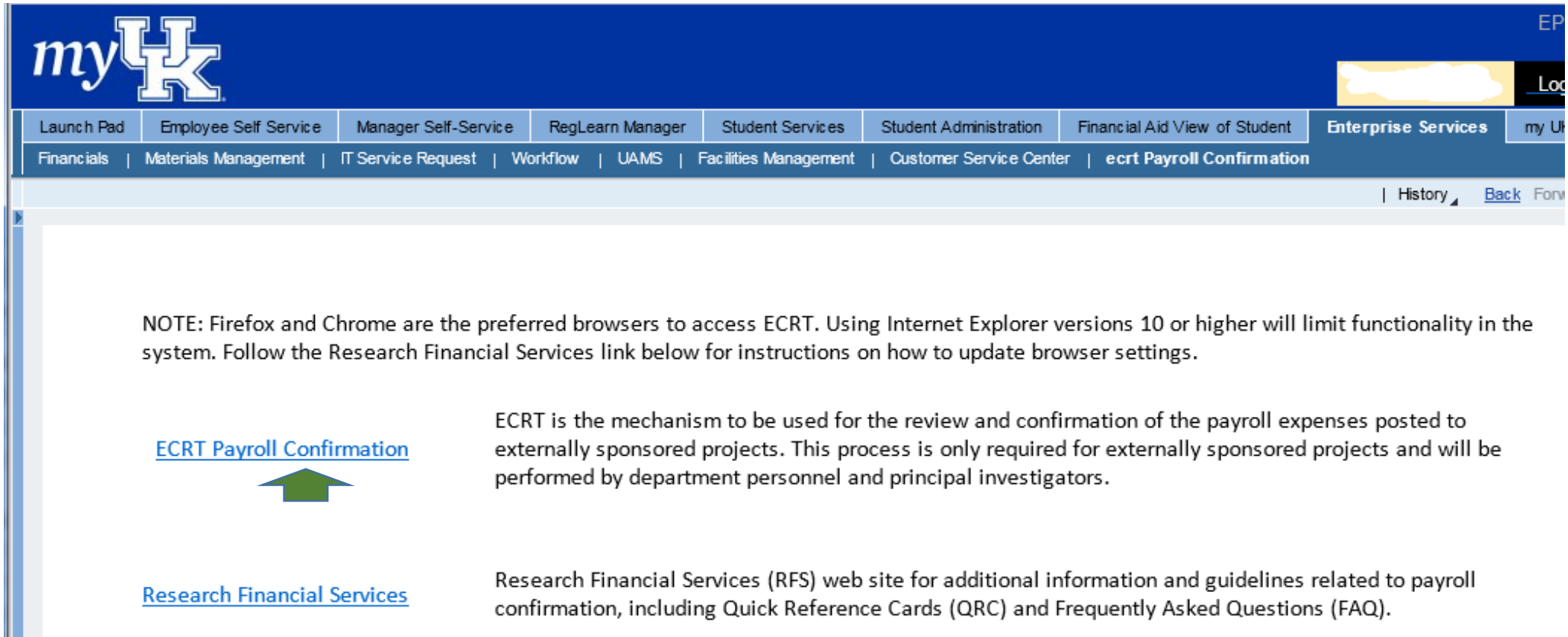<u>*ecrt Users Guide*</u>

<u>A Quick Guide for Primary Department Effort Coordinators completing the Pre Review Process</u>

For best results please use Chrome or Firefox as the browser before logging in to the myUK portal page. If access is needed to either of these browsers, please contact an IT representative for assistance.

1. Log in to the myUK portal page. At the top of the page select the Enterprise Services or Faculty Services tab. Next select the ecrt Payroll Confirmation subtab.

2. Click on ECRT Payroll Confirmation (green arrow) and the welcome screen will appear.

NOTE: Firefox and Chrome are the preferred browsers to access ECRT. Using Internet Explorer versions 10 or higher will limit functionality in the system. Follow the Research Financial Services link below for instructions on how to update browser settings.

