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A. Logging into ecrt

Primary/Secondary Department Effort Coordinators (Grant Managers) and Principal Investigators will receive automated emails from the system once the Pre Review and Certification Periods begin. The emails will provide a link to the system and may prompt the user to enter in their CSU login credentials.
B. Understanding the Department Dashboard

The department dashboard is for the Department Effort Coordinator to review and manage the accounts and awards associated to their department(s).

Under the Manage tab on the navigation bar, select Department Dashboard.

The Department Effort Coordinator will only have access to their assigned department(s). Select a department from the drop down menu and select Choose.

The Department Dashboard appears.

Note: The People tab will not be used for project certification.
The **Project Certifications tab** includes the Project Certification Summary Chart and Project Statements sections.

**Project Certification Summary Chart** - When first accessing the page, the chart shows the statistics for all statement types and all employee types for the most recent Period of Performance. To see the statistics for a period, search for employee type under Quarterly and the Period of Performance from the drop-down lists.

![Department Dashboard for Infectious Disease Research Center - CO-2025](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Approved</td>
<td></td>
</tr>
<tr>
<td>Ready for PR Review</td>
<td>3 57.5%</td>
</tr>
<tr>
<td>Ready for Certification</td>
<td>2 25.0%</td>
</tr>
<tr>
<td>Certified</td>
<td>1 12.5%</td>
</tr>
<tr>
<td>Revision Requested</td>
<td></td>
</tr>
</tbody>
</table>

Note: Search for employee type Quarterly

The chart shows only those statuses that apply to statements for that period.

Send emails to individuals that have a statement of the selected status type for the selected Period of Performance by clicking the envelope icon next to the status.

The subject and body of the email are configurable. After composing the email, click Send the Email. Designees can be Statement Owners (which includes PIs and Effort Coordinators), All ECs (only Effort Coordinators) or Only PIs (only Principal Investigators). The email will route to the designees with a statement in the status selected from the Project Certification Summary Chart.

Project Statements section - This section lists all project statements associated to the department.
Under the Statements column, hover over the icons to view the project statements’ PI, period of performance and current status.

- The list can be filtered by name, number, sponsor, or PI. Click the filter icon and type the project name, number, PI or Grant Manager in the search field. Click the magnifying glass to search.

The page will display the results from the information entered in the filter field.
The **Award and Account** tab contains all the awards and accounts that are assigned to the department, whether active or inactive, in a single list. All the columns are sortable.

This icon indicates the project end date has passed and is now considered inactive in ecrt.

Note: The project may **not** be inactive in KFS.

The **Department Information** tab contains the information about the department’s Effort Coordinators, and the department organizational tree.

The **Primary Department Effort Coordinator** is highlighted. There can only be one **Primary Department Effort Coordinator** per department.

There may be multiple people listed under the **Department Effort Coordinators** section. This does not mean the person has the rights to perform the actions of a **Department Effort Coordinator**. The person may have a different role associated to the department.

**Grant Manager (Effort Coordinator) Reassignments**

By default, the **Primary Effort Coordinator (PEC)** is assigned as the Grant Manager for all projects. If another person needs to manage a project within the department, they need to be assigned as the **Grant Manager (Secondary Effort Coordinator)**. This means you are overriding the current Grant Manager (i.e. the PEC).
The **Grant Manager (Secondary Effort Coordinator)** will receive an automated e-mail from e crt assigning them the task to Pre Review the project statements for which they were assigned. These tasks will appear under the Subactivities Tasks tab on their Home Page.

You can update the Grant Manager (Secondary Effort Coordinator) by navigating to the department dashboard and selecting the Project Certifications tab. To assign a Grant Manager (Secondary Effort Coordinator) Override, the user selects the green plus (+) icon next to the current Grant Manager (Secondary Effort Coordinator)’s name. This brings up a search field where the user can search for an individual to assign as a Grant Manager (Secondary Effort Coordinator) Override for that project.

When a Grant Manager (Secondary Effort Coordinator) Override has been assigned, a red minus (−) will be displayed next to the green plus icon. Clicking on the minus icon removes the current Grant Manager (Secondary Effort Coordinator) Override. Note: This icon only appears when a Grant Manager (Secondary Effort Coordinator) Override has been assigned.

You can also add a Grant Manager (Secondary Effort Coordinator) from the Account/Award Summary page:
### C. Statement Statuses

The project statement will update to different statuses before, during and after the Certification period.

