

# Sponsored Project Payroll Confirmation

ADR Meeting  
December 19, 2016



# Agenda

- Project Background
- Timeline
- Sponsored Project Payroll Confirmation
- ecrt system key features & roles
- ecrt Demo
- Q&A

# Background

UK engaged Huron to assess its current effort reporting process, policy, systems, and procedures and how they meet the requirements of OMB's new Uniform Guidance.

Areas reviewed encompassed:

- Distribution of Effort process and form (for faculty)
- Staff payroll distribution process
- Faculty and Staff Effort Certification forms

UK purchased and is configuring new software (ecrt) for on-line confirmation on a project rather than individual basis.

# Faculty and Staff Effort Certification to Project Payroll Confirmation

- **Timeline:**
- Summer 2015
  - RFP process completed for vendor partner
  - ecrt software selected
  - Initial project plan developed
- March 2016 Kick off meetings held with campus
- Since then.....
  - Design requirements for customization
  - Data mapping and loading from BW to ecrt
  - Discovery that standard confirmation periods are required, will not do budget dates as initially considered
- Implementation goal for ecrt is January 2017

# Project Payroll Confirmation

- **WHAT is it?**
- Project Payroll Confirmation:
  - An alternative to traditional Effort Reporting that uses a project based methodology and utilizes the concept that “charges are reasonable in relation to the work performed”
- **WHY now?**
- 2 CFR 200 Uniform Guidance
- 4 schools have completed pilots with successful Office of Inspector General audit review
- Significant enhancements in efficiency
  - Volume reduction
  - Reduces administrative burden for PIs, departments and central offices

# Fundamental Changes

- Change from one confirmation report per person to one confirmation report per sponsored project (grant number)
  - This change is anticipated to dramatically decrease volume of confirmation reports and individuals who will need to be trained to complete them.
  - Principal Investigator will be completing confirmation of payroll charges for all individuals working on his/her grant.
  - Subsequent changes to payroll (retro) will result in need to repeat process.
- Change in frequency from annually to quarterly
  - This is necessary to demonstrate strong internal controls – frequent review and full reconciliation of grant funds.
  - High volumes of retro active pay adjustments via payroll entry or journal voucher will undermine this internal control.
  - Confirmation period will be based on posting periods of the payroll expense.

# Your involvement

- Insight into Kentucky from multiple levels
  - University Compliance
  - Business Administrator processes
  - College/Dean Reporting
  - PI Perspective
- Champions for the system
  - Assist in outreach
  - Assist in communications
  - Assist in change management

# ecrt system key features


















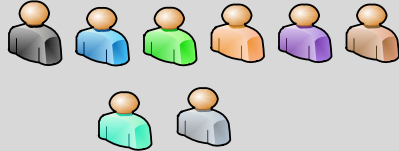







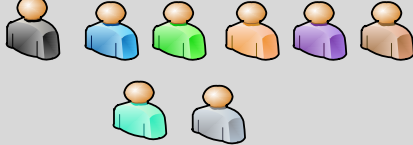
## Simple navigational tools make end-user tasks quick and easy

- Single sign on will be utilized for system access.
- User dashboard displays list of items to complete.
- Ability to monitor progress and completion of confirmations at the department and/or college level.

## Standardized workflow and notifications

- Auto e-mails sent to Primary Department Effort Coordinator when time to complete pre-review of payroll on statement for confirmation period.
- Auto e-mails sent to Principal Investigator when time to complete final verification of payroll charges for confirmation period.
- If a change to payroll is made impacting a previously confirmed period, a revised confirmation will be routed to PI for re-confirmation.
- Custom workflow development to allow hold status on confirmation statement while necessary payroll adjustments are completed.



ecrt Role Assignments	ecrt Function	ecrt Role access
<p>Functional System Administrator </p> <p>→ College Effort Coordinator </p> <p>→ Primary Department Effort Coordinator </p> <p>→ Grant Manager </p>	 <p>ecrt generated e-mail with task to complete</p>	
<p>→ Self-Certifier (PI) </p> <p>→ College &amp; Department Reporting </p> <p>→ University Reporting </p> <p>→ Technical System Administrator </p>	 <p>Department Dashboard</p>	
<p>→ Self-Certifier (PI) </p> <p>→ College &amp; Department Reporting </p> <p>→ University Reporting </p> <p>→ Technical System Administrator </p>	 <p>Project Statement</p>	
<p>→ Self-Certifier (PI) </p> <p>→ College &amp; Department Reporting </p> <p>→ University Reporting </p> <p>→ Technical System Administrator </p>	 <p>Payroll Task Project Task</p>	
<p>The user is able to associate a person to this role <b>but</b> the FSA is the <b>only</b> role that is able to assign the rights to perform the role functions</p>	 <p>Reports</p>	

