

Primary Department Effort Coordinator Training: Pre Reviewing a Project Statement

March 27, 2017



Agenda

- Background for Project Payroll Confirmation
- Accessing ecrt
- Discuss the Pre Review Process-what is expected, when it has to be completed
- Payroll Report and Hover Over 100% payroll
- What to expect during the Confirmation Period
- Open Lab and Questions

Background Information

- UK engaged Huron to assess our effort reporting process, policy, systems, and procedures and how they meet the requirements of OMB's new Uniform Guidance. While in compliance, there was room for improvement.
- UK purchased and configured ecrt as the software to complete online confirmation on a project basis rather than individual basis.
 - Timeline:
 - July 2015-DOE percentages were separated from the cost distribution and removed the annualization of effort.
 - Summer and Fall 2015-Completed RFP process and selected ecrt.
 - March 2016-Kickoff meetings held with campus
 - After that, configuration, customization and data mapping to make ecrt as user friendly as possible.
 - Launched live March 1, 2017

Project Payroll Confirmation

- What is 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?
 - Uniform Guidance
 - 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.
 - Consistent with federal reporting and reconciliation cycle.
 - Confirmation period will be based on posting periods of the payroll expense.

Effort Reporting vs. Payroll Confirmation

Description	Effort Reports	Project Payroll Confirmation
Certification focus	Individual (exempt) certifies for self; supervisor certifies (non-exempt)	Principal investigator confirms all employees on sponsored project
Certification cycle	Academic semesters or semi/annual fiscal periods	Quarterly
Approver	Individual, PI, Supervisor	PI
Confirmation focus	Individual's percentage of effort is reasonable based on overall effort	All salaries/wages charged to the award are reasonable based on work performed
Type of funds	All sponsored funds	PI only required on federal funds
Frequency	Faculty – annual; non-contract base – annual; Staff/Students – semi-annual	Quarterly administrator review on ALL sources of funds, PI confirms either quarterly or semi-annually

Earliest Retro Date Changes

- Changes to the earliest retroactivity date for staff and faculty are coming!!
- January 2017 –
 - Monthly Payroll area set to 07/01/016 on January 19th
 - Bi-weekly Payroll area set to 06/26/16 on January 24th
- March 2017 –
 - Monthly Payroll area set to 01/01/17 on March 28th
 - Bi-weekly Payroll area set to 12/25/16 on March 21st
- July 2017 –
 - Monthly Payroll area set to 03/01/17 on July 19th
 - Bi-weekly Payroll area set to 03/19/17 on July 25th
- While these changes support the internal controls of our confirmation process, they are also needed to meet changes related to submission of W-2 information electronic file to IRS.

Campus Involvement

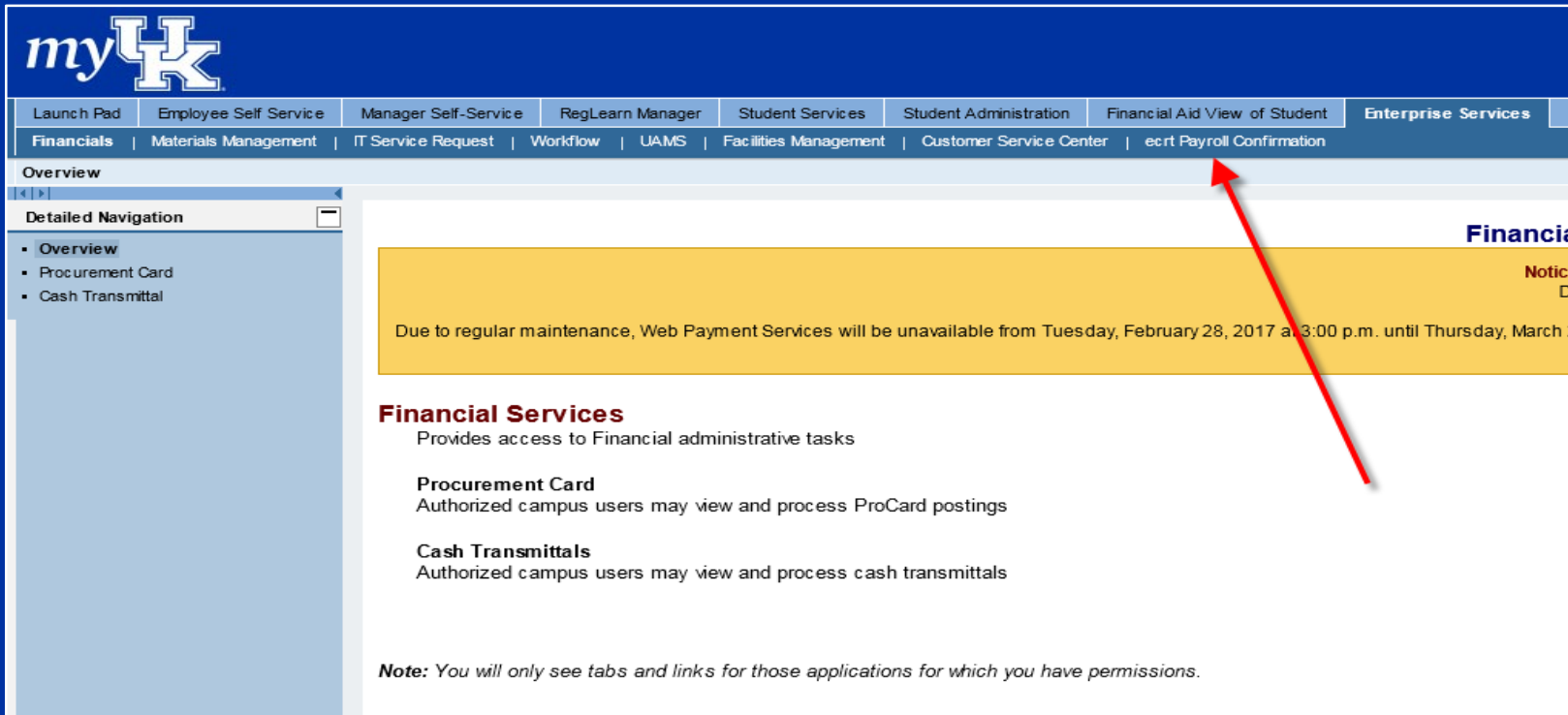
- During the process of review, design, testing and implementation we held meetings and received valuable input from college level administrators as part of a Business Advisory Committee.
- College level administrators have been asked to assist in process assessment and, if needed, modifications to best fit specific college needs.
 - Identify areas of improvement for timely payroll processing to reduce the number of retro active payroll adjustments and JV adjustments.
 - Assign roles in order to ensure good internal controls over the payroll data.
- Please contact your college administrator for further discussion of any specific issues or concerns related to the payroll entry, pre review and confirmation process workflow in your area.