<table>
<thead>
<tr>
<th>Project Statement Status</th>
<th>Icon</th>
<th>Description</th>
<th>Role that can perform task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building (not yet ready for certification)</td>
<td>🕒</td>
<td>This status indicates that a Project Statement is not yet ready for certification. This occurs during the Period of Performance, when payroll and profile data are being loaded and the Project Statements are building.</td>
<td>Automatic process</td>
</tr>
<tr>
<td>Auto Approved</td>
<td>✅</td>
<td>This status is for project statements that are Auto Approved. The system automatically moves project statements that have no sponsored payroll or cost share associated to them into this status when the certification period begins.</td>
<td>Automatic process</td>
</tr>
<tr>
<td>Ready for Pre Review</td>
<td>🔍</td>
<td>This status indicates that a Project Statement is ready to be pre reviewed. This status occurs before the statement is released to the PI for certification.</td>
<td>Primary/Secondary Department Effort Coordinator, Grant Manager, Functional System Administrator (OSP)</td>
</tr>
<tr>
<td>Pre Reviewed</td>
<td>🎉</td>
<td>This status indicates that a Project Statement has been pre reviewed by a department administrator.</td>
<td>Automatic process</td>
</tr>
<tr>
<td>Ready for Certification</td>
<td>❌</td>
<td>This status indicates that the Project Statement is ready to be certified. Statements move to this status when the Certification Period begins and the statement requires an individual to certify the effort percentages for the period.</td>
<td>Automatic process</td>
</tr>
<tr>
<td>Revision Requested</td>
<td>⏰</td>
<td>During Pre Review, when a Department Effort Coordinator clicks the Revise Payroll button, indicating a payroll adjustment is needed. During the Certification Period, after a PI clicks the Revise Payroll checkbox and inputs a payroll and/or cost share percentage, they click the Revise Payroll button which updates the project statement status to this.</td>
<td>PI (Self-Certifier) Primary/Secondary Department Effort Coordinator, Grant Manager, Functional System Administrator (OSP)</td>
</tr>
<tr>
<td>Revision Pending</td>
<td>⬇️</td>
<td>When new payroll loads into ecrt and creates a payroll task - both during the Pre Review period and Certification Period</td>
<td>Automatic process</td>
</tr>
<tr>
<td>Certified</td>
<td>⭐</td>
<td>This status indicates that an individual certified his/her Project Statement.</td>
<td>PI (Self-Certifier)</td>
</tr>
<tr>
<td>Status</td>
<td>Description</td>
<td>Process Type</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Certified, PAR Pending</td>
<td>This status indicates that an individual certified his/her Project Statement and a payroll transaction occurred after the fact. The payroll transaction creates a PAR (Payroll Adjustment Reconciliation) task and the project statement remains in this status until an administrator completes the PAR task.</td>
<td>Automatic process</td>
<td></td>
</tr>
<tr>
<td>Manual Certification</td>
<td>This status is when a project statement has been marked as Manual Certification.</td>
<td>Functional System Administrator (OSP)</td>
<td></td>
</tr>
<tr>
<td>Manual Certification, Payroll Pending</td>
<td>This status is when a project statement has been marked as Manual Certification and an additional payroll transaction has been loaded to this project statement, which needs to be reviewed and posted to the statement.</td>
<td>Automatic process</td>
<td></td>
</tr>
<tr>
<td>No Certification Required</td>
<td>This status is when a project statement has been marked as No Certification Required.</td>
<td>Functional System Administrator (OSP)</td>
<td></td>
</tr>
<tr>
<td>No Certification Required, PAR Pending</td>
<td>This status is when a project statement has been marked as No Certification Required and an additional payroll transaction has been loaded to this project statement, which needs to be reviewed and posted to the statement.</td>
<td>Automatic process</td>
<td></td>
</tr>
<tr>
<td>Ready for Certification, Re-Opened by Payroll Adjustment</td>
<td>This is the status of a project statement where a payroll transaction was applied and the statement needs to be re-certified by the individual due to changes in the payroll percentages and/or dollars on the project statement.</td>
<td>Functional System Administrator (OSP)</td>
<td></td>
</tr>
<tr>
<td>Ready for Certification, Re-Opened</td>
<td>This is the status of a project statement that has been re-opened and statement needs to be re-re-certified.</td>
<td>Functional System Administrator (OSP)</td>
<td></td>
</tr>
</tbody>
</table>
D. Navigating to the Project Statement

The Primary/Secondary Effort Coordinator (Grant Manager) can navigate to a project statement from their Home Page under the Assigned Accounts tab.

If you do not have any assigned accounts, there are multiple ways to navigate to a project statement.

The **Look-up Page** is located under the Manage tab on the navigation bar. Any user with access to the Look-up Page can search for departments and projects associated to them.

Enter a project number or name or department name in the Search box. In this example, we will look-up a project.

To narrow the suggestions the system generates, enter as much information as possible in the Search Box.
In this example, the project will appear in either the Active Award/Account column or the Inactive Award/Account column.

**Look-up Page**

The Look-up page allows you to search for Employee, Award(s), Account(s), or Department(s). After at least three (3) characters of the name or number are entered, the system displays the possible matches in three separate lists - one for Employee, one for Department, and one for Award and Account. You then can continue to enter data or select a match from the list and be taken to the appropriate page: the Effort statement page, the Department Dashboard, or the Award/Account Summary page. The Award/Account Summary page opens in a new browser page. If you enter enough data to return only one result, you will be directed to the appropriate page automatically.

The Enter and Tab keys do not allow selection of data.

<table>
<thead>
<tr>
<th>Employee:</th>
<th>No search results found</th>
<th>Department:</th>
<th>No search results found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Award / Account:</td>
<td>5396751 - Manufacture of YF MAC-HD Kits</td>
<td>Inactive Award / Account:</td>
<td>5396751 - Task: 4 - Non-clinical production</td>
</tr>
</tbody>
</table>

In ecrt, Active Accounts are accounts that **have not** passed the project end date.

In ecrt, Inactive Accounts are accounts that **have** passed the project end date.

A new browser tab will open, displaying the **Award/Account Summary Page** for the project selected on the Look-up Page. The Award Summary and Account Summary page contains summary information about the project.

Below the page heading is the general information about the award including the award name, number, amount, sponsor name, sponsor number, the PI and the PI's Primary Effort Coordinator, the start and end dates, among other data.

