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Effort Coordinator Training

Effort Certification and Reporting Technology, or ***ecrt***, is designed to help you comply with the provisions of TTUHSC El Paso'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 nonsponsored programs. TTUHSC El Paso's effort certification process is simplified and standardized as a result of this technology.

Ecrt Basic Information:

The Process Timeline chart reflects one whole quarter of effort reporting and certification for TTUHSC El Paso. The top section of the chart shows the breakdown of each period. Highlighted in yellow on the left side of the chart are the roles of the Effort Coordinator and the PI/Certifier. The activities that are performed by each role are shown in the center of the chart divided by each period.

- During the Period of Performance and 10 Days period representing the Period Close, the activities are shaded indicating very limited activity by the Effort Coordinator.
- During the 3 Week Pre-Review Period, the Effort Coordinator is reviewing effort statements.
- During the 3 Week Certification Period, PI's and Certifiers are certifying their own effort and PI's are certifying the effort for all related individuals. Effort Coordinators are processing effort statements.
- During the Post Certification Period, Effort Coordinators will follow up on any Labor Redistributions and /or Sponsor Notices and initiate the Escalation Policy for any individuals on the list of noncertifications.

	Quarterly Period of Performance	10 Days	3 Week Pre-Review Period	3 Week Certification Period		Post Certification Period
Effort Coordinator	Collect Payroll & Adjustments	Period Closes	Pre-Review Period Activity	Prepare & Agree	Process	Post Certification Activity
PI/Certifier				Certify Personal Effort	PI's Certify Effort of Researchers	

In this Process Timeline chart example, actual dates have been added associated with each of the actions that are occurring during this quarter of effort reporting and certification.

Date	Action
March 1 – May 31	Period of Performance Effort Statements are building in eCRT.
June 1 – June 10	Period closes, no action required – Waiting for payroll to load on the 10th day after the month/quarter end.
June 11 – June 30	Pre-Review Period – Statements are ready for Effort Coordinators to review. Allow up to five days for a Labor Redistribution to process.
July 1 (22 days for certification period)	Certification Period Begins – PI's and Certifiers are notified that they have effort statements to certify. Effort Coordinators begin to process certified statements.
July 7 (15 days before certification is due)	PI's and Certifiers who have not certified receive a second reminder to certify. Effort Coordinators continue to process certified statements.
July 22 (Day of certification)	PI's and Certifiers who have not certified receive a final reminder to certify. Effort Coordinators continue to process certified statements.
August 1	Post Certification Activity – Follow up on Labor Redistributions, Sponsor Notices,… etc. Initiate Escalation Policy – list of non-certifications sent to Deans and VP's.

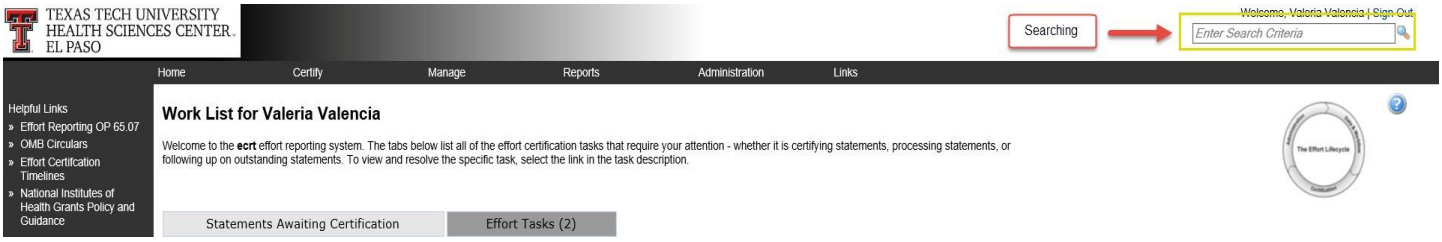
Automatic Email Notifications - **Ecrt** will automatically send email notifications to all Certifiers, PI's and Effort Coordinators:

- During the Period of Performance email – sent to Effort Coordinators to remind them to review their effort statements as they build.
- Pre-Review email – sent to Effort Coordinators to tell them to review final effort statements before any certification activity takes place.
- Certification Period Start email - **Ecrt** will automatically send email notifications to individuals who have certification responsibilities. These emails will be sent on the first day of the certification period. Effort Coordinators will receive an email with a list of all certifiers within their department who need to certify statements.
- Certification Period Reminder emails - three reminder emails are sent to the Certifiers and the Effort Coordinator will receive an email with a list of who still has to certify.
- Payroll Reconciliation email - sent as a reminder that a task has been created because of a Labor Redistribution that affects an effort statement that was in Certified, Processed status.

Searching - At the top of every screen is a search box that allows you to search for data within the system. This feature allows you to search for an employee, department, grant or

FOP. You enter the text to search and when the results are narrowed to one you are directed to the appropriate page – the effort statement page for a person, the Department Dashboard page for a department, or a new browser window opens with the Grant/FOP Summary page for a Grant/FOP.

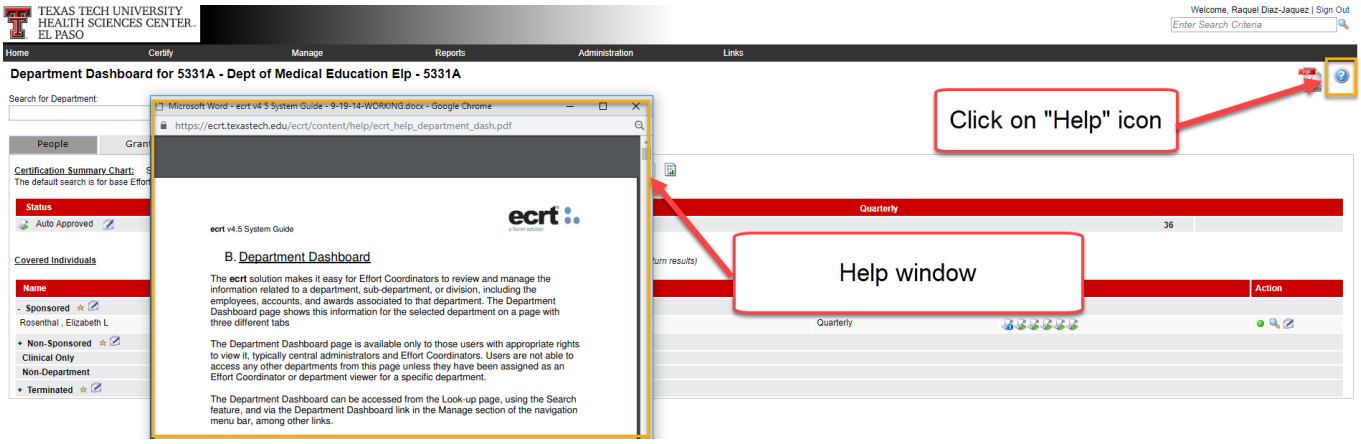
If there are multiple possible results based on the text entered, a message appears below the search box displaying the number of possible results. You can continue to enter text to narrow the results or you can select the magnifying glass icon, which directs you to the Look-up page with the results from the search. From the Look-up page, you can select the correct element or can continue entering information to yield a single result, at which point you are directed to the appropriate page for the data element. The Look-up page will be covered in more detail in the Manage menu section of this training handout.



Search Boxes - At various points in the application, a data entry search box is presented. The system will search on the character string that is entered, and return all items that include the string entered. All search boxes use this methodology. You will only be able to search for Departments, Individuals, Grants, and FOPs that are associated to you and your departments (ORG Level 5).