Payroll Confirmation Process

- The software that we will be utilizing is called ecrt.
 - User friendly environment.
 - Uses a standardized workflow to move the project statements through the various statuses.
 - System generated emails that will notify users when they have tasks to complete.
 - Worklist on the homepage displays tasks that need to be reviewed and processed.
 - Comprehensive payroll information
 - Does not distinguish between Base and Non-Base
 - Includes all forms of pay, including any bonuses, overtime, etc
- This is accessible through single sign on through myUK.

Accessing ecrt

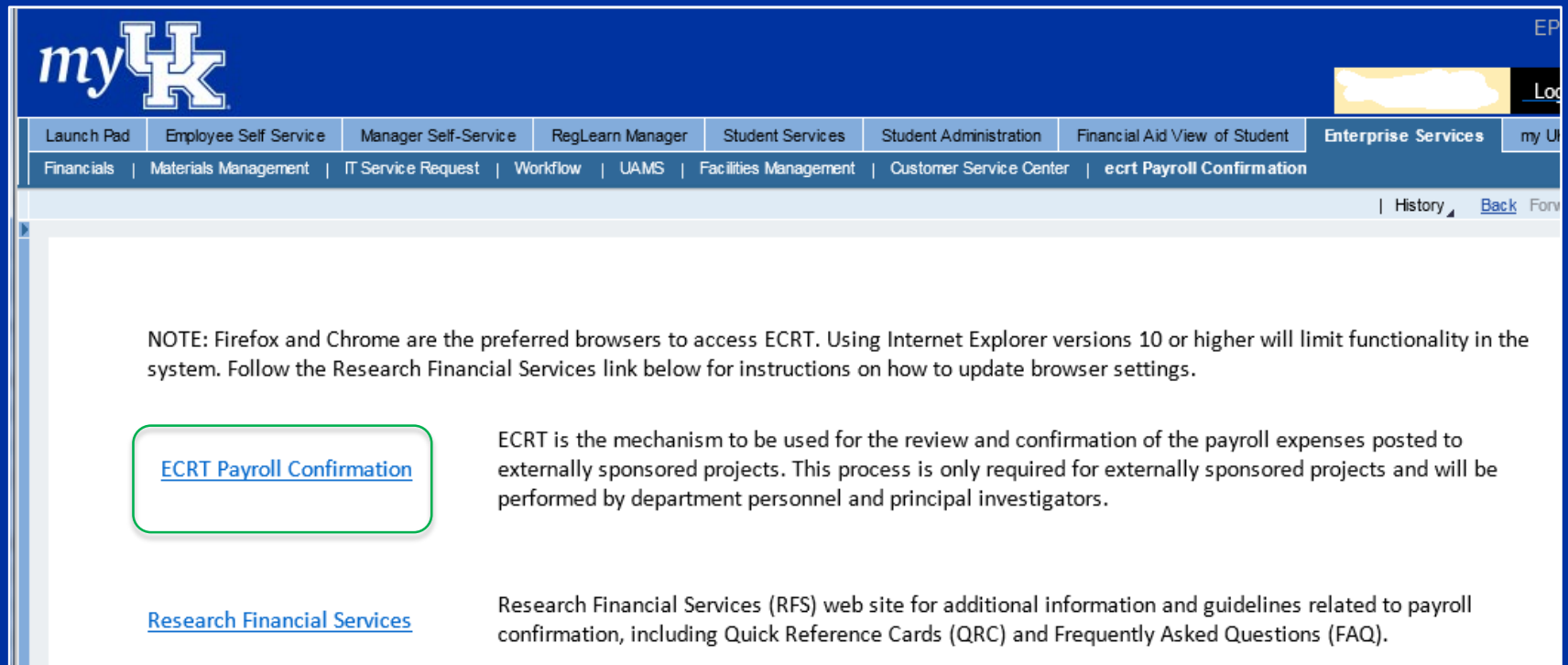
- For optimal functionality Chrome or Firefox browser should be selected prior to logging in to myUK portal page.
- Once logged in, select to the Enterprise Services tab and click “ecrt Payroll Confirmation sub tab.”