**Account Summary**

- **Account Name:** Manufacture of YF MAC-HD kits for field trials and validation in yellow-fever endemic countries - BiOMARC
- **Account Manager:** Kathleen Landen - 828808153 (GMM)
- **Exception Account:** Manufacture of YF MAC-HD kits for field trials and validation in yellow-fever endemic countries - BiOMARC
- **Account Number:** 5396751
- **Start to End Date:** 06/01/10 - 06/30/11
- **Account PI:**
  - **Denise Pietro:** 822712192 (Primary Effort Coordinator: Cathy Griffin - 821915939)

Click the Show More hyperlink to display additional project information.
Click on the Account PI hyperlink to send an email directly to the PI.

Note: The Account Manager is the Grant Manager (Effort Coordinator) for the project statement. The Primary Effort Coordinator listed next to the Account PI field is the PEC for the Principal Investigator’s home department. These two fields may or may not be the same person.

Below the project information are the Associated Project Statements. Here, the Effort Coordinator can view all current and historical statements related to the project.

Click on the period name or status name hyperlink in either the Period or Project Certification Status column to navigate to the project statement.
Another way to navigate to the project statement is through the Project Certifications tab on the Department Dashboard.

Click on any icon under the Status column to navigate to the project statement.
Note: Use the hover over feature to identify the period of performance of the project statement.

The project statement generates in a new tab.
From the navigation menu, select **Certify**, and then click **My Project Statements**.

The Principal Investigators are listed in the Work List. Only the projects associated to the Primary/Secondary Effort Coordinator (Grant Manager) will be listed.

Use the ► arrow key next to the PI's name to expand and view the Principal Investigator's project statements. The project statements will be grouped by status. Use the ► arrow next to each status to view all of the Principal Investigator's project statements that are in that status. A yellow star next to the status name indicates that there are project statements in that status.
Click the project number, title, or period to navigate to the project statement for the period listed next to the project title.

Use the Add Notes feature to add a note to a project statement.

Select the document icon and a new pop-up window appears. Enter a note that will be attached to the project statement in the pop up box.

Note that these Notes appear on the statement at all times, so anyone that can view the statement will see the Notes. Notes cannot be deleted and will become part of the official eCRT record.

To retain the information entered, select the Save Note button.

Once the note is saved, it is viewable within the Notes list. A yellow star icon appears next to the Notes label when a note is present.
The date the note was added, the name and username of the person that added the note, and the note summary are visible. To view notes, click on the ► arrow icon next to Notes.

Use the Add Attachments feature to add an attachment to a project statement.

Select the paper clip icon and a new pop-up window appears.

To locate the file, select the Browse button. When the correct file is selected, the file name will appear in the Select File to Attach field.

Select the Attach File button to upload the file to the project statement. Once the file is uploaded, a confirmation message appears.
The Attachments section of the project statement now displays the name of the file that was uploaded and the date it was uploaded.

Note: Attachments cannot be deleted and will be part of the official eCRT record.

Any and all transactions that affect the project statement as well as all status changes are documented in the Transactions Log.

Click the ► arrow icon to expand the transaction log. Note, the transactions are reflected in the Action column and the user whom the transaction effects, is reflected in the User column.

The Activity Log tracks actions and activities that are not captured in the Transactions log including accessing and viewing the statement and assigning designees. Note, the activities are reflected in the Action column and the person who performed the activity is reflected in the User column.

The Email Log captures all emails relevant to the project statement. The type of email sent is reflected in the Action column. The log records the following emails:

- All notification emails and all reminder emails
- Emails triggered from the statement to the statement owner
- Group emails based on the status of the statement, regardless of where the message was initiated
- Emails about the statement being returned to the Principal Investigator or reopened.
### E. Understanding the Pre-Review Process - Sponsored Projects

All sponsored projects, both Federal and Non-Federal, must be Pre Reviewed.

**Pre Review Period**

- **Email notifies Primary Department Effort Coordinator that project statement is Ready for Pre Review**
- **Department Effort Coordinator routes to project statement to either: Pre Review or Revise Payroll**
- **Pre Review Complete**

**Reviews Payroll Revision Requests**

**Processes Payroll Adjustments**

### Nonsponsored Accounts

- **Statement remains Building (not yet ready for certification)**
- **Statement does not route through any workflow**
- **Statement will Auto Approve**

Ecr will generate statements for Nonsponsored Accounts. The statement will remain in the status ‘Building (not yet ready for certification)’ until the Certification period begins. The statement will then move to the status ‘Auto Approved’.

The statement can be viewed at any time by users who have the right to view a project statement.

No action is required in ecr for these statements but should be reviewed for accuracy.
F. Pre-Reviewing a Project Statement

The Primary/Secondary Effort Coordinator (Grant Manager) will receive a system generated email notifying them that project statements are now in the status ‘Ready for Pre Review’.

Note: The Primary Effort Coordinator should be aware of all Grant Managers (Secondary Effort Coordinators) in their department. The Grant Manager (Secondary Effort Coordinator) should perform all actions on their assigned projects even though the Primary Department Effort Coordinator has ability to perform the same actions.

After logging in, from the Home Page, click the **Assigned Accounts** tab to view all project statements that are Ready for Pre Review.

Note: All columns are sortable except the Sponsor Name and Status columns.

Click one of the hyperlinks next to navigate to the project statement.
The project statement appears. Notice the project is highlighted under the Work List in the left pane of the project statement.

