



ECC Department Administrator User Role Job Aid

There is one role — Department Administrator (DA) — that can be assigned to departmental administrative staff in Employee Compensation Compliance (ECC). This role is intended for departmental staff who need access to view and/or assist the PI with review of project statements including detail payroll. To obtain access to this role, Departmental Security Administrators (DSAs) are required to assign the ER5-Coordinator role in DACSS.

Additionally, ECC requires each department to have **one** Primary Department Administrator. Without a user assigned to this role many functions in ECC are unavailable. The Primary DA has all the same functions as a DA and also receives a customized worklist and automated system communications related to project statements assigned to the department. Exact communications are outlined below. The assignment of this role is managed centrally.

The table below outlines the functions granted to the Department Administrator role and highlights the functions only available to the Primary Department Administrator.

Function	Primary DA 	Non-Primary DA 
Receives system generated emails*		
Certification Period Opening	X	
Certification Reminder Emails	X	
Project Statement Reopened Email	X	
Project Payroll Reconciliation Task Email	X	
<i>* Non-Primary DA will receive emails if they are assigned to a specific Account-CC-Fund or PI through Department Administrator Override.</i>		
Worklist		
View Customized Work List*	X	
Process Post-Certification Payroll Adjustment Tasks	X	X
<i>*Non-Primary DAs will receive a customized worklist if they are assigned to a specific Account-CC-Fund or PI through Department Administrator Override.</i>		
Project Statements		
View Project Statements and Payroll Activity	X	X
View and Add Notes and Attachments	X	X
View Transaction Logs	X	X
Place Project Statements on Hold	X	X
Departmental Dashboard		
View Department Dashboard	X	X
Assign Department Administrator Overrides	X	X
Reports		
Run Various System Reports	X	X