The screenshot displays the myUK portal interface. At the top left is the myUK logo. Below it is a navigation bar with several tabs: Launch Pad, Employee Self Service, Manager Self-Service, RegLearn Manager, Student Services, Student Administration, Financial Aid View of Student, and Enterprise Services. The Enterprise Services tab is selected. Below this bar is a sub-navigation bar with tabs: Financials, Materials Management, IT Service Request, Workflow, UAMS, Facilities Management, Customer Service Center, and ecrt Payroll Confirmation. The ecrt Payroll Confirmation tab is highlighted. On the left side, there is a Detailed Navigation menu with a minus sign, containing a tree view with items: Overview, Procurement Card, and Cash Transmittal. The main content area shows a yellow banner with a notice: "Due to regular maintenance, Web Payment Services will be unavailable from Tuesday, February 28, 2017 at 3:00 p.m. until Thursday, March 2...". Below the banner is the heading "Financial Services" and a list of services: Procurement Card and Cash Transmittals. A red arrow points from the bottom right towards the ecrt Payroll Confirmation tab in the sub-navigation bar. At the bottom of the main content area, there is a note: "Note: You will only see tabs and links for those applications for which you have permissions."

Accessing ecrt

- Then click on “ECRT Payroll Confirmation” in the middle of the screen.



The screenshot shows the myUK website interface. At the top left is the myUK logo. On the right, there is a user profile icon and a 'Log' button. Below the logo is a navigation bar with several menu items: Launch Pad, Employee Self Service, Manager Self-Service, RegLearn Manager, Student Services, Student Administration, Financial Aid View of Student, Enterprise Services, and my UK. A secondary navigation bar contains links for Financials, Materials Management, IT Service Request, Workflow, UAMS, Facilities Management, Customer Service Center, and eCRT Payroll Confirmation. The main content area features a note about browser compatibility, a highlighted link for ECRT Payroll Confirmation, and a link for Research Financial Services.

myUK

EP

Log

Launch Pad | Employee Self Service | Manager Self-Service | RegLearn Manager | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | my UK

Financials | Materials Management | IT Service Request | Workflow | UAMS | Facilities Management | Customer Service Center | eCRT Payroll Confirmation

History | Back Forw

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](#)

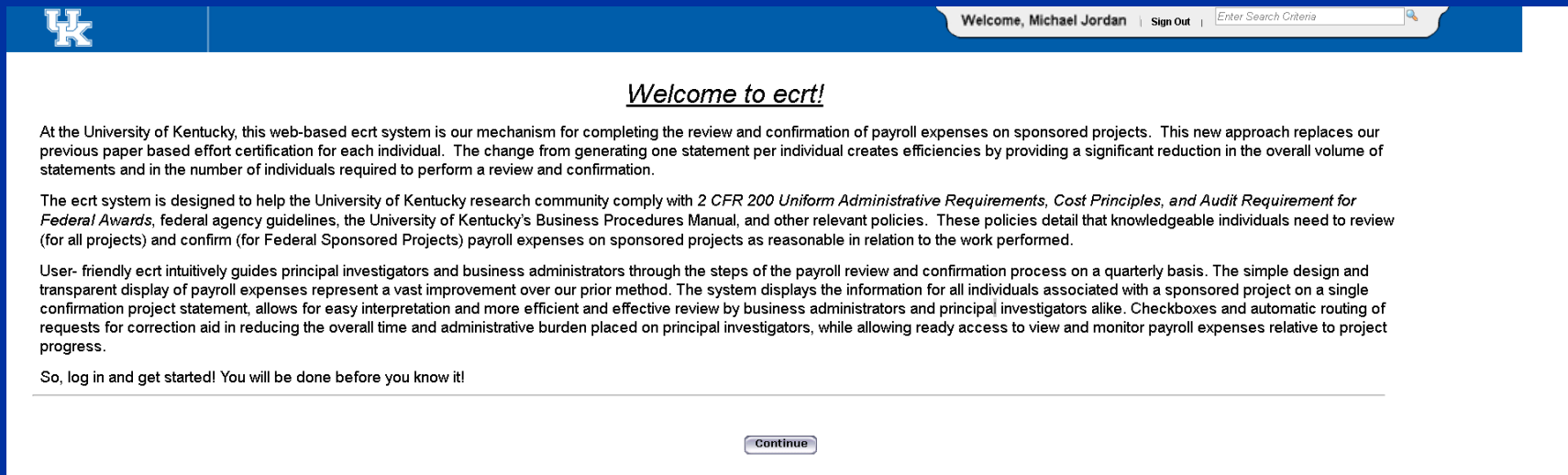
ECRT is the mechanism to be used for the review and confirmation of the payroll expenses posted to externally sponsored projects. This process is only required for externally sponsored projects and will be performed by department personnel and principal investigators.

[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).

Accessing ecrt

- From the ECRT Welcome, click the continue button to navigate into the system.



The screenshot shows the ECRT Welcome page. At the top left is the University of Kentucky logo. At the top right, there is a navigation bar with the text "Welcome, Michael Jordan | Sign Out | Enter Search Criteria" and a search icon. The main content area features the heading "Welcome to ecrt!". Below this heading are three paragraphs of text. The first paragraph explains that the web-based ECRT system replaces a previous paper-based effort certification process. The second paragraph states that the system is designed to help the University of Kentucky research community comply with various federal and university guidelines. The third paragraph describes the user-friendly interface, which guides principal investigators and business administrators through the payroll review and confirmation process. At the bottom of the page, there is a "Continue" button.

 Welcome, Michael Jordan | Sign Out | Enter Search Criteria

Welcome to ecrt!

At the University of Kentucky, this web-based ecrt system is our mechanism for completing the review and confirmation of payroll expenses on sponsored projects. This new approach replaces our previous paper based effort certification for each individual. The change from generating one statement per individual creates efficiencies by providing a significant reduction in the overall volume of statements and in the number of individuals required to perform a review and confirmation.

The ecrt system is designed to help the University of Kentucky research community comply with *2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, federal agency guidelines, the University of Kentucky's Business Procedures Manual, and other relevant policies. These policies detail that knowledgeable individuals need to review (for all projects) and confirm (for Federal Sponsored Projects) payroll expenses on sponsored projects as reasonable in relation to the work performed.