Project information including the Sponsor Name, Department, CFDA #, Activity Type, Field of Research, Project Period and Sponsor Award Number appear in the right pane of the project statement.

The project statement lists all employees who were paid or cost shared during the period listed.
The percentages on the project statement are rounded to the nearest whole number. To view the payroll details, run the payroll reports under the Action column.

The payroll columns displayed on the project statement include:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Dollars</td>
<td>Dollar amount the employee was paid from the project for the period.</td>
</tr>
<tr>
<td>Payroll Percentage</td>
<td>Percentage of the payroll dollars based on the person’s total pay for the period.</td>
</tr>
<tr>
<td>Cost Share Dollars</td>
<td>Cost share dollar amount the employee was paid from the project for the period.</td>
</tr>
<tr>
<td>Cost Share</td>
<td>Percentage of the cost share dollars based on the person’s total pay for the period.</td>
</tr>
<tr>
<td>Payroll + Cost Share Dollars</td>
<td>Payroll dollars + cost share dollars for the period.</td>
</tr>
<tr>
<td>Payroll + Cost Share</td>
<td>Payroll percentage + cost share percentage for the period.</td>
</tr>
</tbody>
</table>
If the payroll for all employees is accurately reflected on the project statement, click the Pre Review button. The statement will then route to status, Pre Reviewed.

To continue reviewing your project statements, use the upper left worklist pane. Expand the list by clicking the ► icon next the Principal Investigator's name. Another option is to click ‘Home’ from the navigation menu to route back to the Home page.

Click the select all icon to view all project statements for a PI on one page.

Each project statement will need to be Pre Reviewed individually even though they will appear on one page.
G. Revise Payroll during Pre Review

If the payroll for all employees is not accurately reflected on the project statement, select the checkbox under the Revise Payroll column for those employees whose payroll is not accurate, then click the Revise Payroll button.

In this example, the payroll is inaccurate for all employees on the project statement and a payroll adjustment is needed.

If payroll is inaccurate for all employees, select the icon under the Revise Payroll column to auto check all checkboxes.

When the Revise Payroll button is clicked, the project statement updates to the status, ‘Revision Requested’. This means the project statement is on hold and will not proceed to the next step in the workflow.

A Project Statement Revision Requested task is automatically generated and routed to the Primary/Secondary Effort Coordinator (Grant Manager) to review.
H. Revision Requested Task during Pre Review

After clicking the Revise Payroll button, a Project Statement Revision Requested task will be created and appear on the Primary/Secondary Effort Coordinator’s (Grant Manager’s) Home Page under the Pending Payroll Tasks tab.

The Primary/Secondary Effort Coordinator (Grant Manager) must decide whether to Approve or Reject the payroll revision request. To view pending requests in order to accept or reject, click the hyperlink in the Pending Payroll Tasks tab.

If a payroll revision does not need to occur, the Effort Coordinator should click the Reject button.

The statement will then return to the ‘Ready for Pre Review’ status and appear back on the Effort Coordinator’s Assigned Accounts tab. The Effort Coordinator should then Pre Review the project statement.

If a payroll revision does need to occur, the Effort Coordinator should click the Approve button. The project statement remains in the ‘Revision Requested’ status. The Effort Coordinator should now create the PPDA outside of ecrt.

Note: Payroll adjustments are NOT made in ecrt.

Once the revision requested task is either Rejected or Approved, the task will then fall off the Pending Payroll Tasks tab on the Home Page.
I. Revision Pending Task during Pre Review

All PPDAs must be made outside of ecrt. After the payroll adjustment is loaded into ecrt, a **Process Project Statement Revision task** will be created and appear on the Primary/Secondary Effort Coordinator’s (Grant Manager’s) Home Page under the Pending Payroll Tasks tab.

The project statement will update to the status ‘Revision Pending’ meaning a payroll adjustment is pending for the project statement.
Click on the hyperlink **Process Project Statement Revision**

The Effort Coordinator should review the new payroll for accuracy. The new payroll should reflect the payroll adjustment that was made by the PPDA.

In this example, an adjustment was made to add $300 to the employee.

The following fields appear on the task:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certifier</td>
<td>Employee name and id that the new payroll effects</td>
</tr>
<tr>
<td>Object code</td>
<td>Employee object code</td>
</tr>
<tr>
<td>Original Payroll Amount</td>
<td>Original Direct Charge dollar amount that appeared on the project statement</td>
</tr>
<tr>
<td>Original Cost Share Amount</td>
<td>Original Cost Share dollar amount that appeared on the project statement</td>
</tr>
<tr>
<td>Original Computed Pct</td>
<td>Total Payroll percentage that appeared on the project statement</td>
</tr>
<tr>
<td>New Payroll Loaded</td>
<td>The new Direct Charge dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Cost Share Loaded</td>
<td>The new Cost Share dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Payroll Amount</td>
<td>The new Direct Charge dollar amount that will appear on the project statement for the corresponding employee once the payroll is Posted</td>
</tr>
</tbody>
</table>
### 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.

The Effort Coordinator will have the option to **Post** or **Post and Maintain** the Revision Pending task.

Select the **Post** button if the payroll displayed on the Revision Pending task accurately reflects the payroll for the employee for the project for the period. The payroll will update on the project statement after the Post button is clicked. The project statement will route to the ‘Ready for Pre Review’ status and appear on the Assigned Accounts tab.

