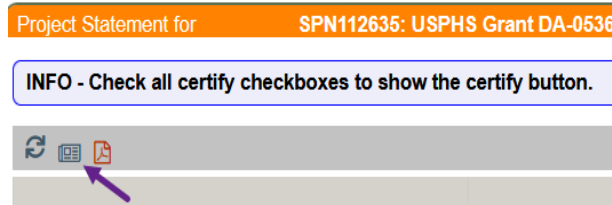
Activity Log

**Certify** **Save**



# Running Reports From the Project Statement

Reports can be run by **selecting the newspaper icon on the top left** of a statement. These reports can be exported to **Excel**.



Parameters Results

Based on your report selection below are the results. Please note that you can [sort the results](#) by clicking on the column header.

Formatted PDF

Organization Name: 700603-Genetics Genomics and Informatics  
Organization Code: 700603-Genetics Genomics and Informatics  
Project Name: USPHS Grant DA-053672-05  
Project Number: SPN112635  
Project Type:  
Project PI Name: Sharp, Burt M - 00108925  
Project Sponsor Name: National Institute on Drug Abuse (NIH)  
Project Sponsor Number: 100890  
Project Sponsor Project Number:  
Project Start to End Date: 02/01/2025 to 03/31/2026  
Filter Start to End Date: 01/01/2025 to 04/30/2025  
Total: \$16,775.09

**Effort Statement Results**

Persons Charged or Cost Shared to this Project	Period of Performance	Organization	Role(s)	Project Number	Project Name	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Computed (%)	Certified (%)
Sharp, Burt M	01/01/2025 to 04/30/2025	700603-Genetics Genomics and Informatics	Certifier	SPN112635	USPHS Grant DA-053672-05	\$8,600.22	7.64	\$0.00	0.00	7.64	8
Williams, Robert Wood	01/01/2025 to 04/30/2025	700603-Genetics Genomics and Informatics	Certifier	SPN112635	USPHS Grant DA-053672-05	\$674.66	0.49	\$0.00	0.00	0.49	0

Excel | XML | PDF | RTF

**Project Statement Results**

Persons Charged or Cost Shared to this Project	Employee Id	Organization	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Certified (%)
Kim, Panjun	00388666	700603-Genetics Genomics and Informatics	\$7,500.21	100.00	\$0.00	0.00	73

Excel | XML | PDF | RTF

# Reports

Reports are available for **all management roles** (i.e., Effort Coordinators and above)

Data output is **restricted** based on the individual user's **access**

The screenshot shows the University of Tennessee System dashboard. At the top left is the logo and name. A search bar is on the top right. A navigation bar contains 'Home', 'Certify', 'Mar 1', 'Reports', 'Administration', and 'Links'. Below this is a 'Reporting' sub-menu. The main content area is titled 'Reporting' and contains a table of reports. Red callout boxes are placed over the 'Reports' menu item (1), the 'Reporting' sub-menu (2), and the 'Reporting' table header (3).

Category	Reports	Description
Management	Organization Project Report	The Certification Status Report displays a list of all certification statements that have a specified status at the time the report is run.
Monitoring	Certification Activities Report	
Payroll/Cost Share	Certification Status Report	You must choose the status(es) to be included, employee type or date range, Organization and/or roles to be included.
	Certification Status Summary Report	
	Certifiers That Have Certified After th...	
	Effort statements certified by someone...	
	Effort Statements On Hold	
	Effort Task Listing Report	

# Common Reports

Report Name	Description
Project Status Report	The Project Status Report displays a list of all project certification statements in a department that have a specified status at the time the report is run.
SPES Report	The Sponsored Project Employee Summary (SPES) Report lists all employees that had salary charged to a specific Sponsored Project. This report allows certifiers and Research Administrators to review the employees that were paid from the grant.
Payroll Report	The Payroll Report lists the payroll for an employee, for all employees within a department, or for all employees that had salary or cost sharing charged to a specific sponsored project. The report can be generated by a Period of Performance or by user defined date ranges.
Certifier Payroll Summary Report	This report lists all of a certifier's accounts and the payroll distribution for each account for each month and for the 12-month period.
PI and Staff Report	This report will produce a list of all individuals charging a PI's account(s) and their monthly payroll percentage on every account they are charging. Select a given PI and a date range.

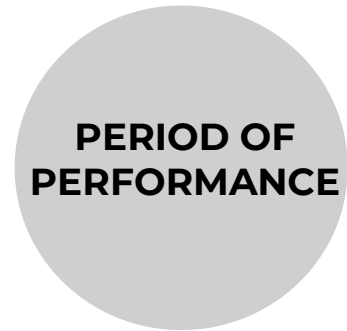
*Reports can be exported into excel\**



# Post Certification Period

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# Post-Certification Period



The entire semester period, during which labor distributions are processed in DASH and sent to ECC. The certification statement is building in ECC during this period.