User- friendly ecrt intuitively guides principal investigators and business administrators through the steps of the payroll review and confirmation process on a quarterly basis. The simple design and transparent display of payroll expenses represent a vast improvement over our prior method. The system displays the information for all individuals associated with a sponsored project on a single confirmation project statement, allows for easy interpretation and more efficient and effective review by business administrators and principal investigators alike. Checkboxes and automatic routing of requests for correction aid in reducing the overall time and administrative burden placed on principal investigators, while allowing ready access to view and monitor payroll expenses relative to project progress.

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

[Continue](#)

Accessing ecrt

- Once logged in, the screen will default to your homepage. Click the Associated Project Confirmations Tab to see your worklist. You can click on any hyperlink in the worklist to be routed to a project statement.
- Subactivity Name has an indicator as to whether there are federal dollars in the project to allow you to prioritize the list. All statements will be Pre Reviewed, but only federal sponsored projects move on to the PI for confirmation.

Home | Certify | Manage | Reports | Administration | Links

Welcome, Michael Jordan | Sign Out | Enter Search Criteria

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 you are Pre Reviewing, Confirming, processing statements or following up on outstanding statements. To view and resolve the specific task, click on the links in the details to be routed to a project statement.

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

Statements Awaiting Confirmation | N/A (0) | **Associated Project Confirmations (52)**

Principal Investigator	Project Title	Subactivity Name	Account Number	Sponsor Name	Period	Status	Staff
Karoli, Tim	Endocardium Formation Dur...	Fed 3048990008	3048990008	National Institute of Child...	FY16 Quarter 1	Ready for Pre Review	
Karoli, Tim	Endocardium Formation Dur...	Fed 3048990008	3048990008	National Institute of Child...	FY16 Quarter 2	Ready for Pre Review	
Karoli, Tim	Endocardium Formation Dur...	Fed 3048990008	3048990008	National Institute of Child...	FY16 Quarter 3	Ready for Pre Review	
Karoli, Tim	Endocardium Formation Dur...	Fed 3048990008	3048990008	National Institute of Child...	FY16 Quarter 4	In Progress	
Karoli, Tim	Endocardium Formation Dur...	Fed 3048990008	3048990008	National Institute of Child...	FY17 Quarter 1	In Progress	
Karoli, Tim	Inhibition of Translation Initiat...	3048990005	3048990005	National Institute of Child...	FY16 Quarter 1	Ready for Confirmation	
Karoli, Tim	Inhibition of Translation Initiat...	3048990005	3048990005	National Institute of Child...	FY16 Quarter 2	Ready for Confirmation	
Karoli, Tim	Inhibition of Translation Initiat...	3048990005	3048990005	National Institute of Child...	FY16 Quarter 3	Ready for Pre Review	
Karoli, Tim	Inhibition of Translation Initiat...	3048990005	3048990005	National Institute of Child...	FY16 Quarter 4	In Progress	
Karoli, Tim	Inhibition of Translation Initiat...	3048990005	3048990005	National Institute of Child...	FY17 Quarter 1	In Progress	
Karoli, Tim	National Space Biomedical R...	3048990006	3048990006	National Institute of Child...	FY16 Quarter 1	Ready for Confirmation	

Backup Department Effort Coordinator Access to Project Statement

- To access a project statement, a backup department effort coordinator must from the home screen, select “Manage” at the top and then select “Department Dashboard.”

UK

Welcome, Michael Jordan | Sign Out | Enter Search Criteria

Home Certify **Manage** Reports Administration Links

System Alert Message

Helpful Links

- » OMB Circulars
- » National Institutes of Health Grants Policy and Guidance
- » Research Financial Services

Work List for Michael Jordan Department Dashboard

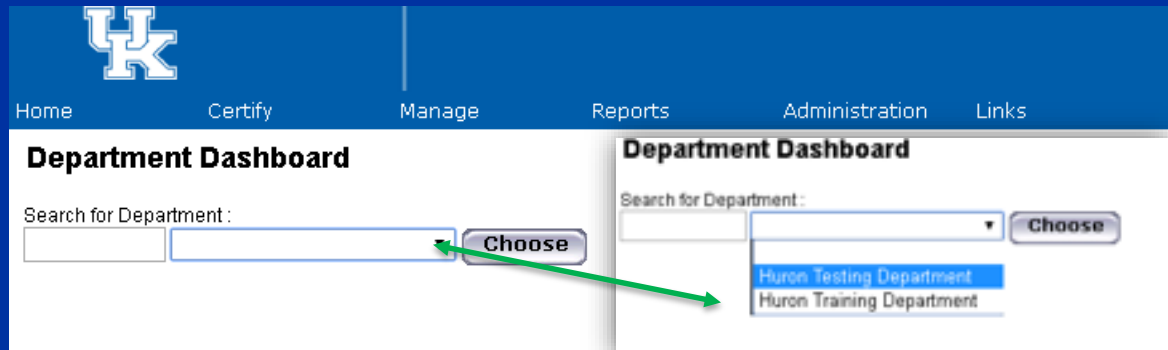
Welcome to eCrt! At the University of Kentucky, this web-based eCrt system is our mechanism for completing the review and confirmation of payroll expenses on sponsored projects. The various tabs below are meant to assist you with managing the project statement at various stages by listing specific tasks that require your attention. For more details about the specific task and action required please click on any hyperlink and you will be routed directly to the 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.						

Backup Department Effort Coordinator Access to Project Statement

- If you are related to more than one department, use the drop down menu to select the department you want to review.
- Once you have selected the department, click choose.



