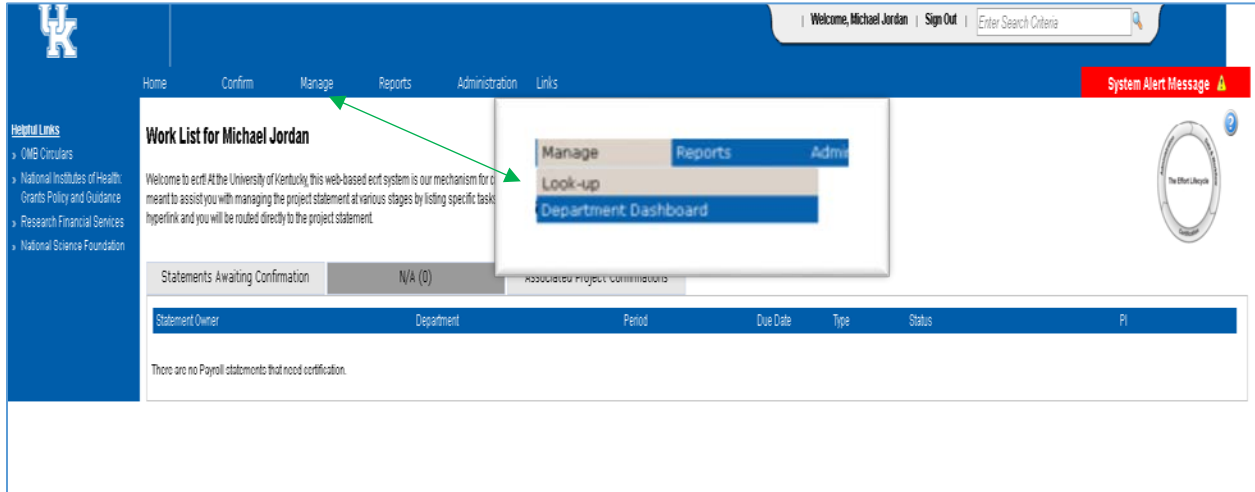


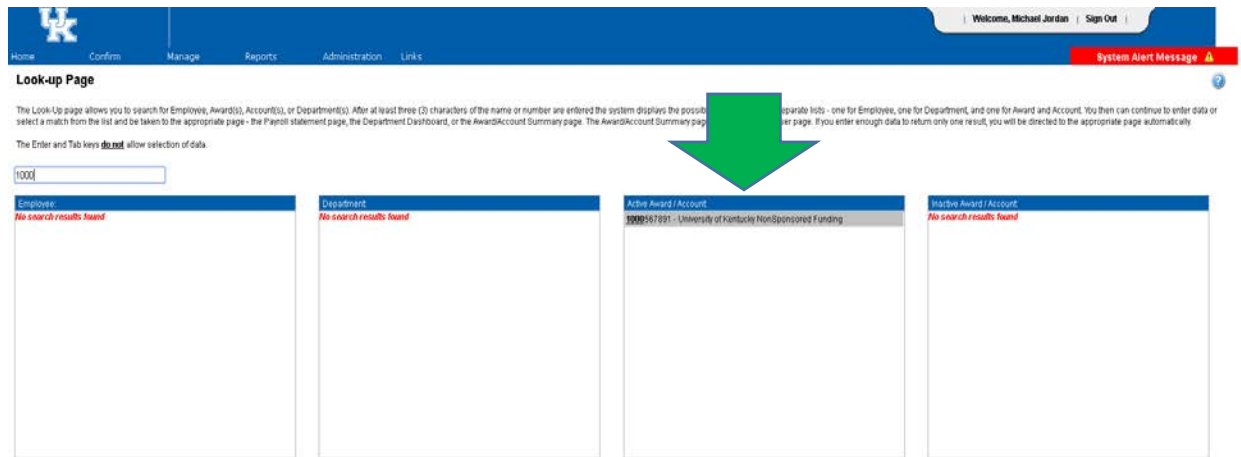
[Routing to a Cost Center Project Statement](#)

From the ecrt homepage, hover over “Manage” on the menu bar, and select “Look Up”.



The screenshot shows the ecrt homepage for Michael Jordan. The top navigation bar includes 'Home', 'Confirm', 'Manage', 'Reports', 'Administration', and 'Links'. A green arrow points to the 'Manage' menu, which is open, showing options for 'Look-up' and 'Department Dashboard'. Below the menu, there is a 'Work List for Michael Jordan' section with a table of statements. The table has columns for 'Statement Owner', 'Department', 'Period', 'Due Date', 'Type', 'Status', and 'FI'. The current view shows 'Statements Awaiting Confirmation' with a count of 'N/A (0)'. A message at the bottom states 'There are no Payroll statements that need confirmation.'

From the look up page, start entering the cost center number in the search criteria.