ECRT Payroll Confirmation

ECRT is the mechanism to be used for the review and confirmation of the payroll expenses posted to externally sponsored projects. This process is only required for externally sponsored projects and will be performed by department personnel and principal investigators.

Research Financial Services

Research Financial Services (RFS) web site for additional information and guidelines related to payroll confirmation, including Quick Reference Cards (QRC) and Frequently Asked Questions (FAQ).

3. From the ECRT Welcome page, press the continue button (green arrow) to navigate into the system.

| Welcome, Diane Gagel | Sign Out |

Welcome to ECRT

Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT)

At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.

ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user.

The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

So, log in and get started. You will be certified before you know it!

Continue

4. Once logged in, the screen will default to your homepage: Click on the Associated Project Confirmations Tab (purple arrow).

| Welcome, Michael Jordan | Sign Out | Enter Search Criteria

Home   Certify   Manage   Reports   Administration   Links

Helpful Links
» OMB Circulars
» National Institutes of Health: Grants Policy and Guidance
» Research Financial Services

Work List for Michael Jordan

Welcome to ecrt payroll confirmation system. The tabs below list all the payroll confirmation tasks that require your attention-whether it is Pre Reviewing, Confirming, processing statements or following up on outstanding statements. To view and resolve the specific task, click any of the hyperlinks in the details to be routed to a project statement.

Statements Awaiting Confirmation	N/A (0)	Associated Project Confirmations

Statement Owner	Department	Period	Due Date	Type	Status	PI

There are no Effort statements that need certification.

Below is an example of the work list:

5. Worklists can be sorted by any of the columns from this screen with the exception of the "Status" column (far right). The information "Federal" and "Non-Fed" is intended to help with prioritization of tasks. *Remember that those projects noted as Federal will also require the Principal Investigator to perform the confirmation process once that period opens.*

6. The projects that are ready for pre review (yellow icon with magnifying glass) require action at this time; perform the Pre Review and approve or request a revision if needed. To process a revision requested: https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC-Processing%20Revision%20Requested%20and%20Missing%20Persons.pdf

7. To select a specific project in pre review status, click any hyperlink on the associated line for that project (will be blue text on the screen).

8. After clicking the selected project, the project statement page will appear (example below).

Work List	
Karoli, Tim - 99887705	3210445888 - Alaska English Language Arts
Kealy, Pat - 99887706	
Kelley, Mike - 99887703	Project Information
Meadows, Steve - 99887704	CFDA Number: 93.395 Cancer Treatment Research
▶ Ready for Confirmation ★	Org: Hurontesting - Huron Testing Department
	Project Title: Alaska English Language Arts
Pre Reviewed	Project Period: 08/15/2015 to 06/01/2016
	Budget Period: 08/15/2015 to 06/01/2016
▼ Ready for Pre Review ★	Sponsor Name: National Cancer Institute
3049003334 Thin Composite Two-Way Flooring FY16 Quarter 2	Sponsor Award Number: 5R01XX

Project Statement for 3210445888: Alaska English Language Arts (FY16 Quarter 3); effort from 1/1/2016 to 3/31/2016, due date 2/28/2017; Status: Ready for Pre Review

Employee	Department	Direct Charge $	Cost Share $	Direct Charge %	Cost Share %	Total Payroll $	Total Payroll %	Confirm	Revise Payroll	Action
Farr Á , Vena - 99887717	Huron Testing Department - Hurontesting	$5,000.00	$100.00	74 %	1 %	$5,100.00	75%	☐	☐	◉
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	$2,000.00	$100.00	2 %	0 %	$2,100.00	2%	☐	☐	◉

Pre Review   **Home**

9. On the project statement page, there is a variety of information about the project.

   a. The box in the upper left corner of the page is the work list (purple box) contains a complete list of all projects and their associated Principal Investigators. The Primary Department Effort Coordinator has the responsibility for completing a pre review of the payroll expenditures posted for the reporting quarter for each of these projects.

   b. The box in the upper right corner of the page (green box) contains information specific to the sponsored project, which can also be found on the GMGRANTD tab in SAP.

      i. For example, the CFDA number is an indication the project may contain federal funds. If there are no federal funds associated with the project, this field will be populated as 99.999.

      ii. Project Period indicates the entire length of the award period. For example, if the project is a 5 year award from NIH, the project period would reflect the entire 5 years, just as it does in SAP.