You must search by last name only, first name only, ID number only, or by last name then first name. Type in a minimum of three characters (letters or numbers) from the intended result, and then pause for a few seconds. The program will query the database, and download a list of matches to the search text, which appears in a blue box under the search box. Put the cursor on the intended result, click the mouse or hit the enter key and then click on **Choose.**

Online Help - Most screens contain a help icon available in the upper right, under the Sign Out option. Clicking this button will bring up a separate window containing help on the portion of the system currently being worked in.



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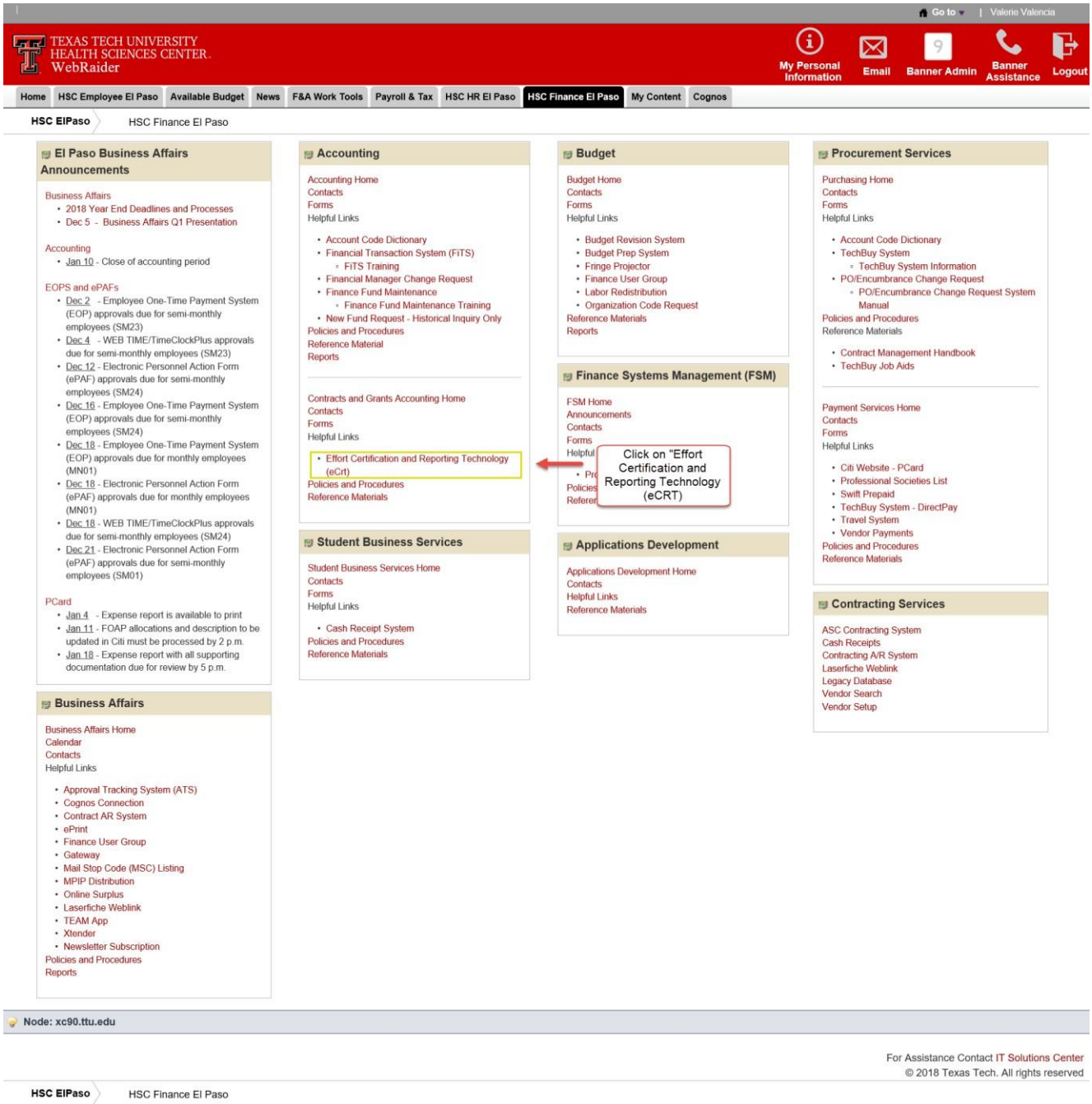
Navigation:

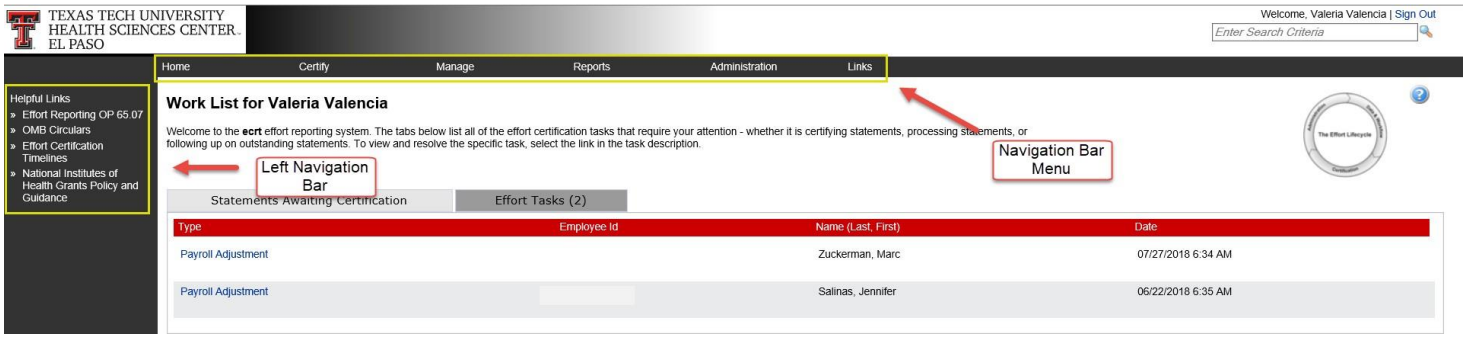
Ecrt can be accessed from the WebRaider Portal, under the HSC Finance El Paso tab. Click on the “Effort Certification and Reporting Technology (ecrt)” link found under Accounting > Contracts and Grants Accounting.



The Welcome page is displayed. Click on **Continue**.

Navigation Menu Bar - The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar the available pages to which you can navigate appear in the menu drop-down list. The **Home** menu on the far left returns the user to the **Work List** from anywhere in the application. There are also clickable links available on certain pages of the application that allow you to select for navigation to other pages.

The **Left Navigation Bar** that is available on the Work List page contains useful links to training documents and other reference material. These links are also displayed in the **Links** drop-down menu in the navigation menu bar which is available at the top of every page of the application.