The screenshot shows the 'Look-up Page' with a search input field containing '1000'. Below the input field, there are four dropdown menus for 'Employee', 'Department', 'Active Award / Account', and 'Inactive Award / Account'. A green arrow points to the 'Active Award / Account' dropdown, which is populated with the text '1000587091 - University of Kentucky NonSponsored Funding'. The other dropdowns show 'No search results found'.

Typing in the first three numbers will populate a list under “Active Award/Account” and you can select the account from this box (indicated by the green arrow above). If the account number is unique, ecrt will open a new window and route you to the Account Summary page.

Account Summary

Account Name:	University of Kentucky NonSponsored Funding	Exception Account:	<input type="checkbox"/>
Account Nickname:	University of Kentucky NonSponsored Funding	Cost Sharing Requirement:	<input type="checkbox"/>
Account Number:	1000587891	Start to End Date:	01/01/1900 to 12/31/9999
Account Type:	XX Cost Center	Account Manager:	Michael Jordan - mjordan (PEC)
Budget Period:	01/01/1900 to 12/31/9999	Account Sponsor Project Number:	
Account Amount:	\$0.00	Financial Code:	
Financial Description:	0810 Fiscal Operations	Group Code:	
K Award:	<input type="checkbox"/>	Reportable Status:	<input type="checkbox"/>
Project Number:	1000587891	Associated Department(s):	UK Testing Department

[← show less](#)

Associated Project Statements

3 items found, displaying all items

Period	Project Confirmation Status
FY17 Quarter 3	In Progress
FY17 Quarter 2	In Progress
FY17 Quarter 1	In Progress

3 items found, displaying all items

[Exit](#) | [Home](#) | [PDF](#) | [RTF](#)

Account Relationships

Nothing found to display

Covered Individuals associated with this Account

4 items found, displaying all items

Name	Department
Kiwill, Tim - 99887705	UK Testing Department
Kealy, Pat - 99887706	UK Training Department
Kelley, Mike - 99887703	UK Testing Department
Meadows, Steve - 99887704	UK Training Department

4 items found, displaying all items

Select any statement by clicking on the Quarter under "Period" or selecting the status icon for the associated statement. This will route you to the project statement page.

Home | Confirm | **Manage** | Reports | Administration | Links | Welcome, Michael Jordan | Sign Out | Enter Search Criteria

System Alert Message

Quarterly Project Confirmations Instructions

Work List

- Ready for Confirmation
- Pre Reviewed
- Ready for Pre Review
- In Progress**
 - 1000587891 University of Kentucky NonSponsored Funding FY17 Quarter 1

Project Information

CFDA Number: UKtesting - UK Testing Department

Department: University of Kentucky NonSponsored Funding

Project Title: University of Kentucky NonSponsored Funding

Project Period: 01/01/1900 to 12/31/9999

Budget Period: 01/01/1900 to 12/31/9999

Final Fiscal Report: 01/01/1900 to 12/31/9999

Sponsor Name: 01/01/1900 to 12/31/9999

Sponsor Award Number:

Project Statement for 1000587891 University of Kentucky NonSponsored Funding FY17 Quarter 1: Payroll from 7/1/2016 to 6/30/2016, Out date 5/5/2017. Status: In Progress

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Review Payroll	Payroll Info
Kiwill, Tim - 99887705	UK Testing Department - UKtesting	\$120,000.00	\$0.00	17%	0%	\$120,000.00	17%	<input type="checkbox"/>	<input type="checkbox"/>	
Kealy, Pat - 99887706	UK Training Department - UKtraining	\$4,200.00	\$1,400.00	3%	1%	\$5,600.00	4%	<input type="checkbox"/>	<input type="checkbox"/>	
Kelley, Mike - 99887703	UK Testing Department - UKtesting	\$120,000.00	\$0.00	26%	0%	\$120,000.00	26%	<input type="checkbox"/>	<input type="checkbox"/>	
Meadows, Steve - 99887704	UK Training Department - UKtraining	\$3,500.00	\$200.00	5%	0%	\$3,700.00	6%	<input type="checkbox"/>	<input type="checkbox"/>	

[Home](#)

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

From here, you can review the employees paid from the cost center and look at additional payroll information using the Payroll Report and the 100% Payroll in the Payroll Info column on the right side of the project statement.

Payroll Report by Account –

To run the payroll report, go to the menu bar, and select "Reports". Under Category, select Payroll/Cost share, and under Reports select Payroll Report.

The screenshot shows the 'Account Reporting' interface. The top navigation bar includes 'Home', 'Confirm', 'Manage', 'Reports', 'Administration', and 'Links'. A 'System Alert Message' is visible in the top right. The main content area is divided into three columns: 'Category', 'Reports', and 'Description'. The 'Category' dropdown is set to 'Payroll/Cost Share', and the 'Reports' dropdown is set to 'Payroll Report'. The 'Description' column contains text explaining the report's purpose and how to use the date range and employee type filters. Below the dropdowns, the 'Parameters' tab is active, showing various input fields and options. The 'Employee' and 'School / Department' fields are empty. The 'Account' field is empty, with 'Active' and 'Inactive' radio buttons to its right. The 'Search By Statement Type' section has 'Salary and Wages' selected. The 'Date By' section has 'Dates' selected. The 'Dates' section shows 'Start Date' and 'End Date' fields, both with date pickers and empty input boxes. A 'Run Report' button is located at the bottom left of the parameters section.

To view payroll for an account, enter the account number in the Account field.

This screenshot shows the 'Parameters' tab of the 'Account Reporting' interface. The 'Employee' and 'School / Department' fields are empty. The 'Account' field is filled with '511 - LB Sacks', and the 'Active' radio button is selected. The 'Search By Statement Type' section has 'Salary and Wages' selected. The 'Date By' section has 'Dates' selected. The 'Dates' section shows 'Start Date' as 08/01/2015 and 'End Date' as 08/31/2015. A 'Run Report' button is located at the bottom left of the parameters section.

Account number refers to cost centers and WBS elements.

The report will show the list of employees paid from the account during the date range selected. The report also shows the total payroll dollar amount paid from the account for the date range selected.

The screenshot shows a web-based interface for generating a report. It has two tabs: "Parameters" and "Results". Under "Parameters", there are several search criteria:

- Employee:** An empty text input field.
- School / Department:** An empty text input field.
- Account:** A dropdown menu showing "511 - LB Sacks". To its right are two radio buttons: "Active" (which is selected) and "Inactive". A green arrow points to the "Active" radio button.
- Search By Statement Type:** Three checkboxes: "Salary and Wages" (checked), "Fringe and Other" (unchecked), and "Other" (unchecked).
- Date By:** Two radio buttons: "Dates" (selected) and "Employee Type" (unchecked).
- Dates:** Two date input fields. "Start Date" is "08/01/2015" and "End Date" is "08/31/2015".

At the bottom left, there is a "Run Report" button.

The Active radio button should be used for project's that have not ended. The Inactive radio button should be used for projects with end dates past the current date.

Certifier	Department	Department Number	Grant	Play Period	Payroll	Pay %	Play Type	Employee Type	Statement Type
Bowman, Nakomo-navorobowman	Linebackers Department	Linebackers Department	511 - LB Sacks	08/01/2015 to 08/31/2015	\$459.72	14.29	420-3048111208-0226000000-512072-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	(\$459.72)	-14.29	420-3048111208-0226000000-512071-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	\$3,218.04	100.00	420-3048111208-0226000000-512071-5011-OP	Kentucky	Salary and Wages
				Subtotal	\$3,218.04	100.00			
				Certifier Total for Period					
Spikes, Takeo - takeospikes	Linebackers Department	Linebackers Department	511 - LB Sacks	07/26/2015 to 08/06/2015	\$145.18	23.34	429-3048111208-0226000000-512042-3220-OP	Kentucky	Salary and Wages
				07/26/2015 to 08/06/2015	\$62.21	10.00	429-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				08/09/2015 to 08/22/2015	\$11.66	1.87	429-3048111208-0226000000-512042-3230-OP	Kentucky	Salary and Wages
				08/09/2015 to 08/22/2015	\$195.70	31.46	429-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				08/23/2015 to 09/05/2015	\$207.36	33.33	429-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				Subtotal	\$622.11	100.00			
				Certifier Total for Period					
Smith, Joe - joeasmith	Linebackers Department	Linebackers Department	511 - LB Sacks	08/01/2015 to 08/31/2015	\$375.00	100.00	110-3048111208-0226000000-512071-1010-OP	Kentucky	Salary and Wages
				Subtotal	\$375.00	100.00			
				Certifier Total for Period					
Tweedy, Jeff - HC0075	Anesthesiology	122	511 - LB Sacks	08/01/2015 to 08/31/2015	\$1,035.37	100.00	170-3048111208-0226000000-511011-1010-RP	Kentucky	Salary and Wages
				Subtotal	\$1,035.37	100.00			
				Certifier Total for Period					
Smith, Aldon - aldonsmith	Linebackers Department	Linebackers Department	511 - LB Sacks	08/01/2015 to 08/31/2015	\$432.48	33.34	111-3048111208-0226000000-512072-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	(\$432.48)	-33.34	111-3048111208-0226000000-512071-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	\$1,297.15	100.00	111-3048111208-0226000000-512071-1010-OP	Kentucky	Salary and Wages
				Subtotal	\$1,297.15	100.00			
				Certifier Total for Period					
Total Of All Certifiers					\$5,547.67	506.00			