Continued on next page

      iii. The Budget Period may be shorter than project period. Again, using the example of a 5 year award from NIH, if the project only received incremental funding through the second year of the award, the budget would only reflect the 2 years for which are authorized to incur expenses.

c. The main section of the page contains the detailed information associated with the specific project which needs to be pre reviewed. The blue ribbon on the project statement indicates the time period contained on the statement as well as the due date. **Note** – due date indicates when statement must be both pre reviewed and confirmed (if applicable).

10. During the Pre Review Process the Department Effort Coordinator should:

a. Verify that all individuals that should be paid from the grant or cost shared on the grant appear on the project statement.

b. Compare the dollars per individual on the project statement to the project budget.

    i. Do the amounts per individuals match what was requested to be entered by the payroll person?

    ii. If there is a variance between the expected amount and actual amount charged. Why?

    iii. Is an individual being cost shared when they should be direct charged or the reverse?

    iv. Is there anyone being charged to the project that were not anticipated?

    v. Is there anyone missing from the statement whose payroll should have been charged?

    vi. Other variances?

c. If a determination about the accuracy and completeness of the payroll expenditures cannot be made based on available information, the PDEC may need to consult with others in the unit such as the Payroll Specialist, College Grants Officer, etc. so that any missing or erroneous information can be corrected timely and will reduce the need for repeating the process at a future time. If revision needed, please view link noted at #6 on page 5.

Pre Review

12. If, after completing the pre review, it is determined that a correction to the payroll expenditures is needed, for one or more persons listed, click the revise payroll checkbox next to the name(s) of the individual(s) requiring an adjustment and follow the steps found in the link at #6 above on page 5.

Project Statement for **3048990005: Inhibition of Translation Initiation in Cancer Therapy (FY16 Quarter 3);** effort from **1/1/2016 to 3/31/2016**, due date **2/28/2017;** Status: **Ready for Pre Review**

Employee	Department	Direct Charge $	Cost Share $	Direct Charge %	Cost Share %	Total Payroll $	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	$15,000.00	$0.00	13 %	0 %	$15,000.00	13%	☐	☑	🟠🔖
Ryland Å , Laquanda - 99887718	Huron Testing Department - Hurontesting	$600.00	$0.00	29 %	0 %	$600.00	29%	☐	☐	🟠🔖

Revise Payroll   **Home**

After selecting the checkbox, the revise payroll button (blue arrow) will be selected. The status of the statement then updates to "revision requested". The statement remains in revision requested status until the payroll adjustment is made.

- **Please note that if there is a missing person on the project statement, you can select the revise payroll checkbox for any individual listed on the project statement and select the Revise Payroll button.**

13. Once all of the pre review steps for each project (federally and non-federally funded) are completed and the status for all has updated to "pre reviewed", no further action is needed at this time. The projects will be removed from the work list. The next time an action may be required is during the "ready for confirmation" period. During that period, the PI may note an adjustment is needed to an individual(s) on the statement, a revision requested task will appear for you on the Pending Payroll Tasks tab of your homepage. You will also receive a system generated email notification of this pending task. See link at # 6 on page 5 for instructions to complete the revision payroll task.

14. To log out of ecrt, click the Sign Out link in top right corner of web page.

| Welcome, ▓▓▓▓ | **Sign Out** |

Home   Administration   Links

15. Once logged out, the following message will appear. Please just close or X out of this page.