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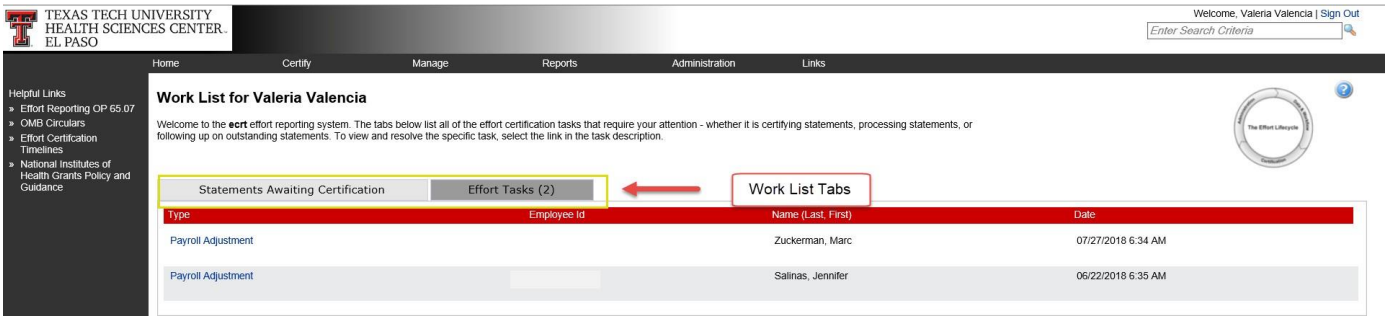
Work List Page:

The Work List page lists the tasks that require your attention. There are a maximum of three tabs that may be displayed on the Work List page depending on the user's role. In this example for the effort coordinator, there are two tabs:

- Statements Awaiting Certification
- Effort Tasks

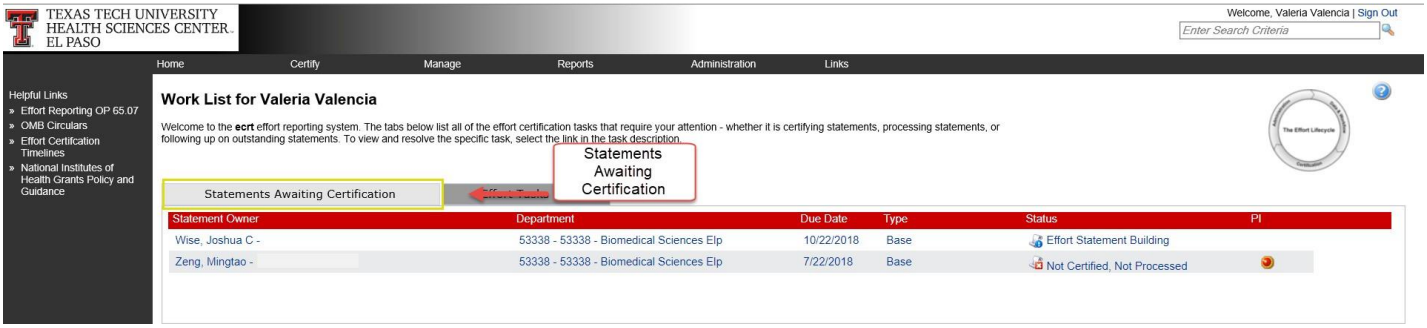
Next to the tab name is the number of items displayed on the page. The number of items is populated once the tab is viewed and updates after an item is resolved and removed from the list.



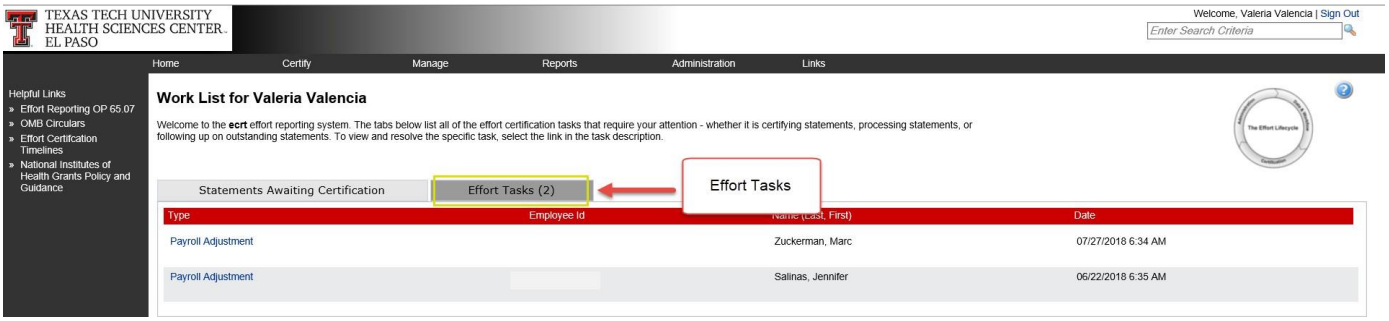
The First Tab is the **Statements Awaiting Certification** tab. The list in this tab shows all statements for which you have certification responsibility. Your own statement will always appear first on the list.

The tab displays six columns of information. The first column is the **Statement Owner** name, followed by the statement owner's **Department**, the **Due Date** of the certification, that is, the date by which the statement must be certified, the **Type** of statement, the **Status** of the statement, and a button (if applicable) that displays a pop-up window that shows the **PI** related to the uncertified lines on the statement.

To access a statement from the list, select a name from the **Statement Owner** column which will direct you to the effort statement page. Selecting the **Due Date**, **Statement Type**, or **Status** of a specific statement will also direct you to the effort statement. Selecting the **Department** will take you to the Department Dashboard.



The second tab, **Effort Tasks**, contains the list of effort processing tasks and Payroll Adjustment Reconciliation tasks that you are responsible for resolving. This tab will appear only if you have tasks and the **Work List** page will default open to the **Effort Tasks** tab. To resolve a task, click on the task and be taken to the appropriate page for action. This will be covered in more detail in the **Effort Tasks** section which appears after the **Certify** sections.



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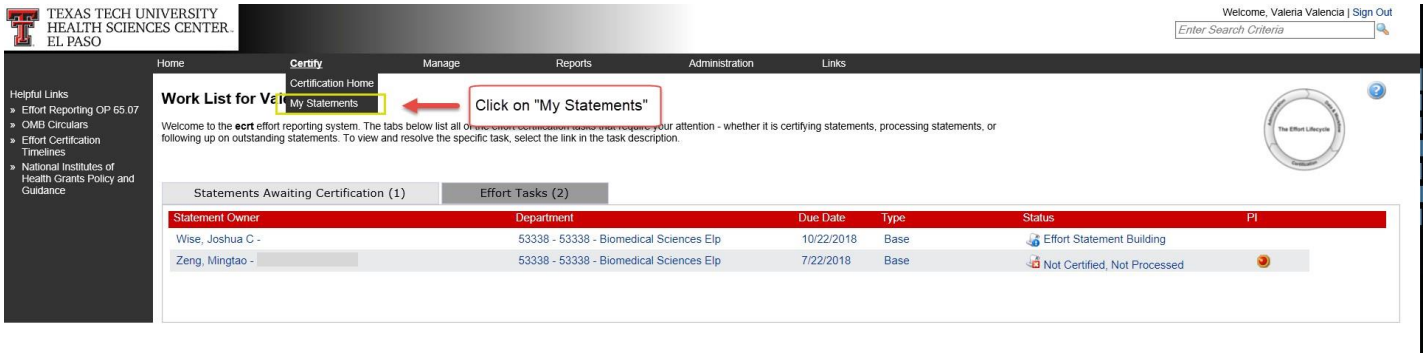
Certify My Statement:

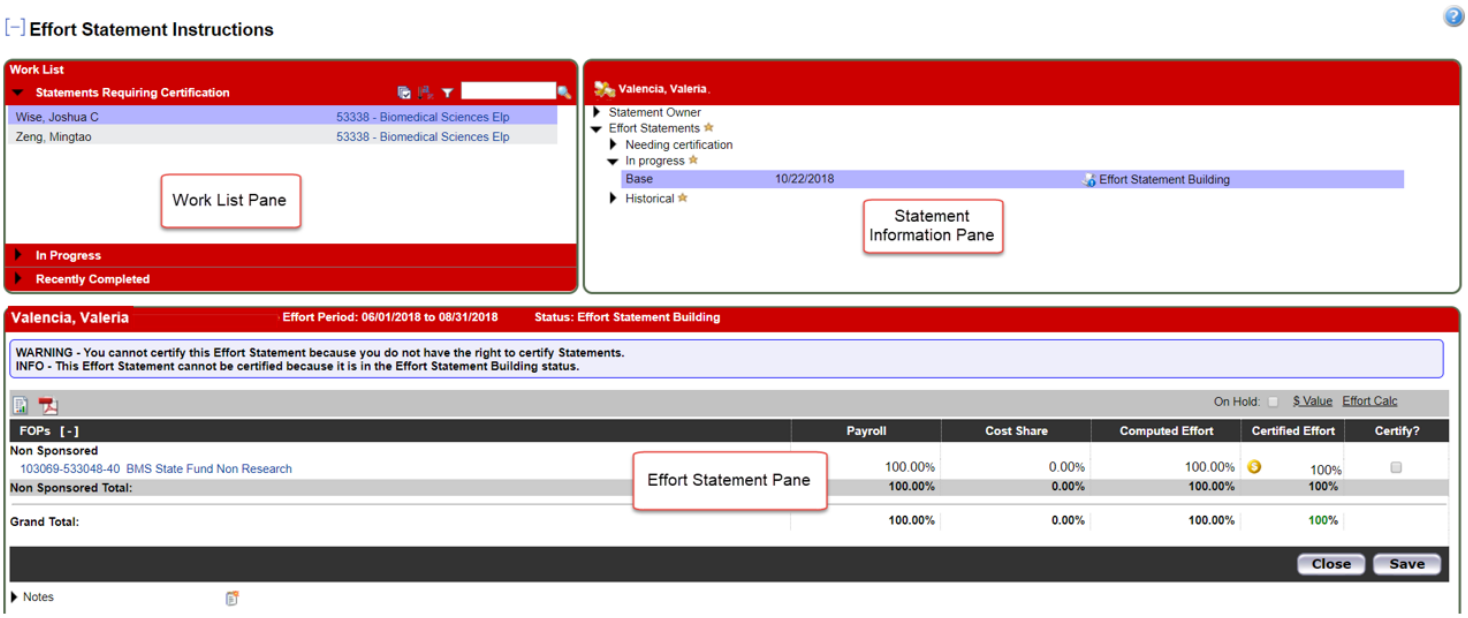
The **Work List** page for the Faculty/Certifier lists the tasks that require the certifier's attention in the **Statements Awaiting Certification** tab. Next to the tab name is the number of items displayed on the page. This list shows all statements for which the certifier has certification responsibility. In this example there is one (1) Statement Awaiting Certification.

The tab displays six columns of information. The first column is **Statement Owner**, followed by the statement owner's **Department**, the **Due Date** of the certification, that is, the date by which the statement must be certified, the **Type** of statement which is Base, the **Status** of the statement and a button (if applicable) in the **PI** column that displays a pop-up window that shows the PIs related to the uncertified lines on the statement. To access a statement from the list, the certifier must select their name from the **Statement Owner** column which will direct them to their effort statement page. Selecting the **Due Date**, statement **Type** or **Status** of a specific statement will also direct them to their effort statement.

The certifier may also access their statement by clicking **My Statements** from the **Certify** navigation menu located in the navigation menu bar along the top of the screen.



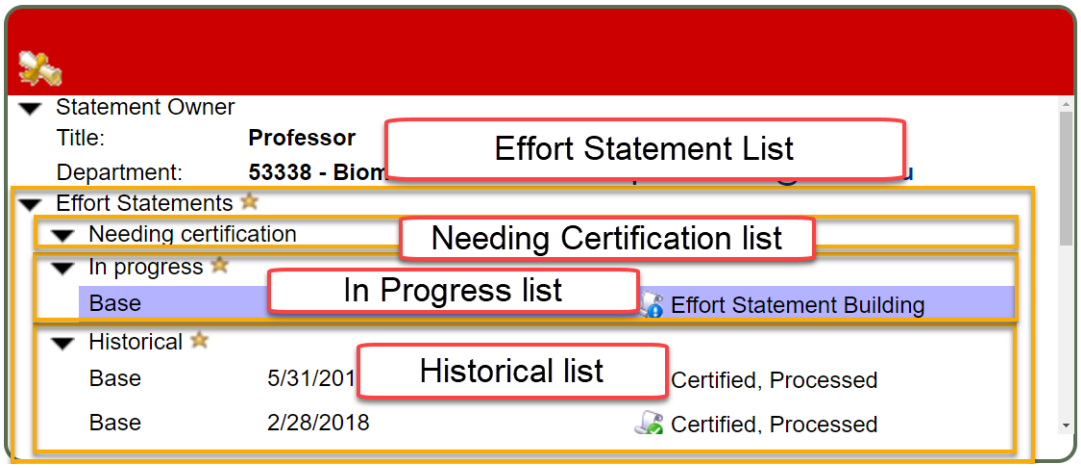
The **Effort Statement** page displays three panes containing information relevant to the certification process: the **Work List** pane, the **Statement Information** pane and the **Effort Statement** pane.



The top left pane is the **Work List**. The **Work List** is sub-divided into three groupings – **In Progress, Statements Requiring Certification** and **Recently Completed**. The **In Progress** list for the Faculty/Certifier shows their name, the department number and the department name. The **Statements requiring Certification** list is not applicable to the certifier. The **Recently Completed** will list all completions.

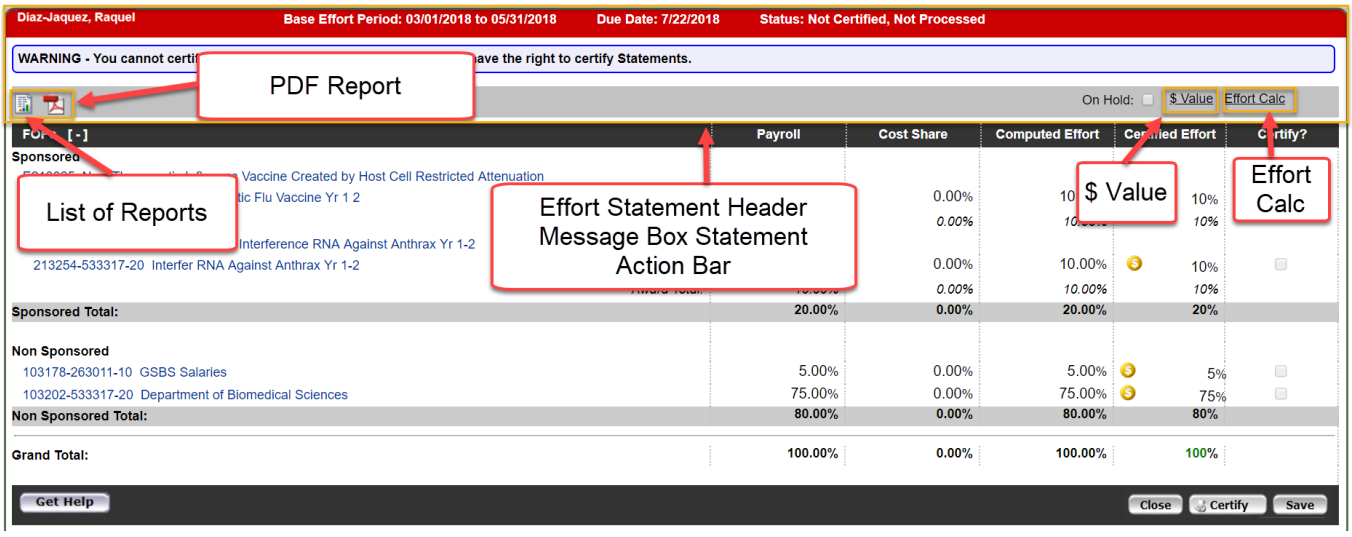
The top right pane on the Effort Statement page is the **Statement Information Pane**. There are multiple expandable/collapsible lists in the pane. If the arrow is pointing to the right, then the list is collapsed; if the arrow is pointing down, the list is expanded. The first list is the **Statement Owner** list which displays information about the certifier including their title, Primary Effort Coordinator, home department and email address which is a hyperlink to send an email. The Effort Coordinator's name is also a hyperlink allowing the certifier to send an email to the Effort Coordinator when the name is selected.

