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).
2. 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.

3. From the ECRT Welcome page, press the continue button (orange arrow) to navigate into the system.
4. Once logged in, the screen will default to your homepage where your worklist is located (example shown below).

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.

*CONTINUED ON NEXT PAGE*
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:

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.

   

   

   

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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.

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.

   i. For example, the Sponsor Award Number equates to the External Reference Number you see listed on the monthly PI reports.

   ii. 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.

   iii. 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.
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.

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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7. 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.

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7. 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.

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### Project Statement for: Studies on being a Scientist (FY17 Quarter 1)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Department</th>
<th>Direct Charge</th>
<th>Confirm</th>
<th>Review Payroll</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addington, Leigh</td>
<td>UK Testing Department - UK Testing</td>
<td>£20,000.00</td>
<td>✔️</td>
<td></td>
<td>🔍</td>
</tr>
<tr>
<td>Harley, Leta</td>
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<tr>
<td>Oliver, A, Megan</td>
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<tr>
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<tr>
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<td>£40,000.00</td>
<td>✔️</td>
<td></td>
<td>🔍</td>
</tr>
</tbody>
</table>

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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.
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.
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.

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:
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.**