Select the **Post & Maintain** button if payroll displayed on the Revision Pending task does not accurately reflect the payroll for the employee for the project for the period and another payroll adjustment needs to occur. The payroll displayed on the task will post to the project statement but the statement will remain in the ‘Revision Requested’ status. The statement will remain on hold and not route to the next step in the workflow.

#### J. Revision Requested and Revision Pending Tasks Workflow - Pre Review

Once the payroll is accurate on the project statement, the Effort Coordinator should Pre Review the statement. The statement will then route to the status ‘Pre Reviewed’.

Updated project statement after the Post button is clicked on the Revision Pending task. The statement is now in Ready for Pre Review status.
When a statement is Pre Reviewed, it will no longer appear on the Assigned Accounts tab.

The statement will **not** move to the Principal Investigator for certification until it is Pre Reviewed. The statement will remain in Pre Reviewed status until the certification period begins. If the statement is Pre Reviewed after the certification start date, the statement will route to the Principal Investigator the following day for Certification.
K. Understanding the Certification Process

When the Certification period begins, the Principal Investigator will receive a system generated email notifying them that their project statements are **Ready for Certification**. The Primary/Secondary Effort Coordinator (Grant Manager) will be copied on each email.

VPR_ecrt_support@colostate.edu  
Oct 10 (13 days ago)  

The certification period is starting. The following project statement(s) is/are available now for certification.  
2D IR Microscopy--Technology for Visualizing Chemical Dynamics in Heterogeneous environments - Quarter 2 2016

To: amber.krummel@colostate.edu  
cc: karen.kahler@colostate.edu

The Principal Investigator will click the project name and be routed to the ecrt Home Page.

After logging in, the Work List will appear. Under the **Statements Awaiting Certification** tab and the **My Quarterly Project Statements** header, all project statements that are **Ready for Certification** will appear.
If the Principal Investigator has a Prime Award but the award has project numbers led by other PIs, the project statements will appear under the Associated Quarterly Project Statements (View-Only) section. The Principal Investigator does not need to certify these statements, but has the right to view the statements.
The Principal Investigator can click on the red icon in the Staff column to view all staff that will appear on that project statement.

The Principal Investigator can click any hyperlink to navigate to the project statement.

The Principal Investigator can click the Select All icon located on the top left work list pane to view all project statements on one screen. Although all project statements will appear on the page, each statement will need to be certified individually.
The Principal Investigator can use the **Get Help** button to send an email to the Primary/Secondary Effort Coordinator (Grant Manager). A new email window will generate, pre-populated with the Primary/Secondary Effort Coordinator (Grant Manager)'s email address.

During the Certification process, the Principal Investigator should review all project information and payroll dollars and percentages for each employee on their project statement.

**The Principal Investigator has four options:**

- **Certify**
- **Partially Certify**
- **Certify and Revise Payroll**
- **Revise Payroll**
**Option 1: Certify all payroll is accurately reflected on the Project Statement**
The Principal Investigator can certify the percentages shown on the project statement are accurate for all employees for the period by clicking the checkboxes in the Certify column.

The Confirm button will appear when one or more of the checkboxes in the Certify column is checked.

Clicking the icon under the word ‘Certify will select all the checkboxes in the Certify column.

The PI will click the Confirm button to certify all percentages are accurate for the employees on the project statement.

The Attestation Statement will appear, listing all employees who are being certified. The PI must agree to this statement to complete the certification process.
The statement is now in the status ‘Certified’ and will fall off the PI’s work list.

**Option 2: Partially Certify the Project Statement**

The Principal Investigator can certify the percentages shown on the project statement are accurate for some employees for the period by clicking the checkboxes in the Certify column for those employees.

The PI will click the Confirm button to certify the percentages for the employees with the checkboxes checked in the Certify column.
The Attestation Statement will show only those employees with the Certify checkbox selected. These employees will not have to be certified again. The PI must agree to this statement.

The statement remains in the ‘Ready for Certification’ status and will appear on their work list until all employees on the statement are certified.

**Option 3: Certify and Revise Payroll**

The Principal Investigator can certify the percentages shown on the project statement are accurate for some employees by clicking the checkboxes in the Certify column for those employees. They can request a payroll revision for the remaining employees by clicking the checkboxes in the Revise Payroll column.

In the example above, the PI is certifying the percentages are correct for the first and third employees while requesting a payroll revision for the second and fourth employees.

When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.
The Principal Investigator should input the percentage (whole number) of effort the employee should have been paid from the project, for the period, into the Payroll % and/or Cost Share % columns.

<table>
<thead>
<tr>
<th>Payroll Dollars</th>
<th>Payroll %</th>
<th>Cost Share Dollars</th>
<th>Cost Share %</th>
<th>Payroll + Cost Share Dollars</th>
<th>Payroll + Cost Share %</th>
<th>Certify</th>
<th>Revise Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,000.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$12,000.00</td>
<td>100%</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>$6,090.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$6,090.00</td>
<td>100%</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>$6,090.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$6,090.00</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$6,090.00</td>
<td>100%</td>
<td>$0.00</td>
<td>0%</td>
<td>$6,090.00</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the example above, the second employee has the Revise Payroll checkbox checked and the PI edited the percentages in the Payroll % column. The PI updated the Payroll percentage for the employee from 100% to 50%.

The Confirm and Revise Payroll button will appear after the Principal Investigator selects the checkboxes in both the Certify and Revise Payroll columns.