The screenshot displays the 'Department Dashboard' interface. At the top, there is a navigation bar with the UK logo and links for Home, Certify, Manage, Reports, Administration, and Links. Below this, the 'Department Dashboard' section contains a 'Search for Department:' label, a text input field, and a 'Choose' button. A green arrow points from the 'Choose' button to a dropdown menu that is open, showing two options: 'Huron Testing Department' and 'Huron Training Department'.

Backup Department Effort Coordinator Access to Project Statement

- When on the Department Dashboard, make sure that you are on the Project Certifications tab. To navigate to a project statement, click on a status icon in the Statements column (preferably for “Ready for Pre Review”).

Department Dashboard for Huron Testing Department - Hurontesting

Search for Department:


People | **Project Certifications** | Award and Account | Department Information

Project Certification Summary Chart: Employee Type [Select] Period [Select]
The default search is for project statements for all projects in this Department, for the current period of performance

Status	Count	Percentage
In Progress	1	14.3%
Ready for Pre Review	5	71.4%
Pre Reviewed	1	14.3%

Project Statements (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Project Nickname	Project Number	Grant Manager	PI	PI Department	Statements	Action
Training Program in Financial Management	3048990002	Jordan, Michael - mjordan1	Kelley, Mike - 99887703	Huron Testing Department		
Studies on being a Scientist	3048990001	Jordan, Michael - mjordan1	Kelley, Mike - 99887703	Huron Testing Department		
Molecular Electronics	3048990003	Jordan, Michael - mjordan1	Meadows, Steve - 99887704	Huron Training Department		



Project Statement

- The project statement contains a variety of information about the project.
 - The left side is a worklist for you to use to complete the Pre Review process.
 - The right side contains information from GMGRANTD in SAP.
 - The CFDA number is an indication as to whether or not the project contains federal funds. If there are no federal funds associated with the project, this field will be populated as 99.999.
 - Project Period indicates the entire length of the award period. For example, if your project is a 5 year award from NIH, the project period would reflect the entire 5 years, just as it does in SAP.
 - Budget Period may be shorter than project period. Again, using the example of a 5 year award from NIH, if you have only received incremental funding through the second year of the award, the budget would only reflect the 2 years for which we are authorized to incur expenses.
 - 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).

Work List

- ▶ Karol, Tim - 99887705
- ▶ Kealy, Pat - 99887706
- ▶ Kelley, Mike - 99887703
- ▼ Meadows, Steve - 99887704
- ▶ Ready for Confirmation ☆
- Pre Reviewed
- ▼ Ready for Pre Review ☆
- 3049003334 Thin Composite Two-Way Flooring FY16 Quarter 2

3210445888 - Alaska English Language Arts

Project Information

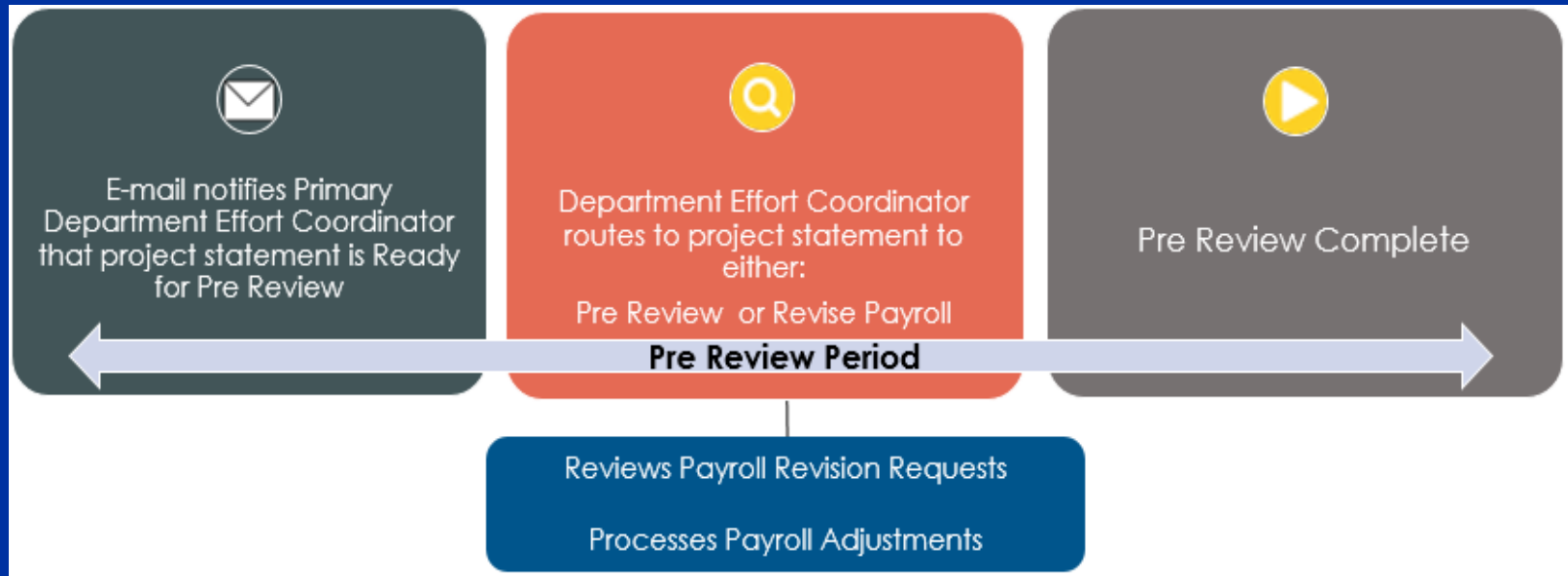
CFDA Number:	93.395 Cancer Treatment Research
Org:	Hurontesting - Huron Testing Department
Project Title:	Alaska English Language Arts
Project Period:	08/15/2015 to 06/01/2016
Budget Period:	08/15/2015 to 06/01/2016
Sponsor Name:	National Cancer Institute
Sponsor Award Number:	5R01XX