# Project Payroll Confirmation – PI Workflow



E-mail notifies PI that project statement is Ready for Confirmation



PI accesses the project statement and will:  
Confirm Payroll  
Confirm and Revise  
Revise Payroll



Confirmation Complete

Confirmation Period



### Work List for Luke Owen

Welcome to the eert payroll confirmation system. The tabs below list all of the payroll confirmation tasks that require your attention - whether it is confirming statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Confirmation (3)

#### Quarterly Project Confirmations

Top of Page Collaborators Quarterly Personnel

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
Adjuvants Discovery Program	3201234567	National Aeronautics and Space	FY17 Quarter 1	12/31/2016	Ready for Confirmation	
Cellular Pathologies Arising	3212220000	National Aeronautics and Space	FY17 Quarter 1	12/31/2016	Ready for Confirmation	
Robust and Accurate Visual SLA	3048123456	National Aeronautics and Space	FY17 Quarter 1	12/31/2016	Ready for Confirmation	

**Work List**

▼ Owen, Luke - 00010001

▼ Ready for Confirmation \*

3048123456	Robust and Accurate Visual SLA	FY17 Quarter 1
3201234567	Adjuvants Discovery Program	FY17 Quarter 1
3212220000	Cellular Pathologies Arising	FY17 Quarter 1

Pre Reviewed

Ready for Pre Review

3201234567 - Adjuvants Discovery Program

Project Information

LOC Document Number:

Org: 63100 - 63100 Cooperative Education

Project Title: Adjuvants Discovery Program

CFDA Number: 43.008 Education

SubActivity Funding Dates: 01/01/2015 to 12/31/2018

Sponsor Award Number: 2016-12 UKY

Project Statement for 3201234567: Adjuvants Discovery Program (FY17 Quarter 1) : effort from 7/1/2016 to 9/30/2016, due date 12/31/2016; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Direct Charge %	Cost Share \$	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Doume, Jason - 32165498	82300 UK International Center - 82300	\$225.00	7%	\$450.00	14%	\$675.00	21%	<input type="checkbox"/>	<input type="checkbox"/>	
Conrad, Lauren - 02233445	82300 UK International Center - 82300	\$3,500.00	79%	\$0.00	0%	\$3,500.00	79%	<input type="checkbox"/>	<input type="checkbox"/>	
Rogers, Aaron - 03456820	82300 UK International Center - 82300	\$725.00	28%	\$0.00	0%	\$725.00	28%	<input type="checkbox"/>	<input type="checkbox"/>	

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- ▶ Transactions \*
- ▶ Activity Log
- ▶ Email Log

# PI Home Page and Work List

# Project Statement



# PI Confirms Project Statement

**Work List**

▼ Owen, Luke - 00010001

▼ Ready for Confirmation ★

3048123456	Robust and Accurate Visual SLA	FY17 Quarter 1
3201234567	Adjuvants Discovery Program	FY17 Quarter 1
3212220000	Cellular Pathologies Arising	FY17 Quarter 1

Pre Reviewed

Ready for Pre Review

3201234567 - Adjuvants Discovery Program

**Project Information**

LOC Document Number:

Org: 63100 - 63100-Cooperative Education

Project Title: Adjuvants Discovery Program

CFDA Number: 43.008 Education

SubActivity Funding Dates: 01/01/2015 to 12/31/2018

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Project Statement for 3201234567: Adjuvants Discovery Program (FY17 Quarter 1); effort from 7/1/2016 to 9/30/2016, due date 12/31/2016; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Direct Charge %	Cost Share \$	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Bourne, Jason - 32165498	8Z300 UK International Center - 8Z300	\$225.00	7 %	\$450.00	14 %	\$675.00	21%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conrad, Lauren - 02233445	8Z300 UK International Center - 8Z300	\$3,500.00	79 %	\$0.00	0 %	\$3,500.00	79%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rogers, Aaron - 03456820	8Z300 UK International Center - 8Z300	\$725.00	28 %	\$0.00	0 %	\$725.00	28%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Confirm



# PI Confirms and Revises Project Statement

**Work List**

▼ Owen, Luke - 00010001

▼ Ready for Confirmation ★

3048123456	Robust and Accurate Visual SLA	FY17 Quarter 1
3201234567	Adjuvants Discovery Program	FY17 Quarter 1
3212220000	Cellular Pathologies Arising	FY17 Quarter 1

Pre Reviewed

Ready for Pre Review

3201234567 - Adjuvants Discovery Program

**Project Information**

LOC Document Number:

Org: 63100 - 63100-Cooperative Education

Project Title: Adjuvants Discovery Program

CFDA Number: 43.008 Education

SubActivity Funding Dates: 01/01/2015 to 12/31/2018

Sponsor Award Number: 2016-12-UKY

Project Statement for 3201234567: Adjuvants Discovery Program (FY17 Quarter 1); effort from 7/1/2016 to 9/30/2016, due date 12/31/2016; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Direct Charge %	Cost Share \$	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Bourne, Jason - 32165498	8Z300 UK International Center - 8Z300	\$225.00	7%	\$450.00	14%	\$675.00	21%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conrad, Lauren - 02233445	8Z300 UK International Center - 8Z300	\$3,500.00	79%	\$0.00	0%	\$3,500.00	79%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Rogers, Aaron - 03456820	8Z300 UK International Center - 8Z300	\$725.00	28%	\$0.00	0%	\$725.00	28%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Get Help
Confirm & Revise Payroll
Home

Confirm and Revise



# PI Revises all Payroll on Project Statement

**Work List**

▼ Owen, Luke - 00010001

▼ Ready for Confirmation ★

3048123456	Robust and Accurate Visual SLA	FY17 Quarter 1
3201234567	Adjuvants Discovery Program	FY17 Quarter 1
3212220000	Cellular Pathologies Arising	FY17 Quarter 1

Pre Reviewed

Ready for Pre Review

3201234567 - Adjuvants Discovery Program

**Project Information**

LOC Document Number:

Org: 63100 - 63100-Cooperative Education

Project Title: Adjuvants Discovery Program

CFDA Number: 43.008 Education

SubActivity Funding Dates: 01/01/2015 to 12/31/2018

Sponsor Award Number: 2016-12-UKY

Project Statement for 3201234567: Adjuvants Discovery Program (FY17 Quarter 1); effort from 7/1/2016 to 9/30/2016, due date 12/31/2016; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Direct Charge %	Cost Share \$	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Bourne, Jason - 32165498	8Z300 UK International Center - 8Z300	\$225.00	7%	\$450.00	14%	\$675.00	21%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Conrad, Lauren - 02233445	8Z300 UK International Center - 8Z300	\$3,500.00	79%	\$0.00	0%	\$3,500.00	79%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Rogers, Aaron - 03456820	8Z300 UK International Center - 8Z300	\$725.00	28%	\$0.00	0%	\$725.00	28%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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[Revise Payroll](#)
[Home](#)

Revise Payroll



# Project Payroll Confirmation – Department/College Workflow Process



E-mail notifies Department  
Effort Coordinator that  
project statement is Ready  
for Pre Review



Department Effort  
Coordinator routes to project  
statement to either:  
Pre Review  
Revise Payroll



Pre Review Complete

**Pre Review Period**

Reviews Payroll Revision Requests  
Processes Payroll Adjustments

### Work List for Stevie Wonder

Welcome to the eCert payroll confirmation system. The tabs below list all of the payroll confirmation tasks that require your attention - whether it is confirming statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.



Statements Awaiting Confirmation	Associated Certifiers (0)	Associated Project Confirmations (7)					
Principal Investigator	Project Title	Subactivity Name	Account Number	Sponsor Name	Period	Status	Staff
Smith, Allison	Integration and Flight Test	3048000000	3048000000	N/A	FY16 Quarter 2	Ready for Pre Review	
Smith, Allison	Collaborative Advisor for TILS	3203322332	3203322332	N/A	FY16 Quarter 2	Ready for Pre Review	
Smith, Allison	Assessment and Mapping of Food	3207777777	3207777777	N/A	FY16 Quarter 2	Ready for Pre Review	
Smith, Allison	Integrated Mesoscale Architecture	3210000011	3210000011	N/A	FY16 Quarter 2	Ready for Pre Review	

### Quarterly Project Confirmations Instructions

**Work List**

- Owen, Luke - 00010001
- Smith, Allison - 98765432
  - Ready for Confirmation
  - Pre Reviewed
  - Ready for Pre Review ★
    - 3048000000 Integration and Flight Test FY16 Quarter 2
    - 3203322332 Collaborative Advisor for TILS FY16 Quarter 2

3048000000 - Integration and Flight Test

**Project Information**

LOC Document Number:

Org: 63100 - 63100-Cooperative Education

Project Title: Integration and Flight Test

CFDA Number:

SubActivity Funding Dates: 10/01/2014 to 12/31/2017

Sponsor Award Number:

Project Statement for 3048000000: Integration and Flight Test (FY16 Quarter 2): effort from 10/1/2015 to 12/31/2015, due date 12/31/2016, Status: Ready for Pre Review