The next list, titled **Effort Statements**, contains information about all of the certifier's statements. A gold star will appear next to the **Effort Statements** label if there are any statements for the certifier. The statements in the **Effort Statements** list are grouped into three additional lists. The first list is the **Needing Certification** list which contains any statements in a Not Certified Not Processed status. A star appears next to the label and the statements appear below the label. The certification due date (which is the end date of the Certification Period) and the status of the statement are displayed. The second list is the **In Progress** list which contains any statements in the Certified, Not Processed status or Effort Statement Building status. A star appears next to the label and the statements are listed below the label. The third list is the **Historical** list which contains statements from any previous period. A star appears next to the label and the statements are listed below the label. The statements are listed in ascending order, meaning the oldest statement is first and the most recent statement is last. The certifier can view any historical statement by clicking on the statement status link.



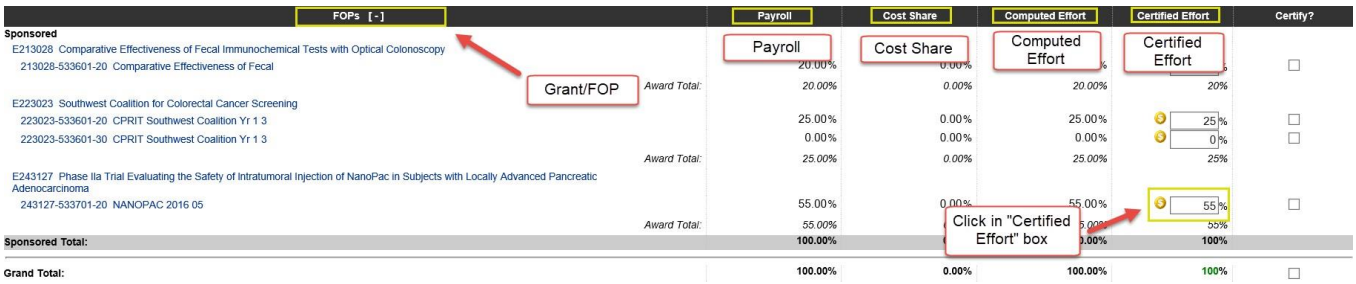
The third pane displays the certifier's effort statement. The **Effort Statement Header** displays their name and R number, followed by the employee type, statement type, Period of Performance dates, the due date, which is the last date of the Certification Period, and the status of the statement. Below the header is the **Message Box** that will under certain circumstances display information about the statement. Below the **Message Box** is the **Statement Action Bar**, which is an area that contains a variety of icons and links that allows the certifier to perform certain actions:

- The **Run Reports** icon allows them to run selected reports to which they have access that contain more information about the data on the effort statement.
- The **PDF Report** icon generates the Effort Statement PDF that is used for a Manual Certification.
- The **$ Value** link displays the payroll dollars underlying the percentages on the effort statement. Remember, the statement cannot be certified in the $ Value mode.
- The **Effort Calc** link is a tool that calculates a percentage of effort based on an input of average hours worked.



The body of the effort statement contains the data that is critical to the certification. The **Grant/FOP** column displays a list of all the Grants/FOPS that the certifier was paid from. The **Payroll** column shows the percentage that the certifier was paid from a FOP for the period. The **Cost Share** column shows the total cost share recorded for the certifier for that FOP for the period. The **Computed Effort** column shows the sum of the **Payroll** and **Cost Share** columns. This is the total effort for the period. The total in the Computed Effort column may add to more than 100 percent because of rounding. This will have no adverse effect on the certification process or statement. Before certifying it is critical that the certifier reviews all of the FOPs on their statement and confirms that their effort is correctly documented.

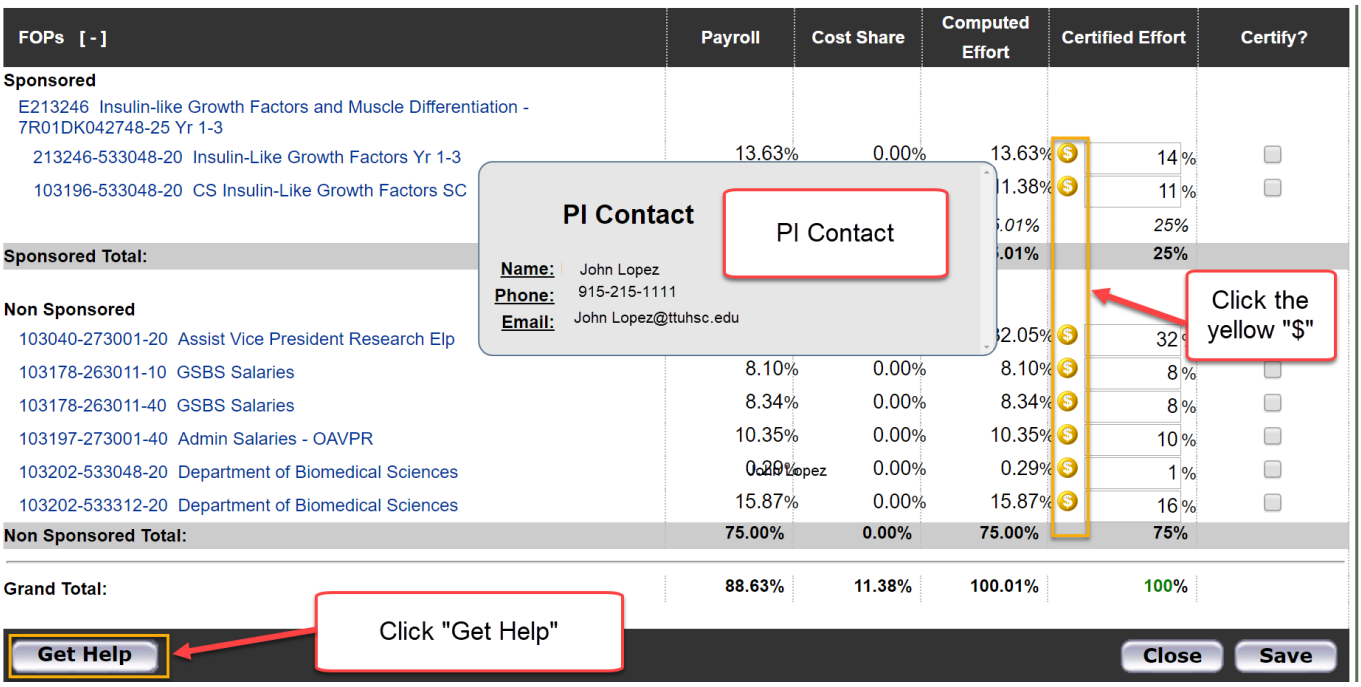
The **Certified Effort** column is where the certifier can make adjustments to their effort. It is prepopulated with a best guess based on their payroll distribution, but the certifier should certify based on how they actually spent their time. To change a percentage, click in the **Certified Effort** box and type the percentage of effort spent working on the sponsored project related to the FOP.