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 A, Vena - 99887717	Huron Testing Department - Hurontesting	\$5,000.00	\$100.00	74 %	1 %	\$5,100.00	75%	<input type="checkbox"/>	<input type="checkbox"/>	
Karol, Tim - 99887705	Huron Testing Department - Hurontesting	\$2,000.00	\$100.00	2 %	0 %	\$2,100.00	2%	<input type="checkbox"/>	<input type="checkbox"/>	

Pre Review **Home**

Pre Review at a Glance












Pre Review Process

- During the Pre Review Process the Department Effort Coordinator should:
 - Verify that all individuals that should be paid from the grant or cost shared on the grant appear on the project statement.
 - Compare the dollars per individual on the project statement to the project budget.
 - Do the amounts per individuals match what was requested to be entered by the payroll person?
 - If there is a variance between the expected amount and actual amount charged. Why?
 - Is an individual being cost shared when they should be direct charged or the reverse?
 - Is there anyone being charged to the project that you did not anticipate?
 - Is there anyone missing from the statement who should have been charged?
 - Other variances?
 - Ensure that any erroneous transaction is resolved timely by communicating with others (Principal Investigator, Payroll Specialist, etc.)who can address the question and if necessary initiate the payroll corrections in SAP.
 - Ideally, the Primary Department Effort Coordinator and the Payroll Specialist should be two separate individuals to provide a check and a balance (internal control) to the process. The payroll person could be established with a reporting role in ecrt if appropriate/beneficial.

Pre Review Process

- After Reviewing the payroll on the Project Statement, you can choose one of two actions:
 - If after reviewing and reconciling the information, you determine it to be accurate, to the best of your knowledge, Click Pre Review
 - Pre Review the statement by clicking on the Pre Review button at the bottom of the project statement.

Total Payroll \$	Total Payroll %	Confirm	Revise Payroll 	Action
\$2,000.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	 
\$700.00	54%	<input type="checkbox"/>	<input type="checkbox"/>	 
\$30,000.00	27%	<input type="checkbox"/>	<input type="checkbox"/>	 
\$500.00	3%	<input type="checkbox"/>	<input type="checkbox"/>	 

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

- Or you may determine that a revision to payroll is required.

Revision Requested Pre Review Period

- While in the Pre Review Process, it may come to your attention that a payroll adjustment is needed for one or more employees that appear on the project statement.
- Select the “Revise Payroll” Checkbox for any employee that needs a payroll adjustment. You may select one employee, multiple employees, or use the check all feature to select them all. Select and click the “Revise Payroll “ button at the bottom of the statement.
- This moves the statement into a “Revision Requested” Status, and remains on “Hold” while you contact the appropriate person to **initiate a payroll change in SAP.**

Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
\$2,000.00	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$700.00	54%	<input type="checkbox"/>	<input type="checkbox"/>	
\$30,000.00	27%	<input type="checkbox"/>	<input type="checkbox"/>	
\$500.00	3%	<input type="checkbox"/>	<input type="checkbox"/>	

Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
\$2,000.00	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$700.00	54%	<input type="checkbox"/>	<input type="checkbox"/>	
\$30,000.00	27%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$500.00	3%	<input type="checkbox"/>	<input type="checkbox"/>	


Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
\$15,000.00	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$3,000.00	16%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$30,000.00	25%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
\$500.00	33%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Revision Requested- Pre Review Period

- After selecting the “Revise Payroll” button, a task is created and reflected on the homepage that requires resolution under the “Pending Payroll Tasks” tab.
- From the “Pending Payroll Tasks” tab, you will click on the link to go to the “Project Statement Revision Requested” task. The task will look identical to a project statement, however different buttons will appear along the bottom allowing you to determine the appropriate next step.

Work List for Michael Jordan

Welcome to the **ecrt** 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	Pending Payroll Tasks (5)	N/A	Associated Project Confirmations
----------------------------------	----------------------------------	-----	----------------------------------

Type	Identifier	Name	Date
Project Statement Revision Requested	3048990009	Wildcat Fusion Therapy	12/27/2016 10:44 AM

Revision Requested - Pre Review period

- The Primary Department Effort Coordinator needs to resolve this task by selecting either the Reject or Approve button.

Work List

- ▶ Karol, Tim - 99887705
- ▶ Ready, Pat - 99887706
- ▶ Kelley, Mike - 99887703
- ▶ Meadows, Steve - 99887704

Ready for Confirmation

▶ Pre Reviewed ☆

▶ Ready for Pre Review ☆

3210445581 - cPass Activities

Project Information

CFDA Number: 99 999 Non-Federal

Org: Hurontesting - Huron Testing Department

Project Title: cPass Activities

Project Period: 08/15/2011 to 06/01/2017

Budget Period: Simons Foundation

Sponsor Name: SR01BB

Sponsor Award Number:

Project Statement for 3210445581: cPass Activities (FY16 Quarter 4) : effort from 4/1/2016 to 6/30/2016; Status: Revision Requested

Employee	Department	Direct Charge \$	Cost Share \$	Previous Payroll	Direct Charge %	Previous Cost Share	Cost Share %	Total Payroll \$	Confirm	Revise	Payroll Info
Kelley, Mike - 99887703	Huron Testing Department - Hurontesting	\$1,000.00	\$0.00	1%	1%	0%	0%	\$1,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$1,450.00	\$200.00	9%	9%	1%	1%	\$1,650.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Reject Approve Home

- If you select the reject button, the statement will return to “Ready for Pre Review” status. Selecting the reject button means that you do not think that a revision is necessary after reviewing the payroll information.
- If you select the “Approve” button, the statement remains in “Revision Requested” status and will remain there until the correction to payroll is loaded into ecrt. This means that you do think that a revision is necessary to the project statement.