Note: If the PI incorrectly clicked the Revise Payroll checkboxes, he/she can uncheck the box and the percentages will revert to the original amounts.
After clicking the Confirm and Revise Payroll button, the Attestation Statement will appear, showing only those employees with the Certify checkbox selected. These employees will not have to be certified again. The PI must agree to this statement.

The statement is now in the status, ‘Revision Requested’. The statement will no longer appear on the Principal Investigator’s Work List. No further action is required by the Principal Investigator at this time.

A Project Statement Revision Requested task is created for the PI’s Primary/Secondary Effort Coordinator (Grant Manager).

Option 4: Revise Payroll

The Principal Investigator can request a payroll revision for all employees by clicking the checkboxes in the Revise Payroll column.

Select the icon under the Revise Payroll column to auto check all checkboxes.
When the boxes in the Revise Payroll column are checked, the Payroll % and Cost Share % columns become editable.

The Principal Investigator should input the percentage (whole number) of payroll the employee should have been paid from the project, for the period, into the Payroll % and/or Cost Share % columns.

The Revise Payroll button appears if all checkboxes in the Revise Payroll column are checked. The PI should click the button if a payroll revision is needed for all employees on the project statement.

Like Option 3, a revision requested task will then be routed to the Primary/Secondary Effort Coordinator (Grant Manager) for review.

L. Revision Requested Task during the Certification Period
A revision requested task will then be routed to the Primary/Secondary Effort Coordinator (Grant Manager)’s Home Page under the Pending Payroll Tasks tab.
The Primary/Secondary Effort Coordinator (Grant Manager) must decide whether to Approve or Reject the payroll revision request made by the Principal Investigator.

The Primary/Secondary Effort Coordinator (Grant Manager) should review the percentages in the Payroll % and Cost Share % columns (those which the Principal Investigator requested) and compare them to the those shown in the Previous Payroll and Previous Cost Share columns (the original percentages).

If a payroll revision does not need to occur, the Primary/Secondary Effort Coordinator (Grant Manager) should select Reject. The statement will then return to the 'Ready for Certification' status, the percentages will revert back to their original state, and the statement will appear back on the Principal Investigator's Home Page.
Note: The Primary/Secondary Effort Coordinator (Grant Manager) should notify the PI that the statement is now Ready for Certification. The PI does not receive an email when the statement returns to “Ready for Certification” from the “Revision Requested” status.

If a payroll revision **does need to occur**, the Grant Manager should select **Approve**. The department should then create the PPDA outside the system.

**Note: PPDAs are NOT made in ecrt.**

Once the revision requested task is either Rejected or Approved, the task will then fall off the Pending Payroll Tasks tab on the Home Page.

**M. Revision Pending Task during the Certification Period**

All PPDAs must be completed outside the system. After the payroll adjustment is loaded into ecrt, a **Process Project Statement Revision task** will be created and appear on the Primary/Secondary Effort Coordinator (Grant Manager)’s Home Page under the Pending Payroll Tasks tab.

The project statement will update to the status ‘Revision Pending’ meaning a payroll adjustment is pending for the project statement.
From the Pending Payroll Tasks tab, click on the hyperlink **Process Project Statement Revision**

The Primary/Secondary Effort Coordinator (Grant Manager) should review the new payroll for accuracy.

The new payroll should reflect the PPDA that has been recently completed.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certifier</td>
<td>Employee name and id that the new payroll effects</td>
</tr>
<tr>
<td>Object code</td>
<td>This is the employee’s object code applied to the project.</td>
</tr>
<tr>
<td>Original Payroll Amount</td>
<td>Original Direct Charge dollar amount that appeared on the project statement</td>
</tr>
<tr>
<td>Original Cost Share Amount</td>
<td>Original Cost Share dollar amount that appeared on the project statement</td>
</tr>
<tr>
<td>Original Computed Pct</td>
<td>Total Payroll percentage that appeared on the project statement</td>
</tr>
<tr>
<td>New Payroll Loaded</td>
<td>The new Direct Charge dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Cost Share Loaded</td>
<td>The new Cost Share dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Payroll Amount</td>
<td>The new Direct Charge dollar amount that will appear on the project statement for the corresponding employee once the payroll is posted</td>
</tr>
<tr>
<td>New Cost Share Amount</td>
<td>The new Cost Share dollar amount that will appear on the project statement for the corresponding employee once the payroll is posted</td>
</tr>
</tbody>
</table>
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.

The Primary/Secondary Effort Coordinator (Grant Manager) will have the option to Post or Post and Maintain the Revision Pending task.

Select the Post button if the payroll displayed on the Revision Pending task accurately reflects the payroll for the employee for the project for the period. The payroll will update on the project statement after the Post button is clicked. The project statement will route to the ‘Ready for Certification’ status and appear on the Principal Investigator’s work list.

Select the Post & Maintain if payroll displayed on the Revision Pending task does not accurately reflect the payroll for the employee for the project for the period and another payroll adjustment needs to occur. The payroll displayed on the task will post to the project statement but the statement will remain in the ‘Revision Requested’ status. The statement will remain on hold and not route to the next step in the workflow.

Once the payroll is accurate on the project statement, the Primary/Secondary Effort Coordinator (Grant Manager) should click the Post button to post the new payroll to the statement. The statement will then route to the status ‘Ready for Certification’.

