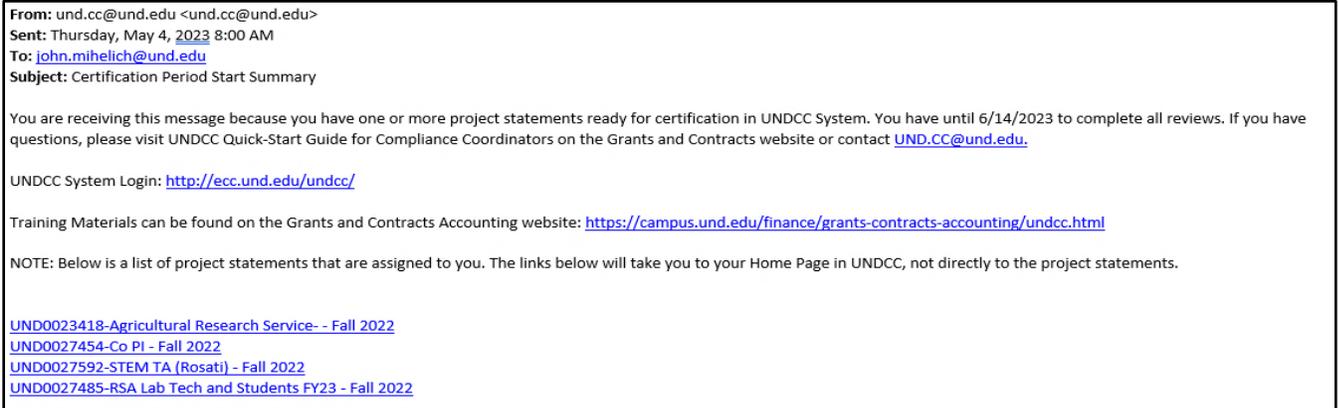


UND Compensation Compliance System (UNDCC) Certifier Quick Guide

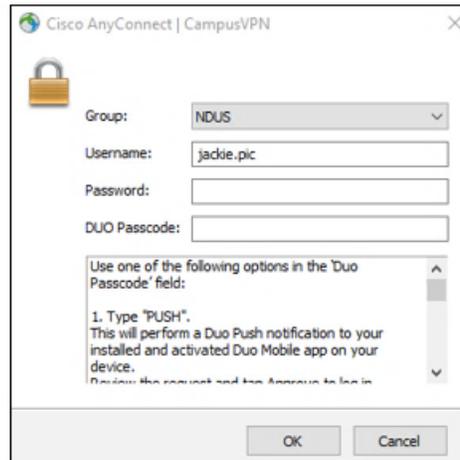
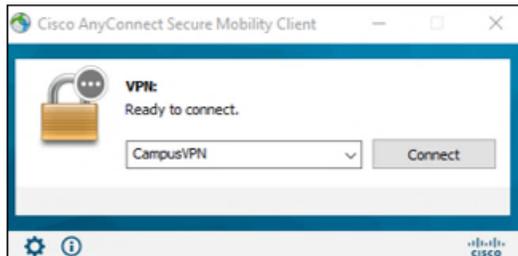
1. RECEIVE EMAIL FROM UNDCC

Certifiers (PIs) will receive a system generated email once their Compliance Coordinator has completed the Pre-Review of the Project Statement(s). Click the link in the email notification (<https://ecc.und.edu/undcc/>) to see the list of Project Statements ready for Certification.



2. LOG INTO UNDCC

UNDCC uses single sign-on. If you are not already logged into VPN, log into VPN with your UND username/password.



3. SELECT PROJECT STATEMENT

After logging into UNDCS, users will “land” on their Work List. Click the “Ready for Certification” link.

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
UND0027454-Co PI	UND0027454	North Dakota Stat...	Fall 2022	6/14/2023	Ready for Certification	●
UND0027592-STEM TA (Rosati)	UND0027592	North Dakota Stat...	Fall 2022	6/14/2023	Ready for Certification	●

4. REVIEW PROJECT STATEMENT

Review each Project Statement for the following:

Is the payroll for each employee reasonable in relation to each project and do they accurately represent what you, as the Principal Investigator in charge of the project have authorized for the semester?

- If yes, please proceed to Step 5.
- If not, click the “Get Help” button at the bottom of the Project Statement to email your Compliance Coordinator (CC) for assistance.

Employee	Department	Payroll \$	Cost Share \$	Total \$	Confirm	Details
Rosati, Michael - 1343449	Civil Engineering-2710 - 2710	\$10,000.00	\$0.00	\$10,000.00	Confirm	Details

5. CERTIFY PROJECT STATEMENT

Check each box (or click the star to select all boxes) and click "Confirm".

Project Statement for: UND0027592 - UND0027592-STEM TA (Rosati) (Fall 2022) Payroll from 8/16/2022 to 12/31/2022, due date 6/14/2023, Status: Ready for Certification

INFO - Check all certify checkboxes to show the certify button.

Employee	Department	Payroll \$	Cost Share \$	Total \$	Confirm	Details
Rosati, Michael - 1343449	Civil Engineering-2710 - 2710	\$10,000.00	\$0.00	\$10,000.00	<input checked="" type="checkbox"/>	\$

Get Help Confirm Save Home

Notes
Attachments

Complete the attestation by clicking "I Agree".

Attestation

Project Title: UND0027592-STEM TA (Rosati)
 Project Name: UND0027592 - UND0027592-STEM TA (Rosati)
 Period: Fall 2022
 Certifier: Mihelich, John A - 8002096
 Personnel Being: Rosati, Michael - 1343449

I certify that the salary charged, including any salary transfers this period reasonably reflect the work performed and are in accord with University policies. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

Cancel I Agree