Revision Pending

- The only difference on the project statement once the revision is requested and the new payroll has been loaded to ecrt is the status that is reflected in the blue ribbon on the project statement.

Work List

- ▶ Karoli, Tim - 99887705
- ▶ Kealy, Pat - 99887706
- ▶ Kelley, Mike - 99887703
- ▼ Meadows, Steve - 99887704
 - ▶ Ready for Confirmation ★

Pre Reviewed

- ▶ Ready for Pre Review ★

3210445581 - cPass Activities

Project Information

CFDA Number:	99.999 Non-Federal
Org:	Hurontesting - Huron Testing Department
Project Title:	cPass Activities
Project Period:	08/15/2011 to 06/01/2017
Budget Period:	08/15/2011 to 06/01/2017
Sponsor Name:	Simons Foundation
Sponsor Award Number:	5R01BB

Project Statement for 3210445581: cPass Activities (FY16 Quarter 4); effort from 4/1/2016 to 6/30/2016; Status: Revision Pending

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
Kelley, Mike - 99887703	Huron Testing Department - Hurontesting	\$1,000.00	\$0.00	1%	0%	\$1,000.00	1%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Meadows, Steve - 99887704	Huron Training Department - Hurontrain...	\$1,450.00	\$200.00	9%	1%	\$1,650.00	10%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$

[Home](#)

Revision Pending

- Although the project statement page is not significantly different, the task page, which you will be routed to by selecting “Process Project Statement Revision” from the homepage, looks significantly different. See Appendix I for description of the columns below.

Project Payroll Revision ?

The Project Payroll Revision page presents to administrators payroll transactions that impact open project statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the transaction summary, are determined by the institution's configured thresholds and the responsibilities assigned to the user's role.

Account Number:	3210445581	Account Name:	cPass Activities
Period of Performance:	FY16 Quarter 4	Primary Investigator:	Meadows, Steve - 99887704
Department:	Huron Testing Department	Grant Manager:	Jordan, Michael - mjordan1 (PEC)

Project Payroll Reconciliation Transaction Break Down

Certifier	Object Code	Original Payroll Amount	Original Cost Share Amount	Original Computed Pct	New Payroll Loaded	New Cost Share Loaded	New Payroll Amount	New Cost Share Amount	New Cost Share Pct	New Payroll Pct	New Computed Pct
Karoli, Tim - 99887705		\$ 0.00	\$ 0.00	0%	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00	0%	1%	1%
Kelley, Mike - 99887703		\$ 1,000.00	\$ 0.00	1%	\$ 1,000.00	\$ 0.00	\$ 2,000.00	\$ 0.00	0%	2%	2%
Meadows, Steve - 99887704		\$ 1,450.00	\$ 200.00	10%	\$ -1,000.00	\$ 0.00	\$ 450.00	\$ 200.00	1%	3%	4%

[View Project Statement](#)



Revision Pending-Pre Review Period

- This task shows you the original payroll from the project statement and the new payroll that was loaded into ecrt as it will appear when the revision is posted to the project statement.
- There are two options to choose from on the Project Payroll Revision screen:
 - Post & Maintain - This button allows you to process the current revision while awaiting additional payroll to come into ecrt. The project statement remains in a Revision Requested status and will not move forward in the workflow.
 - Additional payroll adjustment should be made in SAP.
 - Post - This button posts the information to the project statement and it will move to Ready for Pre Review and appear on the Primary Department Effort Coordinator's worklist.


Payroll Report

- The payroll report can be run from the project statement page by clicking the yellow icon in the “Payroll Info” column on the project statement. This will open a new window.

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	Payroll Info
Farr A, Vena - 99887717	Huron Testing Department - Hurontesting	\$5,000.00	\$100.00	74 %	1 %	\$5,100.00	75%	<input type="checkbox"/>	<input type="checkbox"/>	
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	\$2,000.00	\$100.00	2 %	0 %	\$2,100.00	2%	<input type="checkbox"/>	<input type="checkbox"/>	

Pre Review Home



Payroll Report

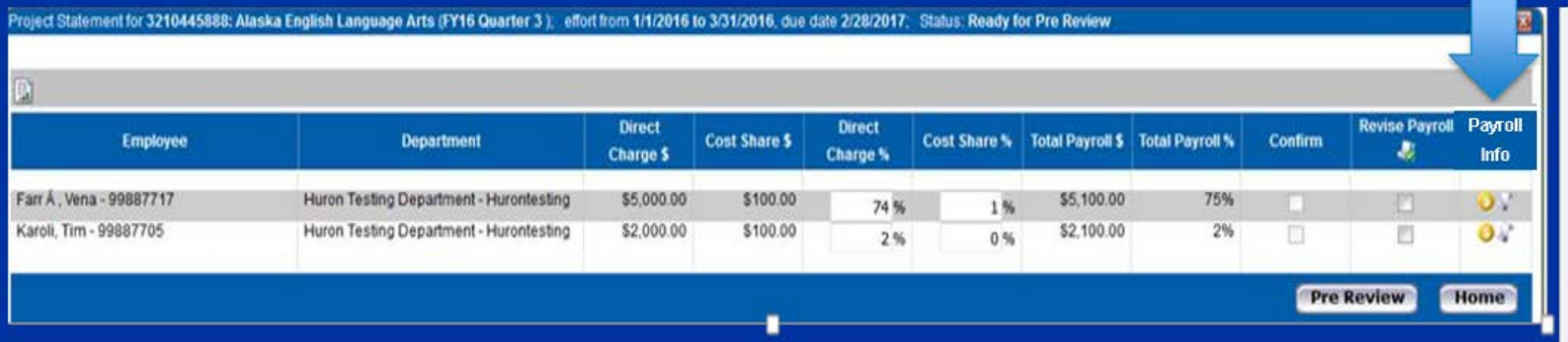
- The payroll report will generate information about the grant and period that you are reviewing.
 - You can choose to look at the report from the Account View, which shows 100% of the payroll for the quarter, or by Pay Period which shows 100% payroll for the quarter by pay period.