The project statement updated to reflect the PPDA. The PI can now Certify the remaining employees on the project statement.
O. Reopening a Project Statement

If a payroll transaction occurs that affects a **certified** project statement, the PI may need to recertify the statement.

If the statement is **reopened**, the PI will receive an email from ecrt noting the statement was reopened and is ‘Ready for Certification, Re-opened by Payroll Adjustment’. The statement will appear on the PI’s Work List when he/she logs in.
P. Appendix 1: Payroll Report

The Payroll Report is a payroll summary report for an individual, department or account and a date range.

Navigate to the Reports Page > Reporting > Select Payroll/Cost Share from the Category header > Find Payroll Report in the Reports header

Payroll Report by Department -
In the example above, we are running the payroll report for the Department Microbiology, Immunology + Pathology, for all employees in that department who are included the Quarterly employee type, and for the period 4/1/2017 to 6/30/2017.

Type in the first three characters into the desired parameter field (in our example, the Department field). This will populate a drop down menu from which you can select the Department Name.

Note: All employees will be included under the Quarterly employee type.

After you input all desired parameters, click the Run Report button.

Note: This report can be exported to excel using the hyperlink at the bottom right of the report.
The payroll report displays the following columns:

<table>
<thead>
<tr>
<th><strong>Employee ID</strong></th>
<th><strong>Employee ID</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td><strong>First Name of Employee</strong></td>
</tr>
<tr>
<td><strong>Middle Init.</strong></td>
<td><strong>Middle Initial of Employee</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td><strong>Last Name of Employee</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Home department of the corresponding employee</td>
</tr>
<tr>
<td><strong>Department Number</strong></td>
<td>Home department number of the corresponding employee</td>
</tr>
<tr>
<td><strong>Grant</strong></td>
<td>The account/project the corresponding employee was paid from</td>
</tr>
<tr>
<td><strong>Pay Period</strong></td>
<td>The pay period which payroll hit the corresponding grant</td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td>Dollar amount of payroll paid from the grant for the pay period</td>
</tr>
<tr>
<td><strong>Pay %</strong></td>
<td>The percentage of payroll dollars as it relates to the employee’s total pay for the period</td>
</tr>
<tr>
<td><strong>Pay Type</strong></td>
<td>Additional details about the payroll transaction (see below)</td>
</tr>
<tr>
<td><strong>Employee Type</strong></td>
<td>Quarterly</td>
</tr>
<tr>
<td><strong>Statement Type</strong></td>
<td>Base</td>
</tr>
</tbody>
</table>

The Pay Type column provides additional details about the payroll transaction for the corresponding pay period.

Example: DMIP-PPDA--5301232-1369550

The string is defined as follows:

**Subaccount - PPDA - Project Account - Cost Share Account**

---

**Payroll Report by Employee**

To view payroll for an employee, input the employee’s name or employee ID in the Employee field.

The report will show the pay that was charged to each account during each pay period within the period defined in the parameters, the total amounts charged to each account during the period, and the percent of total pay during the period for each account.
The user running this report must be associated to the employee’s Home Department to run the payroll report for that employee.

The report defaults on an Account View showing the employee’s payroll amount broken-down by account.

Click the Pay Period View hyperlink at the top left of the report to view all payroll for the employee for the period, broken-down by pay period.

### Payroll Report Columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Employee ID</td>
</tr>
<tr>
<td>First Name</td>
<td>First Name of Employee</td>
</tr>
<tr>
<td>Middle Init.</td>
<td>Middle Initial of Employee</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name of Employee</td>
</tr>
<tr>
<td>Department</td>
<td>Home department of the corresponding employee</td>
</tr>
<tr>
<td>Department Number</td>
<td>Home department number of the corresponding employee</td>
</tr>
<tr>
<td>Grant</td>
<td>The account/project the corresponding employee was paid from</td>
</tr>
<tr>
<td>Pay Period</td>
<td>The pay period which payroll hit the corresponding grant</td>
</tr>
<tr>
<td>Payroll</td>
<td>Dollar amount of payroll paid from the grant for the pay period</td>
</tr>
<tr>
<td>Pay %</td>
<td>The percentage of payroll dollars as it relates to the employee’s total pay for the period</td>
</tr>
<tr>
<td>Pay Type</td>
<td>Additional details about the payroll transaction (see below)</td>
</tr>
<tr>
<td>Employee Type</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Statement Type</td>
<td>Base</td>
</tr>
</tbody>
</table>