Employee	Department	Direct Charge \$	Direct Charge %	Cost Share \$	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Smith, Allison - 98765432	63100-Cooperative Education - 63100	\$0.00	0%	\$1,000.00	10%	\$1,000.00	10%	<input type="checkbox"/>	<input type="checkbox"/>	

[Pre Review](#) [Home](#)

- Notes
- Attachments
- Transactions ★
- Activity Log ★
- Email Log



# Executive Dashboard

**Executive Dashboard Instructions**


















Effort Statements

Project Statements

Employee Type: Kentucky

Number of Periods: 1

**Certification Summary for Project Period: FY16 Quarter 2**

In Progress  	3680 (72.48%)
Ready for Pre Review  	1388 (27.34%)
Pre Reviewed  	9 (0.18%)
Ready for Confirmation 	0 (0%)
Confirmed 	0 (0%)
Confirmed, com.wmp.ecrt.payroll.Payroll Pending 	0 (0%)
Ready for Confirmation, Re-Opened by Payroll Adjustment Reconciliation 	0 (0%)
Ready for Confirmation, Re-Opened 	0 (0%)
No Confirmation Required 	0 (0%)
Manual Confirmation 	0 (0%)
No Confirmation Required, Payroll Pending 	0 (0%)
Manual Confirmation, Payroll Pending 	0 (0%)
<b>Total number of certifications for this period:</b>	<b>5077</b>
<b>Total number of project statements on hold for this period:</b>	<b>0</b>



# Project Certification Status Summary Report

Department Name	Ready for Pre Review	Pre Reviewed
81018 International Programs / Ag	2	0
81020 Research	3	0
81023 Cooperative Extension	1	0
81025 Center for the Environment	2	0
81030 Ag Business Center	2	0
81040 Agr Economics	27	1
81045 Small Business Development Center (SBDC)	3	0
81050 Biosystems&Agr Engineering	29	0
81060 Plant and Soil Sciences	71	0
81070 Animal and Food Sciences	42	2
81080 Entomology	53	0
81090 Forestry	26	2
81110 Horticulture	21	1
81120 Plant Pathology	27	0
81121 Plant Pathology - RCTF	4	0
81130 Community&Leadership Development	9	0
81140 Veterinary Science	18	1
81150 Landscape Architecture	2	0
81170 Program And Staff Development	1	0
81240 Regulatory Services	1	0
81250 Veterinary Diagnostic Laboratory	7	0
81280 Ag Data Center	1	0
81300 Extension Field Programs	1	0
81310 CEDIK	2	0
81330 Family and Consumer Sciences	8	0
81350 Agricultural Communications	1	0
81355 E-Extension	2	0
81360 4-H Central Operations	2	0
81380 Agricultural Programs	9	0
81500 Dietetics and Human Nutrition	7	1
81600 Family Sciences	2	0
81800 School of Human Environmental Sciences	2	0
81B00 KY Tobacco Research&Dev Ctr	2	0

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# Project Certification Status Report

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.

Project Nickname	Project Number	Grant Department	Grant Manager	PI Certifier	PI Department	Nickname	Current Status
CORE D1 - NUTRITION AND SUPERFUND CHEMICAL TOXICITY	3049025801	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Gaetke, Lisa M - 00007099	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review
CORE D2 - NUTRITION AND SUPERFUND CHEMICAL TOXICITY	3049025839	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Brewer, Dawn - 10920499	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Pre Reviewed
FEEDING THE FUTURE IN RURAL GHANA OPPORTUNITIES FOR WOMEN SMALLHOLDERS LEGUMES A	3200000209	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Mullins, Janet Tietyen - 00004803	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review
KY CYFAR PD&TA PROGRAM	3048111419	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Kurzynske, Janet S - 00004759	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review
NEIGHBORHOOD DEPRIVATION, FOOD STORE CHOICE, FOOD PURCHASING HABITS AND DIETARY	3049025454	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Gustafson, Alison - 10846342	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review
SPECIALTY CROP: PLATE IT UP, KENTUCKY PROUD RECIPE DEVELOPMENT FOR CONSUMERS AND	3048111370	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Stephenson, Tammy J - 00060148	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Pre Reviewed
STRONG DADS, RESILIENT FAMILIES	3048110469	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Kurzynske, Janet S - 00004759	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review
THE YMCA, UK AND KSU: YES (YOUTH ENGAGEMENT AND SUPPORT) JEFFERSON COUNTY!	3048111536	81500 Dietetics and Human Nutrition	Herzog, Edna Le Anne - 00039890	Kurzynske, Janet S - 00004759	81500 Dietetics and Human Nutrition	FY16 Quarter 2	Ready for Pre Review

Excel | XML | PDF | RTF