Effort Coordinators and Certifiers can review statements to ensure the appropriate labor distribution is applied to the appropriate funds



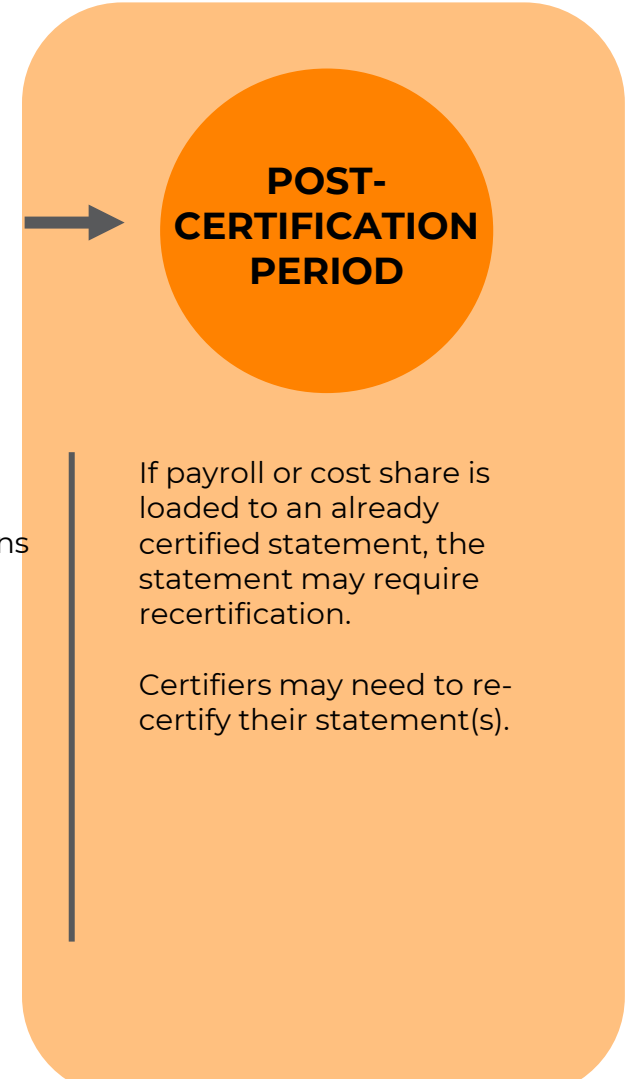
A notification is sent to Effort Coordinators when the Pre-Review period begins (after the period or performance ends each semester and labor distribution for that period has been processed in DASH).

Effort Coordinators pre-review statements in their assigned Departments.



A notification is sent to Certifiers when the Certification Period opens (after the Pre-Review period ends).

Certifiers certify their statements. There are automated email reminders during this period.



If payroll or cost share is loaded to an already certified statement, the statement may require recertification.

Certifiers may need to re-certify their statement(s).

# Post-Certification Period

- The Post-Certification Period is a process flow that initiates **when payroll is loaded** to a statement any time **after the statement has been certified**.
- **Project** Statements follow this process flow
- This generates an **automatic email** to the Primary Effort Coordinator. Tasks are also routed to the **Primary Effort Coordinator's worklist**.
- If the amount of payroll causes **less than 5% variance**, you would have the option to process the transaction **without re-opening** the statement.
- If the amount of payroll causes **greater than 5% variance**, you would be required to **re-open the statement** for certification.

# Payroll Adjustments FAQ's



Payroll adjustments in ECC will generate an automatic email to the Primary Effort Coordinator



Tasks are also routed to the Primary Effort Coordinator's worklist



Post Certification Project Payroll Reconciliation tasks in ECC are tasks assigned to you for processing. If you see these tasks in your work list, you have an action item



# Training-Related Resources

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# Training Resources *Available Now*

## DASH Research Website:

- Training related Resources & materials can be found on the [DASH Research ECC Website](#). It is the ultimate source regarding all things related to the DASH Research ECC module.

# Contact Information

*For technical and functional assistance, please submit a [DASH Research Request](#)*

## Team Dynamix



[DASH Research Service Request](#)

*For ECC timeline, notable dates, and training resources, please visit the [DASH Research SharePoint](#) & sign up for communications*

## Email



[Ecc.dash.tennessee.edu](mailto:Ecc.dash.tennessee.edu)

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**QUESTIONS?**

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