Clicking the yellow **$** icon in the Certified Effort column will run the Certification Payroll report specifically for that line of the effort statement. The individual can see all of the payroll detail behind the percentage that is displayed.

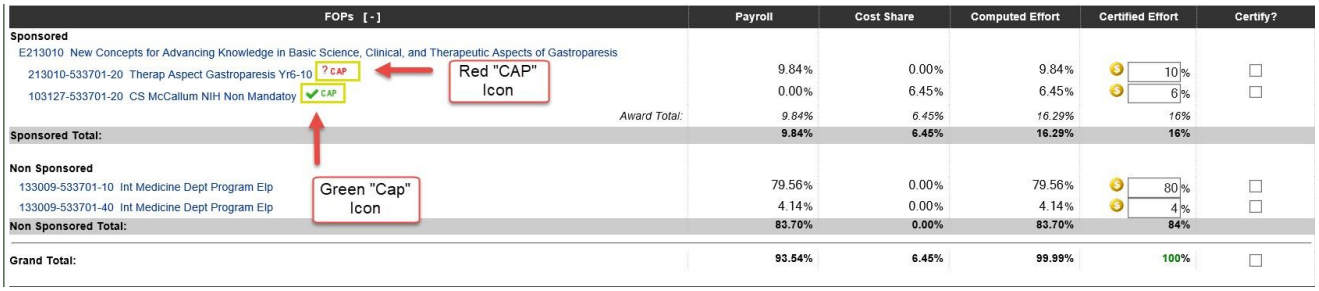
When they hover over the FOP name link with the mouse, a popup window appears which displays the PI name, phone number, and email address.

The **Get Help** button will open an email address to the Effort Coordinator.



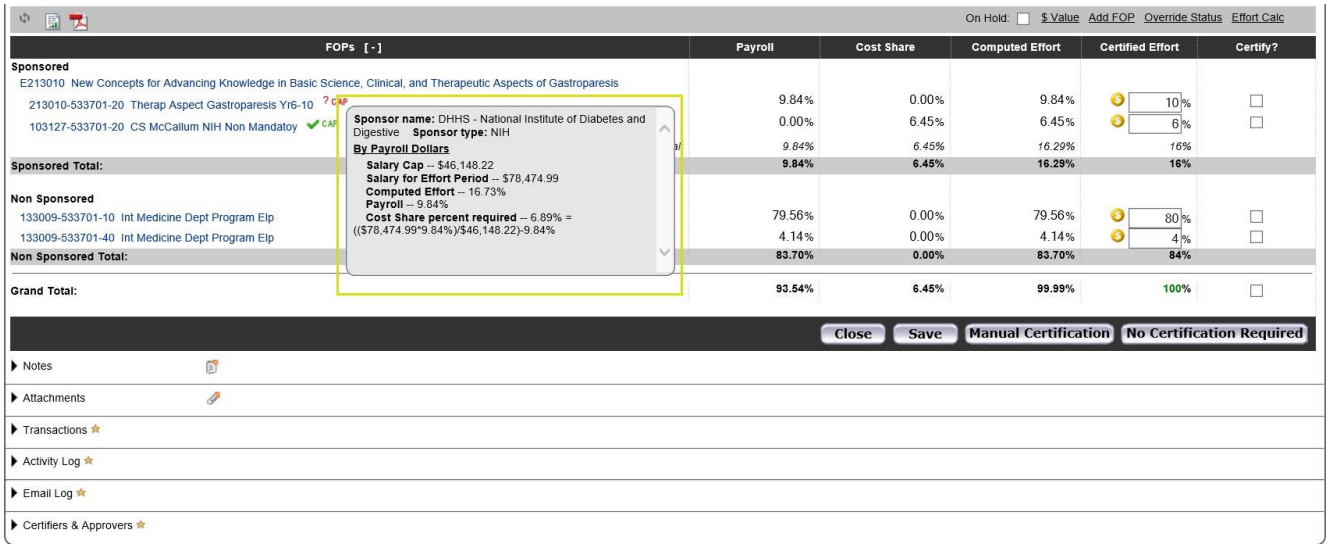
In the event that a sponsor has a mandatory salary cap, an individual's salary in excess of the salary rate cap is considered an unallowable cost that cannot be charged directly to the grant. The unallowable portion of salary over the cap is considered cost sharing and must be charged to a nonsponsored, nonfederal fund. A separate salary cost sharing fund must be created for each grant that is subject to the salary cap limitation. The red **CAP** icon to indicate that salary cap cost sharing is required appears on the statement next to the appropriate account name only if the Adjusted Cap Salary exceeds the salary cap amount associated to the sponsor for the Period of Performance. For the cost sharing account, if the amount of cost sharing on the account exceeds the calculated salary cap cost sharing amount, the **CAP** icon will be green. If the cost sharing amount is less than the calculated salary cap cost sharing amount, the icon will be red.

The NIH salary cap for grants awarded in calendar year 2012 is $179,700. The **Salary Cap Calculator** link which is available on the **Left Navigation Bar** of the **Work List Page** or in the **Links** menu drop down list, is a good tool designed to assist the Certifier in determining how much the current salary rate is over the NIH salary cap and how much will need to be recorded as cost sharing.

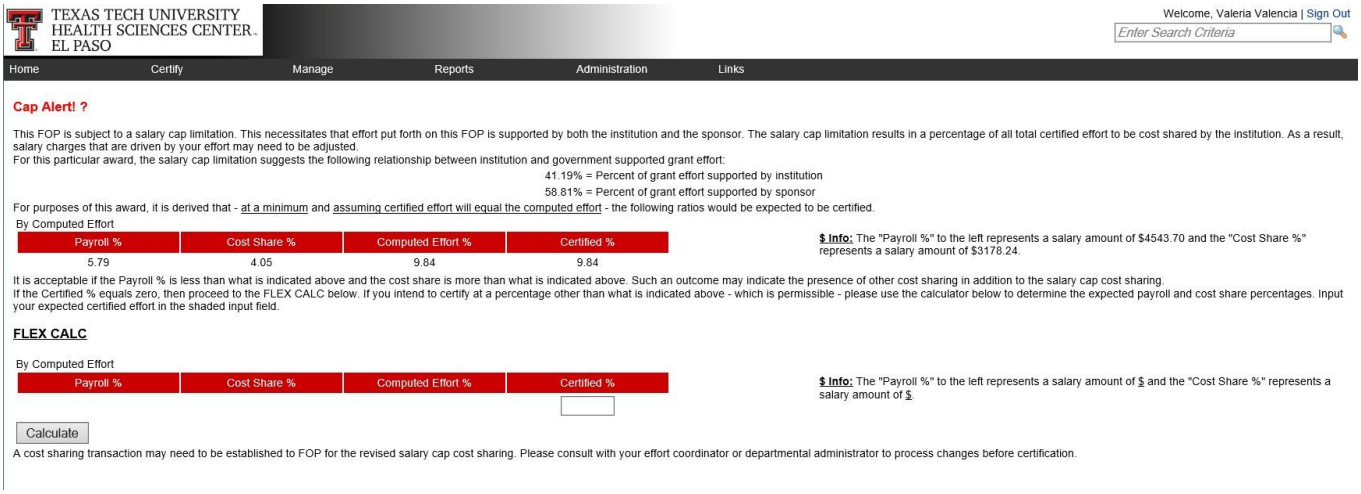


FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Sponsored					
E213010 New Concepts for Advancing Knowledge in Basic Science, Clinical, and Therapeutic Aspects of Gastroparesis					
213010-533701-20 Therap Aspect Gastroparesis Yr6-10 ? CAP	9.84%	0.00%	9.84%	10%	☐
103127-533701-20 CS McCallum NIH Non Mandatoy ✔ CAP	0.00%	6.45%	6.45%	6%	☐
Award Total:	*9.84%*	*6.45%*	*16.29%*	*16%*	
Sponsored Total:	**9.84%**	**6.45%**	**16.29%**	**16%**	
Non Sponsored					
133009-533701-10 Int Medicine Dept Program Elp	79.56%	0.00%	79.56%	80%	☐
133009-533701-40 Int Medicine Dept Program Elp	4.14%	0.00%	4.14%	4%	☐
Non Sponsored Total:	**83.70%**	**0.00%**	**83.70%**	**84%**	
Grand Total:	**93.54%**	**6.45%**	**99.99%**	**100%**	☐

When they hover over the **CAP** icon, the sponsor name, sponsor type, and the calculated minimum required cost share will be displayed. The system will also show the two possibilities for the Salary Cap calculation: By Payroll Dollars and By Computed Effort.

