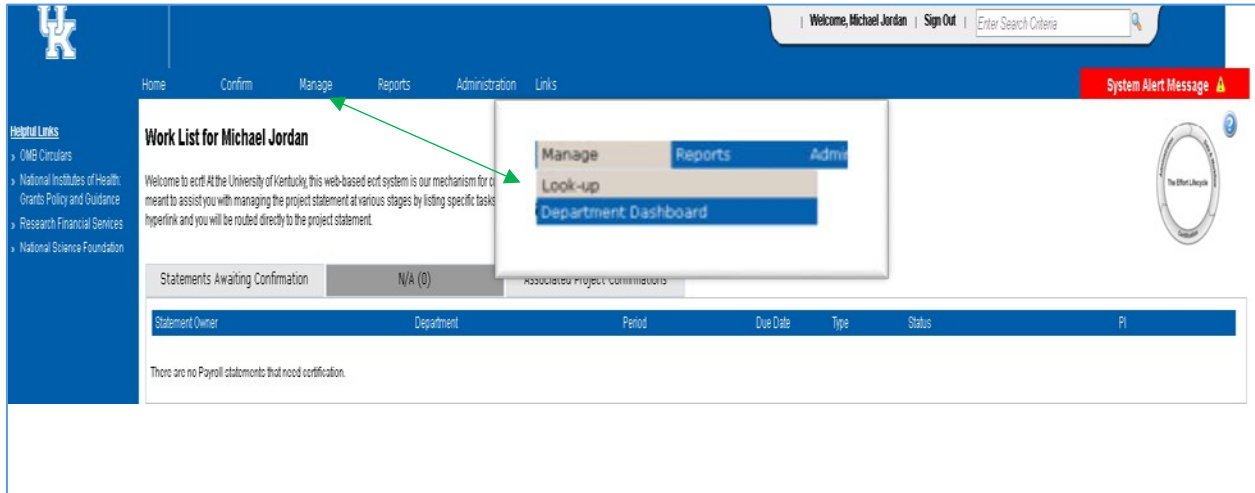
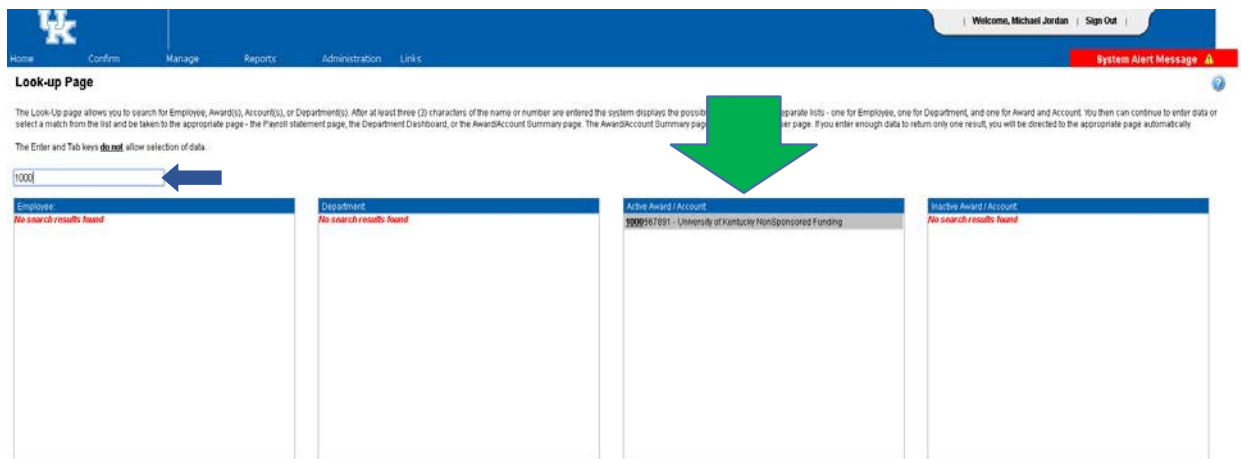


## [Routing to a Cost Center Project Statement](#)

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



From the look up page, start entering the cost center number in the search field (blue arrow).



Begin typing the account number in the search field above; grants will begin to populate under “Active Award/Account” (green arrow). From there a grant can be selected from this area. If the account number is unique, ecrt will open a new window and route you to the Account Summary page automatically.

**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:	0820 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

[Excel](#) [HTML](#) [PDF](#) [RTF](#)

**Account Relationships**

Nothing found to display

**Covered Individuals associated with this Account**

4 items found, displaying all items

Name	Department
Karril, Tim - 99887705	UK Testing Department
Kealy, Pat - 99887706	UK Training Department
Killey, 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” (red arrow) or selecting the status icon (purple arrow) for the associated statement. This will route to the selected project statement page.

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

**Quarterly Project Confirmations Instructions**

**Week List**

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

**Project Information - University of Kentucky NonSponsored Funding**

Project Information  
 CFDA Number:  
 Department: UKtesting - UK Testing Department  
 Project Title: University of Kentucky NonSponsored Funding  
 Project Period:  
 Budget Period: 01/01/1900 to 12/31/9999  
 Final Fiscal Report:  
 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 9/30/2016, due 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
Karril, 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"/>	
Killey, Mike - 99887703	UK Testing Department - UKtesting	\$120,000.00	\$0.00	20%	0%	\$120,000.00	20%	<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"/>	

Notes  
 Attachments  
 Transactions  
 Activity Log  
 Email Log

The statement can be reviewed, including the employees paid from the cost center. Additional payroll information can be found using the Payroll Report (yellow icon) and the 100% Payroll (scroll icon) in the Payroll Info column on the right side of the project statement. Hovering over the scroll icon will show the total of all payroll paid during the quarter; selecting the yellow icon will pull the payroll report for the individual.

## 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. At the top, there is a navigation bar with '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 date range options. Below the dropdowns, there are 'Parameters' and 'Results' tabs. The 'Parameters' tab is active and contains several input fields: 'Employee:', 'School / Department:', 'Account:', 'Search By Statement Type:' (with 'Salary and Wages' selected), 'Date By:' (with 'Dates' selected), and 'Dates:' (with 'Start Date' and 'End Date' fields). A 'Run Report' button is located at the bottom left of the parameters section.

To view payroll for an account, enter the cost center/WBS element number in the Account field. The account will auto populate as it's being entered and can be selected.

This is a close-up view of the 'Parameters' tab. The 'Account' field now contains the text '511 - LB Sacks'. The 'Search By Statement Type' section has 'Salary and Wages' checked. The 'Date By' section has 'Dates' selected. The 'Start Date' field is populated with '08/01/2015' and the 'End Date' field is populated with '08/31/2015'. The 'Run Report' button is still visible at the bottom left.

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.

Parameters Results

Employee:

School / Department:

[Expand Search](#)

Account:   Active  Inactive

Search By Statement Type:  Salary and Wages  Fringe and Other  Other

Date By:  Dates  Employee Type

Dates: Start Date:  End Date:

The Active radio button (green arrow above) should be used for projects that have not ended. The Inactive radio button should be used for projects with end dates past the current date. Click "Run Report" and a separate page will open showing the applicable payroll details.

Parameters Results

Pay Period View  
 Account View

13 items found, displaying all items.

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
Bowman, NaVoro - 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	\$3,219.04	100.00	420-3048111208-0226000000-512071-1011-OP	Kentucky	Salary and Wages
				<b>Subtotal</b>	<b>\$3,218.04</b>	<b>100.00</b>			
<b>Certifier Total for Period</b>					<b>\$3,218.04</b>	<b>100.00</b>			
Spikes, Takeo - takeospikes	Linebackers Department	Linebackers Department	511 - LB Sacks	07/26/2015 to 08/08/2015	\$145.18	23.34	420-3048111208-0226000000-512042-3220-OP	Kentucky	Salary and Wages
				07/26/2015 to 08/08/2015	\$62.21	10.00	420-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				08/09/2015 to 08/22/2015	\$11.66	1.87	420-3048111208-0226000000-512042-3230-OP	Kentucky	Salary and Wages
				08/09/2015 to 08/22/2015	\$195.70	31.46	420-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				08/23/2015 to 08/05/2015	\$207.36	33.33	420-3048111208-0226000000-512041-3000-OP	Kentucky	Salary and Wages
				<b>Subtotal</b>	<b>\$622.11</b>	<b>100.00</b>			
<b>Certifier Total for Period</b>					<b>\$622.11</b>	<b>100.00</b>			
Smith, Joe - joeasmith	Linebackers Department	Linebackers Department	511 - LB Sacks	08/01/2015 to 08/31/2015	\$375.00	100.00	410-3048111208-0226000000-512071-1010-OP	Kentucky	Salary and Wages
				<b>Subtotal</b>	<b>\$375.00</b>	<b>100.00</b>			
<b>Certifier Total for Period</b>					<b>\$375.00</b>	<b>100.00</b>			
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
				<b>Subtotal</b>	<b>\$1,035.37</b>	<b>100.00</b>			
<b>Certifier Total for Period</b>					<b>\$1,035.37</b>	<b>100.00</b>			
Smith, Aldon - aldonsmith	Linebackers Department	Linebackers Department	511 - LB Sacks	08/01/2015 to 08/31/2015	\$432.48	33.34	811-3048111208-0226000000-512072-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	(\$432.48)	-33.34	811-3048111208-0226000000-512071-3225-OP	Kentucky	Salary and Wages
				08/01/2015 to 08/31/2015	\$1,297.15	100.00	811-3048111208-0226000000-512071-1010-OP	Kentucky	Salary and Wages
				<b>Subtotal</b>	<b>\$1,297.15</b>	<b>100.00</b>			
<b>Certifier Total for Period</b>					<b>\$1,297.15</b>	<b>100.00</b>			
<b>Total Of All Certifiers</b>					<b>\$5,427.67</b>	<b>500.00</b>			

13 items found, displaying all items.

Excel | XML | PDF | RTF