Parameters		Results							
<ul style="list-style-type: none"> • Pay Period View • Account View 									
3 items found, displaying all items.									
Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay%	Pay Type	Employee Type	Statement Type
Farr A, Vena - 99887717	Huron Testing Department	Hurontesting	3210445888 - Alaska English Language Arts	01/01/2016 to 01/31/2016	\$2,500.00	36.76	99887704-3210445888-0048142090EXT-512181-2140-RP	Kentucky	Salary and Wages
				01/01/2016 to 01/31/2016	\$2,500.00	36.76	99887704-3210445888-0048142090EXT-512181-2140-JE	Kentucky	Salary and Wages
				01/01/2016 to 01/31/2016	\$100.00	1.47	99887704-3210445888-0048142090CS-512181-2140-OP	Kentucky	Salary and Wages
			Subtotal		\$5,100.00	75.00			
			Certifier Total for Period		\$5,100.00	75.00			
Total Of All Certifiers					\$5,100.00	75.00			
3 items found, displaying all items.									
Excel XML PDF RTF									

Hover Over 100% Payroll

- From the project statement, click the scroll icon in the Payroll Info column.
- This will instantly open up a pop up window that will close if you click anywhere else on the screen.
 - This will show you all of the cost objects from which an employee was paid from during the period of performance.

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Farr A, Vena - 99887717	Huron Testing Department - Hurontesting	\$5,000.00	\$100.00	74 %	1 %	\$5,100.00	75%	<input type="checkbox"/>	<input type="checkbox"/>	
Karoli, Tim - 99887705	Huron Testing Department - Hurontesting	\$2,000.00	\$100.00	2 %	0 %	\$2,100.00	2%	<input type="checkbox"/>	<input type="checkbox"/>	

Pre Review Home

Hover Over 100% Payroll

3210445888 - Alaska English Language Arts

Project Information

CFDA Number:

Org:

Project Title:

Project Period:

Budget Period:

Sponsor Name:

Sponsor Award Number:

for Confirmation

Cost Share \$	Direct Charge %	Cost Share %	Total P
\$100.00	74%	1%	\$3,100.00
\$100.00	2%	0%	\$2,100.00

Project Payroll Summary - FY16 Quarter 3 close

Vena Farr Å - 99887717

Project Name	Total Payroll \$	Total Payroll %
3048990003-Molecular Electro...	\$1,000.00	15%
3048990004-Quantitative Nu...	\$700.00	10%
3210445888-Alaska English ...	\$5,100.00	75%
Total:	\$6,800.00	100.00%

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Confirmation Period

- The Primary Department Effort Coordinator will have a certain amount of days to Pre Review all project statements in their department(s). Once this Pre Review period is over, the Confirmation period will begin and an email will be sent out to all Principal Investigators with a list of project statements that are “*Ready for Confirmation*”.
- Only statements for projects that contain federal funds (direct or flow through) will be forwarded to the PI.
- If the Pre Review process is not completed by the Confirmation Period start date, statements will remain in “Ready for Pre Review” status and will not be forwarded to the PI until completed.
- Statements that are in a “Revision Requested” or “Revision Pending” status are part of the customized functionality of ecrt to prevent statements moving on to the PI until they are accurate.
 - If no action is taken on statements in “Revision Requested” or “Revision Pending” status, statements will not be routed to the PI at the start of the confirmation period, and then the PI will receive multiple emails with Statements Ready for Confirmation.

Confirmation Period

- During the confirmation period, the PI may identify the need for a revision to payroll on a particular statement. If this occurs, the revision request will route to the Primary Department Effort Coordinator for review.
 - The process is essentially the same as with the Pre Review Period, however, the PI Initiates a revision by clicking the Revise Payroll Checkbox and will update the percentage on the project statement to reflect the revision he/she believes is necessary.
 - The Primary Department Effort Coordinator will receive a task when the revision is requested.
 - You then have the opportunity to review the requested revision, and if needed, talk with the PI and others to verify necessary steps for correction.
 - Accept or reject the request for revision to continue the process.
- All non-federal sponsored projects will be Auto Approved after they are Pre Reviewed.

Questions? Comments?

- A big Thank You to each of you for attending this training and learning about the Pre Review Process.
- We value your feedback and welcome your input.
- We are in this together and we look forward to helping you learn and navigate and adjust!

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Appendix I

Certifier	Employee name and id that the new payroll effects
Object code	This object code will not be used for UKY
Original Payroll Amount	Original Direct Charge dollar amount that appeared on the project statement
Original Computed Pct	Total Payroll percentage that appeared on the project statement
New Payroll Loaded	The new Direct Charge dollar amount that was loaded into ecrt
New Cost Share Loaded	The new Cost Share dollar amount that was loaded into ecrt
New Payroll Amount	The new Direct Charge dollar amount that will appear on the project statement for the corresponding employee once the payroll is Posted
New Cost Share Amount	The new Cost Share dollar amount that will appear on the project statement for the corresponding employee once the payroll is Posted
New Cost Share Pct	The new Cost Share percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted
New Payroll Pct	The new Direct Charge percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted
New Computed Pct	The new Total Payroll percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted