

ecrt Users Guide

A Quick Guide for Principal Investigators for Project Payroll Confirmation

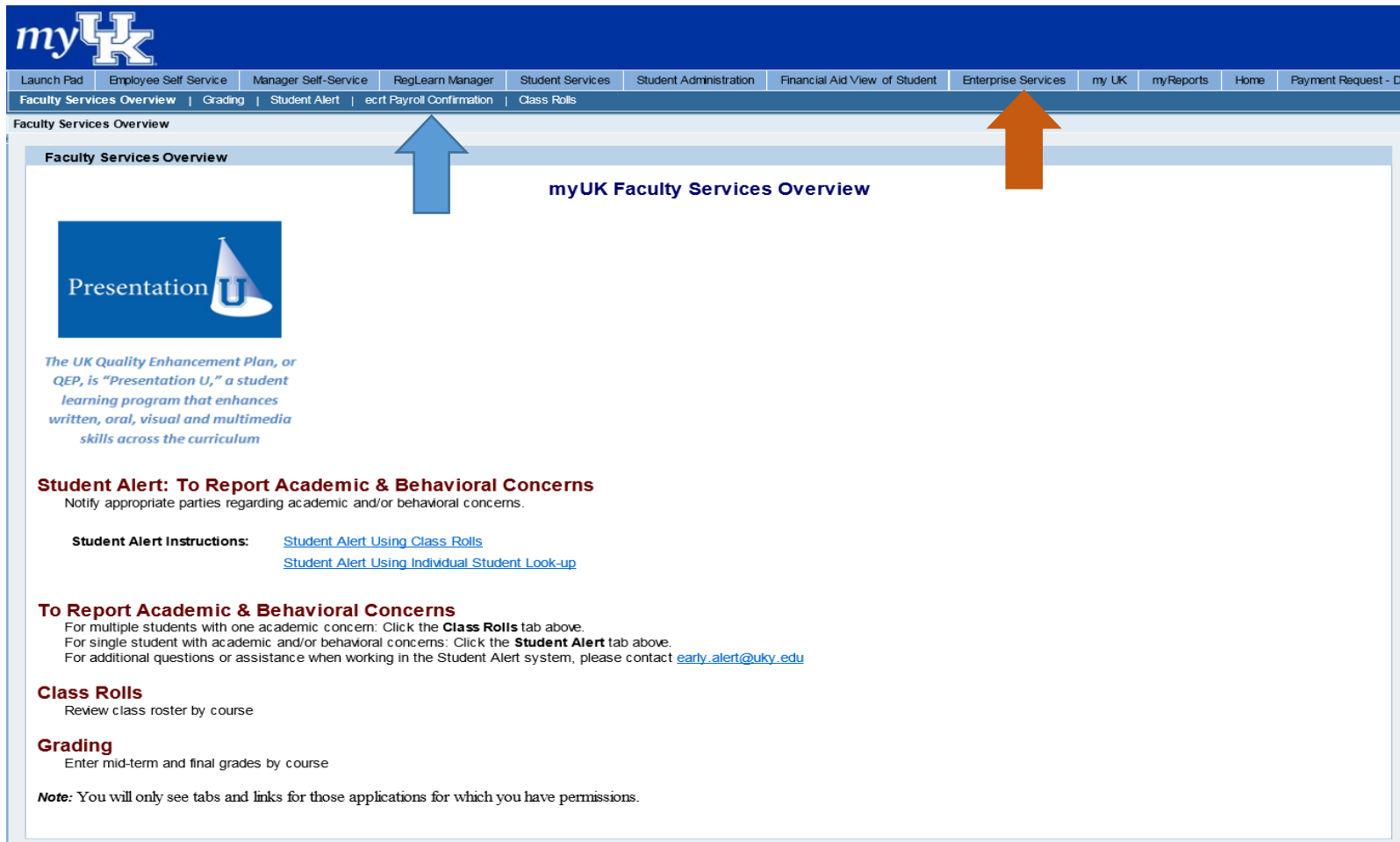
The Office of Management and Budget's 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (OMB's Uniform Guidance), specifically, section "200.430 Compensation", outlines required standards for documentation of personnel expenses. To comply with this requirement, we have chosen to implement project payroll confirmation using the ecrt software tool in place of our prior paper based annual effort certification document as the after-the-fact activity record. This revised approach and online tool provide the Principal Investigator more efficient and effective means to access information related to the payroll expenses posted to the project and assess the reasonableness of the payroll for each individual in relation to work performed.

For further details related to ecrt confirmations and the Principal Investigator responsibilities, please refer to the document located here [Top 10 things Principal Investigators Need to know about Payroll Confirmation.](#)

Accessing the tool:

For best results do not use internet explorer to access the URL. Instead, we recommend that you select Chrome or Firefox as your browser for ecrt. If you do not have one of these browsers available on your desktop, please contact your 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 (orange arrow). Next select the ecrt Payroll Confirmation subtab (blue arrow).



The screenshot shows the myUK Faculty Services Overview page. At the top, there is a navigation bar with the following tabs: Launch Pad, Employee Self Service, Manager Self-Service, RegLearn Manager, Student Services, Student Administration, Financial Aid View of Student, Enterprise Services, my UK, myReports, Home, and Payment Request - D. Below this is a sub-navigation bar with the following tabs: Faculty Services Overview, Grading, Student Alert, ecrt Payroll Confirmation, and Class Rolls. The main content area is titled "myUK Faculty Services Overview" and contains a "Presentation U" section, a "Student Alert: To Report Academic & Behavioral Concerns" section, a "To Report Academic & Behavioral Concerns" section, a "Class Rolls" section, and a "Grading" section. Two arrows are overlaid on the page: a blue arrow pointing to the "ecrt Payroll Confirmation" tab in the sub-navigation bar, and an orange arrow pointing to the "Enterprise Services" tab in the top navigation bar.

myUK

Launch Pad | Employee Self Service | Manager Self-Service | RegLearn Manager | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | my UK | myReports | Home | Payment Request - D

Faculty Services Overview | Grading | Student Alert | ecrt Payroll Confirmation | Class Rolls

Faculty Services Overview

Faculty Services Overview

myUK Faculty Services Overview

Presentation U

The UK Quality Enhancement Plan, or QEP, is "Presentation U," a student learning program that enhances written, oral, visual and multimedia skills across the curriculum

Student Alert: To Report Academic & Behavioral Concerns
Notify appropriate parties regarding academic and/or behavioral concerns.

Student Alert Instructions: [Student Alert Using Class Rolls](#)
[Student Alert Using Individual Student Look-up](#)

To Report Academic & Behavioral Concerns
For multiple students with one academic concern: Click the **Class Rolls** tab above.
For single student with academic and/or behavioral concerns: Click the **Student Alert** tab above.
For additional questions or assistance when working in the Student Alert system, please contact early.alert@uky.edu

Class Rolls
Review class roster by course

Grading
Enter mid-term and final grades by course

Note: You will only see tabs and links for those applications for which you have permissions.

- Click on ECRT Payroll Confirmation and the welcome screen will appear. Click on the ECRT Payroll Confirmation (blue arrow) link to be routed to the software.

Launch Pad | Employee Self Service | Manager Self-Service | RegLearn Manager | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | my UK | myReports | Home | Payment Request - Display | Approver | Faculty Services | SLCM Validators

Faculty Services Overview | Grading | Student Alert | **ecrt Payroll Confirmation** | Class Rols

History | Back | Forward


Notice: Principal Investigators
Date Posted: 2/27/2017

Please note that the confirmation period has not yet opened and there is no required action to be taken by Principal Investigators on sponsored projects at this time.

You will be notified by email once the confirmation period has opened and action is required.
Please contact your business administrator or ecrthelp@uky.edu for any additional assistance.

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](#)



[Research Financial Services](#)

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

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

UK

Welcome, Mike Kelley | HI | 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 where your worklist is located (example shown below).

Work List for Mike Kelley

Welcome to ecr! At the University of Kentucky, this web-based ecr! 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 (1)

Quarterly Project Confirmations

Top of Page Associated Sub-Project Confirmations (View-Only)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
Studies on being a Scientist	Federal 3048990001	Kentucky Department o...	FY17 Quarter 1	5/5/2017	Ready for Confirmation	

Associated Sub-Project Confirmations (View-Only)

Top of Page Quarterly Project Confirmations

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

On the screen above, you can select statements to review. In this example, the text *Ready for Confirmation* (green arrow) is a hyperlink to the statement's payroll details and can be clicked to move forward in the process.

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5. Statements that appear under the Quarterly Project Confirmations heading are statements requiring action. Statements that appear under Associated Sub-Project Confirmations (View Only) are statements for scope projects that are connected to your projects but have another PI assigned to them.

a. From the worklist, you will select the project statement that you would like to review and click on the appropriate hyperlink to be routed to a project statement:

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1); Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Addington A , Leigh - 99887712	UK Testing Department - UKtesting	\$400.00	\$200.00	67%	33%	\$600.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	
Hurley A , Lesa - 99887709	UK Testing Department - UKtesting	\$300.00	\$200.00	60%	40%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	
Kelley, Mike - 99887703	UK Testing Department - UKtesting	\$100.00	\$550.00	3%	17%	\$650.00	20%	<input type="checkbox"/>	<input type="checkbox"/>	
Olander A , Magan - 99887710	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	
Stoll A , Karna - 99887711	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	
Ting A , Kari - 99887708	UK Testing Department - UKtesting	\$400.00	\$0.00	44%	0%	\$400.00	44%	<input type="checkbox"/>	<input type="checkbox"/>	

6. On the project statement page, you will find a variety of information about the project.

a. The box in the upper left corner (green oval) of the page is the work list. This contains a complete list of all projects and their associated statuses so that you can see where statements are in the workflow process. Click anywhere on the line and the project statement detail lines will appear for you to review (i.e. blue highlight). Continue this process with each statement listed as “Ready for Confirmation” until nothing remains in that status.

CONTINUED ON NEXT PAGE

- b. You have the option to check the box indicated by the orange circle (previous page) next to the project statement to select all of the statements in “Ready for Confirmation” at once. You’re now able to scroll down on the page to see the detailed view of each project statement. However, each statement does require individual confirmation. The screenshot below shows you what to expect when you have multiple projects selected at once.

Project Statement for 3048990003: Molecular Electronics (FY17 Quarter 1), Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017, Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Farr A, Vena - 99887717	UK Testing Department - UKtesting	\$300.00	\$0.00	50%	0%	\$300.00	50%	<input type="checkbox"/>	<input type="checkbox"/>	
Kelley, Mike - 99887703	UK Testing Department - UKtesting	\$650.00	\$0.00	20%	0%	\$650.00	20%	<input type="checkbox"/>	<input type="checkbox"/>	
Langone A, Bud - 99887716	UK Testing Department - UKtesting	\$300.00	\$0.00	50%	0%	\$300.00	50%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Meadows, Steve - 99887704	UK Training Department - UKtraining	\$600.00	\$0.00	100%	0%	\$600.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Get Help Home

Notes Attachments Transactions Activity Log Email Log

Project Statement for 3048990005: Effects of Space Training Programs (FY17 Quarter 1), Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017, Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Karoli, Tim - 99887705	UK Testing Department - UKtesting	\$200.00	\$400.00	6%	12%	\$600.00	18%	<input type="checkbox"/>	<input type="checkbox"/>	
Ryland A, Laquanda - 99887718	UK Testing Department - UKtesting	\$300.00	\$0.00	34%	0%	\$300.00	34%	<input type="checkbox"/>	<input type="checkbox"/>	

Get Help Home

- c. The box in the upper right corner (blue arrow previous page) contains information specific to the sponsored project, which can also be found on the GMGRANTD tab in SAP.
- For example, the Sponsor Award Number equates to the External Reference Number you see listed on the monthly PI reports.
 - 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.

CONTINUED ON NEXT PAGE

- d. The main section of the page contains the detailed information associated with the project which needs to be reviewed and, if reasonable, confirmed. **PLEASE NOTE** – the percentage referenced next to the dollar amount represents the percent of total compensation the individual received during the reporting quarter. Supplemental pay, such as a summer research payment, will be included in the denominator of the percentage calculation. For a quick overview of all pay for the reporting quarter, click on the scroll icon in the Action column. This will show all of the cost objects that the individual was charged to and the respective percentage of total compensation.

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1); Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %
Addington A , Leigh - 99887712	UK Testing Department - UKtesting	\$400.00	\$200.00	67%	33%
Hurley A , Lesa - 99887709	UK Testing Department - UKtesting	\$300.00	\$200.00	60%	40%
Kelley, Mike - 99887703	UK Testing Department - UKtesting	\$100.00	\$550.00	3%	17%
Olander A , Magan - 99887710	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%
Stoll A , Karena - 99887711	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%
Ting A , Kari - 99887708	UK Testing Department - UKtesting	\$400.00	\$0.00	44%	0%

Project Payroll Summary - FY17 Quarter 1 close

Mike Kelley - 99887703

Project Name	Total Payroll \$	Total Payroll %
3048990001-Studies on being ...	\$850.00	20%
3048990002-Training Program ...	\$550.00	17%
3048990003-Molecular Electronics	\$850.00	20%
3048990011-New Techniques i...	\$1,435.00	44%
Total:	\$3,285.00	100.00%

Get Help Home

- e. The blue ribbon on the project statement above (black box) indicates the time period contained on the statement as well as the due date. Note – due date indicates latest the statement should be confirmed. Statements can be confirmed anytime during the confirmation window.

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- Please review the information for the individuals paid and/or cost shared on your project to determine if the expenses are reasonable in relation to the work performed on the project by the individual, during the reporting period.

If all expenses for all the individuals listed on the project statement are reasonable, use the select all feature in the “Confirm” column (indicated by the green oval) and click the “Confirm” button at the bottom of the project statement.

An attestation statement, explaining what you are indicating will appear. If you agree, click the “I Agree” button. The status of the project statement will change from “Ready for Confirmation” to “Confirmed” and will no longer show on the worklist.

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1); Effort from 7/1/2016 to 9/30/2016, due date 5/5/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Control %	Confirm	Revise Payroll	Action
Addington Å, Leigh - 99887712	UK Testing Department - UKtesting	\$120,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Hurley Å, Lesa - 99887709	UK Testing Department - UKtesting	\$60,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Olander Å, Magan - 99887710	UK Testing Department - UKtesting	\$45,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Stoll Å, Karena - 99887711	UK Testing Department - UKtesting	\$90,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Ting Å, Kari - 99887708	UK Testing Department - UKtesting	\$2,400.00	1%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$

Attestation

Account Title: Studies on being a Scientist
 Account Name: 3048990001 - Studies on being a Scientist
 Period: FY17 Quarter 1
 Certifier: Kelley, Mike - 99887703
 Personnel Being Certified: Addington Å, Leigh - 99887712
 Hurley Å, Lesa - 99887709
 Olander Å, Magan - 99887710
 Stoll Å, Karena - 99887711
 Ting Å, Kari - 99887708

I certify the salary charged and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

Get Help

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- ▶ Attachments
- ▶ Transactions ★
- ▶ Activity Log ★
- ▶ Email Log

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8. If the payroll expenses for some or all the individuals listed do not reasonably reflect the work performed, the PI can choose to partially confirm; confirm and revise payroll; or revise payroll.

- a. To *Partially Confirm*-select the “Confirm” checkboxes (black box) next to those individuals the payroll expense is reasonable in relation to work performed. Click the “Confirm” button, and agree to the attestation statement that appears like in the previous screenshot. The project statement remains on active in the worklist until confirmed. The PI can confer with others (such as the primary department effort coordinator) to determine if a payroll adjustment is needed and take next appropriate steps. If there are questions or concerns, click the Get Help button (green box) at the bottom left of the project statement. This will open an email application and automatically populate to direct the message to your Primary Department Effort Coordinator.

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1); Payroll from 7/1/2016 to 9/30/2016, due date 5/5/2017. Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Addington Å , Leigh - 99887712	UK Testing Department - UKtesting	\$400.00	\$200.00	67%	33%	\$600.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Hurley Å , Lesa - 99887709	UK Testing Department - UKtesting	\$300.00	\$200.00	60%	40%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Kelley, Mike - 99887703	UK Testing Department - UKtesting	\$100.00	\$550.00	3%	17%	\$650.00	20%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Olander Å , Magan - 99887710	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Stoll Å , Karena - 99887711	UK Testing Department - UKtesting	\$200.00	\$300.00	40%	60%	\$500.00	100%	<input type="checkbox"/>	<input type="checkbox"/>	\$
Ting Å , Kari - 99887708	UK Testing Department - UKtesting	\$400.00	\$0.00	44%	0%	\$400.00	44%	<input type="checkbox"/>	<input type="checkbox"/>	\$

Get Help Home

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- b. To *Confirm and Revise*- select the “Confirm” checkbox (black box below) next to those individuals the payroll expense is reasonable in relation to work performed. Select the “Revise” checkbox (purple box below) next to those with payroll in question to request a payroll adjustment.

Selecting “Revise” allows the PI to edit the percentages to show what changes are needed. Then click the “Confirm & Revise Payroll” button and agree to the attestation statement (blue arrow) for those individuals you selected to confirm. The individuals that were selected to be revised, and the corresponding percentage entered, will be routed as a task to the Primary Department Effort Coordinator to review and process the revision if necessary. The statement will no longer show on the worklist until the revision is completed.

Project Statement for 3048990001: Studies on being a Scientist (FY17 Quarter 1). Effort from 7/1/2016 to 9/30/2016, due date 5/5/2017; Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Addington A, Leigh - 99887712	UK Testing Department - Uktesting	\$120,000.00	\$60,000.00	67%	33%	\$180,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hurley A, Lesa - 99887708	UK Testing Department - Uktesting	\$60,000.00	\$30,000.00	67%	33%	\$90,000.00	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Olander A, Megan - 99887710	UK Testing Department - Uktesting	\$45,000.00	\$45,000.00	50%	50%	\$90,000.00	100%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stoll A, Karen		\$90,000.00	\$90,000.00	50%	50%	\$180,000.00	100%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ting A, Kan		\$2,400.00	\$0.00	1%	0%	\$2,400.00	1%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$
Get Help	\$120,000.00	\$60,000.00	67%	33%	\$180,000.00
Notes	\$60,000.00	\$30,000.00	65%	35%	\$90,000.00
Attachments	\$90,000.00	\$90,000.00	55%	45%	\$180,000.00
Transactions	\$2,400.00	\$0.00	1%	0%	\$2,400.00
Activity Log					
Email Log					

Attestation

Account Title: Studies on being a Scientist

Account Name: 3048990001 - Studies on being a Scientist

Period: FY17 Quarter 1

Certifier: Kelley, Mike - 99887703

Personnel Being Certified: Addington A, Leigh - 99887712
Olander A, Megan - 99887710
Ting A, Kan - 99887708

I certify the salary charged and effort certified the personnel reasonably reflect the work performed in the designated period and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.

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- c. To *Revise Payroll*- If none of the individuals on the project statement reasonably reflect the work performed on the project, you can use the select all feature in the “Revise Payroll” (green oval) column to select all individuals, then edit the percentage columns to update to correct amount, and click the “Revise Payroll” button to request the revision. As above, this information will be routed as a task to the Primary Department Effort Coordinator to review and process the revisions. The statement will be removed from the PI worklist until the revisions have been processed.

Project Statement for 3048990005: Effects of Space Training Programs (FY17 Quarter 1); Effort from 7/1/2016 to 9/30/2016, due date 5/5/2017, Status: Ready for Confirmation

Employee	Department	Direct Charge \$	Cost Share \$	Direct Charge %	Cost Share %	Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Action
Karoli, Tim - 99887705	UK Testing Department - UKtesting	\$30,000.00	\$30,900.00	4%	4%	\$60,900.00	9%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ryland A, Laquanda - 99887718	UK Testing Department - UKtesting	\$2,400.00	\$0.00	22%	0%	\$2,400.00	22%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Get Help Revise Payroll Home

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

9. Once the review and confirmation are completed for all statements, the PI has completed their required tasks for that quarter. Statements with revisions requested will still need to be completed once those revisions have been made and posted. In the interim, the PI can click Home on the Menu to be routed to their homepage. The homepage should look like the following:

Statements Awaiting Confirmation (0)

Quarterly Project Confirmations

[Top of Page](#) [Associated Sub-Project Confirmations \(View-Only\)](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

Associated Sub-Project Confirmations (View-Only)

[Top of Page](#) [Quarterly Project Confirmations](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

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



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