The payroll report displays the following columns:
### Payroll Report by Account

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

---

**Employee Id** | **First Name** | **Middle Init** | **Last Name** | **Department** | **Department Number** | **Pay Period** | **Grant** | **Payroll** | **Pay %** | **Pay Type** | **Employee Type** | **Statement Type** |
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
82365853 | Anna | Simpson | Microbiology, Immunology + Pathology | CO-1682 | 04/01/2017 to 04/30/2017 | S349265 - Role of Gamma/Delta T Cells in Vaccine Induced Immunity | $1,268.75 | 12% | Quarterly | Base |
S349244 - Targeting WAT Cells for TB Vaccines | $181.25 | 2% | Quarterly | Base |
S349243 - Mycobacteria spp Research Reagent Replenishment | $2,175.00 | 20% | Quarterly | Base |
Subtotal | $3,625.00 | 33% |
05/01/2017 to 05/31/2017 | S349265 - Role of Gamma/Delta T Cells in Vaccine Induced Immunity | $1,268.75 | 12% | Quarterly | Base |
S349244 - Targeting WAT Cells for TB Vaccines | $181.25 | 2% | Quarterly | Base |
S349243 - Mycobacteria spp Research Reagent Replenishment | $2,175.00 | 20% | Quarterly | Base |
Subtotal | $3,625.00 | 33% |
06/01/2017 to 06/30/2017 | S349265 - Role of Gamma/Delta T Cells in Vaccine Induced Immunity | $1,268.75 | 12% | Quarterly | Base |
S349244 - Targeting WAT Cells for TB Vaccines | $181.25 | 2% | Quarterly | Base |
S349243 - Mycobacteria spp Research Reagent Replenishment | $2,175.00 | 20% | Quarterly | Base |
Subtotal | $3,625.00 | 33% |
Total Of All Cycles | $10,875.00 | 100% |
The Active radio button should be selected if the project’s end date has not passed the current date. The Inactive radio button should be selected if the project’s end date has passed the current date.

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.
Run the Payroll Report directly from the Project Statement:

From the project statement, select the $ or the icon to view more payroll information.

Click this icon to generate the payroll report for the employee. The payroll report shows the payroll that appears on the project statement.

The report defaults on an Account View showing the employee’s payroll amount broken-down by pay period.

Click the Pay Period View hyperlink at the top left of the report (under the Parameters and Results tabs) to view all payroll for the employee for the period, broken-down by pay period.
Click this icon to view the employee’s 100% payroll for the period.

### Project Payroll Summary - Q4 - FY17

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Payroll + Cost Share Dollars</th>
<th>Payroll + Cost Share %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1471610-Clinical Pathology C...</td>
<td>$612.42</td>
<td>4%</td>
</tr>
<tr>
<td>5390016-Exploiting Vulnerabilit...</td>
<td>$763.02</td>
<td>5%</td>
</tr>
<tr>
<td>5346561-Metabolic Biomark...</td>
<td>$2,713.47</td>
<td>10%</td>
</tr>
<tr>
<td>5346001-Metabolomics-base...</td>
<td>$1,781.02</td>
<td>13%</td>
</tr>
<tr>
<td>1328700-Microbiology, Immuno...</td>
<td>$4,244.67</td>
<td>30%</td>
</tr>
<tr>
<td>1326861-Start Up - Jennifer ...</td>
<td>$1,003.04</td>
<td>13%</td>
</tr>
<tr>
<td>5384684-TB Drug Accelerato...</td>
<td>$1,397.49</td>
<td>10%</td>
</tr>
<tr>
<td>5395414-TO A-81 Task D Anti...</td>
<td>$340.38</td>
<td>2%</td>
</tr>
<tr>
<td>5395415-TO A-81 Task E Anti...</td>
<td>$340.38</td>
<td>2%</td>
</tr>
</tbody>
</table>

### Table

<table>
<thead>
<tr>
<th>Payroll %</th>
<th>Cost Share Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>$2,471.00</td>
</tr>
<tr>
<td>1%</td>
<td>$3,710.06</td>
</tr>
<tr>
<td>3%</td>
<td>$307.51</td>
</tr>
<tr>
<td>4%</td>
<td>$5,050.00</td>
</tr>
<tr>
<td>8%</td>
<td>$10,180.02</td>
</tr>
</tbody>
</table>
### Q. Appendix 2: Roles and Responsibilities

<table>
<thead>
<tr>
<th>ecrt Roles</th>
<th>Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
</table>
| College Effort Coordinator | - Oversight of departments  
                          - Manage Effort Coordinators                                                  |                                                                      |
| Primary Effort Coordinator | - Pre-review project certifications  
                          - Review Pending Payroll tasks                                                | - One per dept  
                          - System refers to as Grant Manager                                            |
| Secondary Effort Coordinator| - Pre-review project certifications  
                          - Review Pending Payroll tasks                                                | - Can have multiple per dept  
                          - System refers to as Grant Manager                                            |
| PI/Certifier                | - Certify project statements                                                     |                                                                      |
| Functional System Administrator| - Maintain system  
                          - Customer service  
                          - Review Pending Payroll tasks                                                |                                                                      |
R. Appendix 3: Workflows

System Process Workflow

Effort Coordinator Workflow - Pre Review Period
Principal Investigator Workflow - Certification Period

E-mail notifies PI that project statement is Ready for Certification

PI routes to project statement to: Certify, or Certify and Revise Payroll, or Revise Payroll

Certified

Certification Period

Reviews Payroll Revision Requests
Processes Payroll Adjustments

Nonsponsored Accounts Workflow - Certification Period

Statement remains Building (not yet ready for certification)

Statement does not route through any workflow

Statement will Auto Approve

Revision Requested and Revision Pending Tasks Workflow - Pre Review

Click Revise Payroll button

Statement routes back to Ready for Pre Review

Project Statement

Home Page Pending Payroll Tasks Tab

Project Statement Revision Requested

Process Project Statement Revision

Reject

Approve

Post and Maintain

Post

PPDA completed

Payroll adjustment loaded to site
Revision Requested and Revision Pending Tasks Workflow - Certification

- Click Revise Payroll button
- Statement routes back to Ready for Certification
- Project Statement Revision Requested
  - Reject
  - Approve
  - FFDA completed
  - Payroll adjustment loaded to ecat
- Process Project Statement Revision
  - Post and Maintain
  - Post