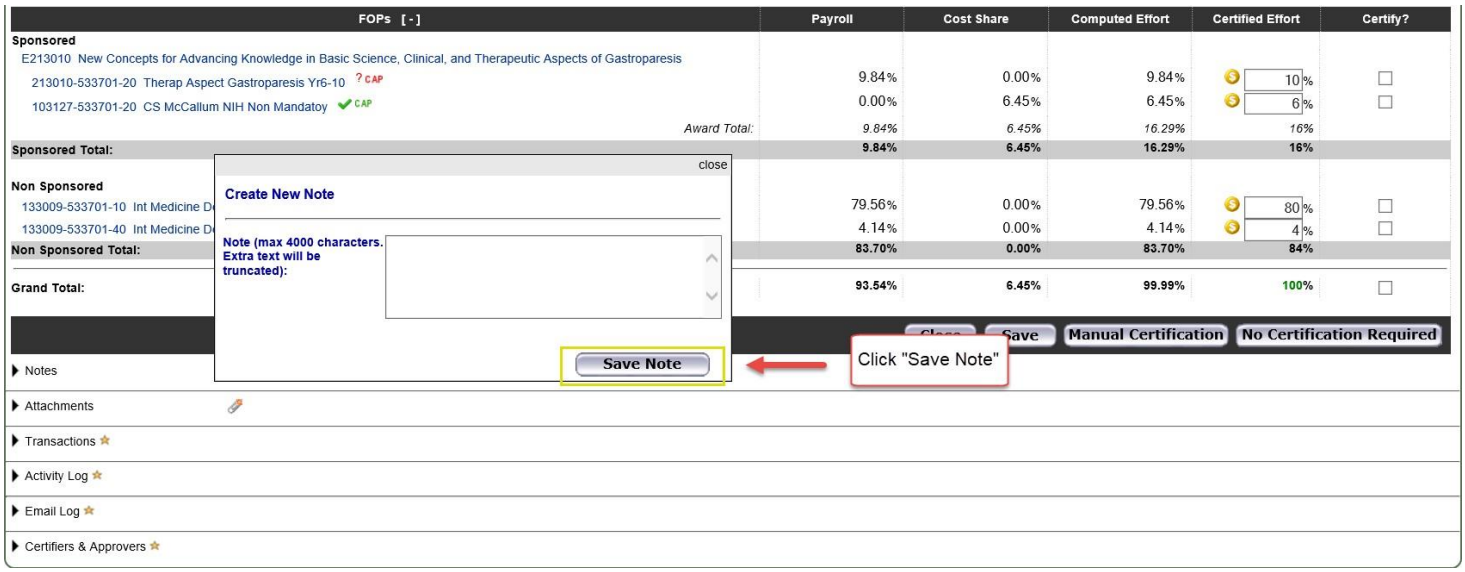


Clicking on the **CAP** icon will display the **Cap Alert** page. The **Cap Alert** page contains three sections of important information: The first section shows the ratio of support from the sponsor and the institution based on the certifier's salary. In the middle section, the system will calculate the necessary payroll and cost share amounts required to meet the committed effort based on two measures. The first calculation determines the minimum amount of cost sharing that should be present on the statement based on the payroll dollars and the salary cap. The second method calculates the distribution between payroll and cost sharing based on the total Computed Effort amount. At the bottom of the page is a flex calculator. If the certifier intends to certify at a different percentage, they can enter the percentage of desired payroll to determine the additional amount of cost sharing that should be present or the intended Certified Effort to determine the distribution between payroll and cost sharing.



Below the body of the statement are expandable sections for **Notes**, **Attachments**, **Transactions**, **Activity Log**, **Email Log** and **Certifiers and Approvers**. The **Notes** section is available to facilitate communication among people who share access to a statement – effort coordinator and Certifier/PI. When the certifier does make changes to their effort, it is helpful to leave a note describing the changes in the **Notes** section. To leave a note, they must click on the **Add a Note** icon.

The certifier enters the note in the **Create New Note** text box and clicks on **Save Note.**



In the **Attachments** section, the certifier can attach supporting documents to an effort statement by clicking the **Add an Attachment** link.

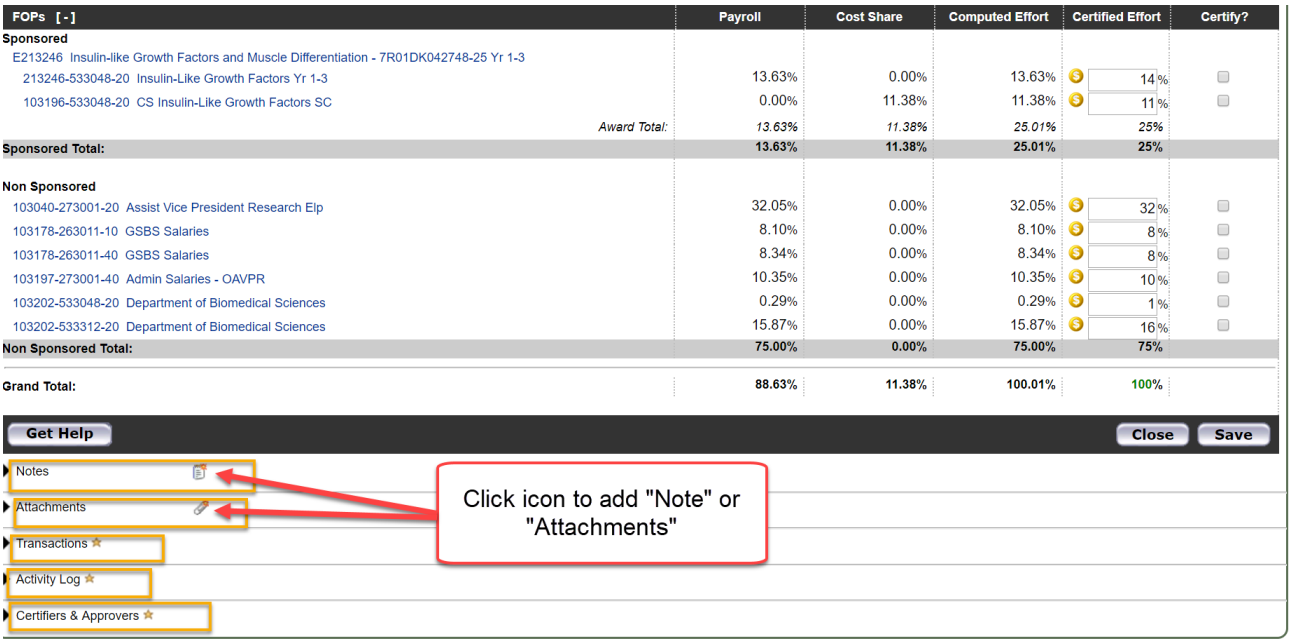
The **Transactions** log provides details of each of the payroll transactions that were loaded to the effort statement. It also documents the certification process and can be a helpful tool when determining who took an action on a statement and when.
The Activity Log tracks actions and activities that are not captured in the Transactions log. The actions that are tracked in the log include:

- Accessing and viewing the statement
- Saving the statement
- Placing the statement on hold
- Taking the statement off hold

The **Email** Log captures all emails relevant to the specific effort statement to which the log is related. The log records the following emails:

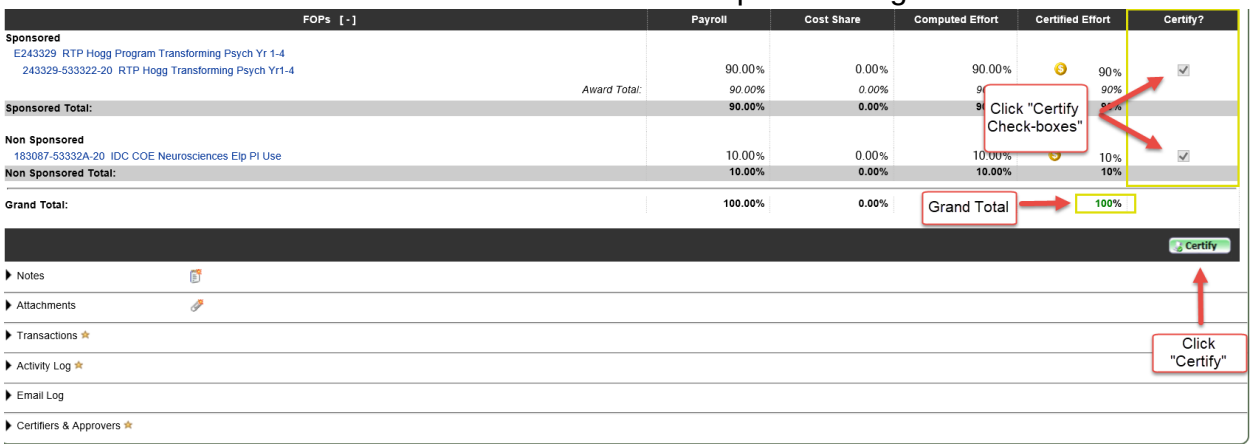
- All notification emails and all reminder emails specific to the statement
- Emails about the statement being put on hold
- Group emails based on the status of the statement, regardless of where the message was initiated
- Emails about the statement being returned to the certifier(s) or reopened

The List of **Certifiers and Approvers** is a helpful tool to determine what users have access to this statement. The Processor is the Primary Effort Coordinator who will process the statement when it is certified. The Certifiers are any PIs or Designees who can certify the statement based on their association to grants/FOPs on the statement.

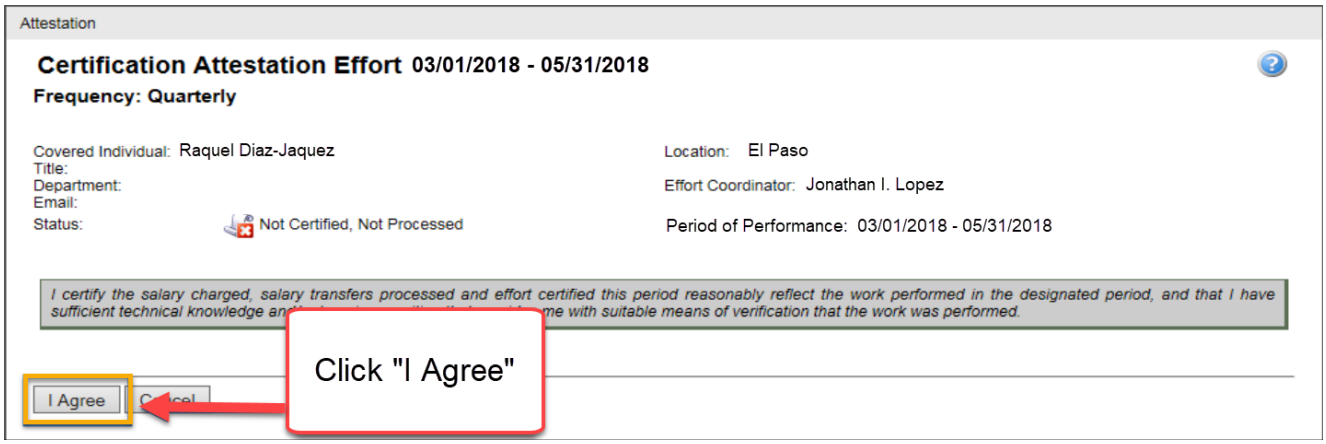


To complete the certification of an effort statement, the certifier should review the percentages in the **Certified Effort** column and make adjustments as necessary. The **Grand Total** of the **Certified Effort** column must be between 99 percent and 101 percent. If the certifier wants to save changes but not certify, they can select the **Save** button. To cancel any changes that have been made, select the **Close** button. When they have reviewed all lines of the statement and are ready to certify, they should click the **Certify Checkbox** for each line or they can check all the boxes by clicking on **Certify Checkboxes** in the column header.

The **Certify Checkboxes** must be checked in order to certify that line of the effort statement. Click the **Certify** button to complete the process. An error message displays if the total certified effort in the % of Effort column is either less than 99 percent or greater than 101 percent.



The certifier must review the Legal Attestation text and consider the effort that they are certifying. If they agree with the statement, they must click the **I Agree** button.



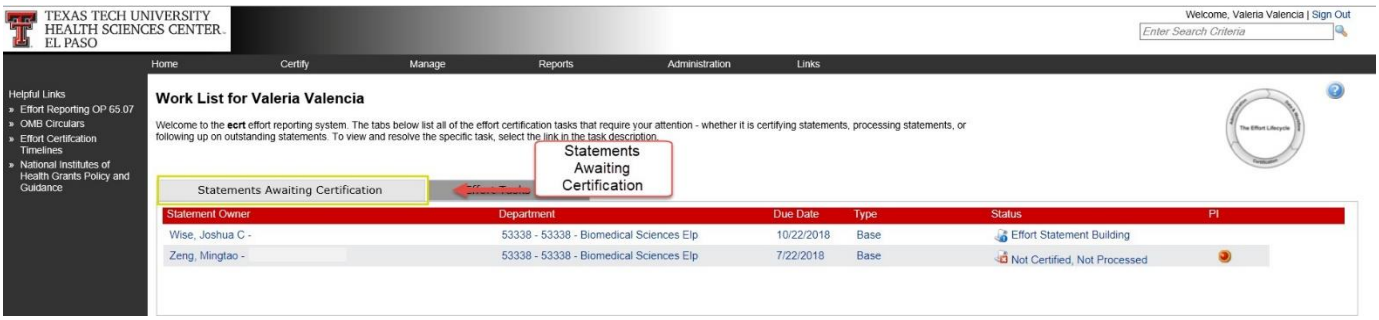
The certifier will receive a confirmation message that the certification is complete. They must click the **OK** button to complete the certification process.

After the certifier has certified, the **In Progress** list will update the status of their statement to Certified, Not Processed. The effort statement has been routed to the effort coordinator for processing. If there are no other obligations to complete in the system, the certifier can logout by clicking on the **Sign Out** button in the upper right corner.

Certify - PI's Perspective:

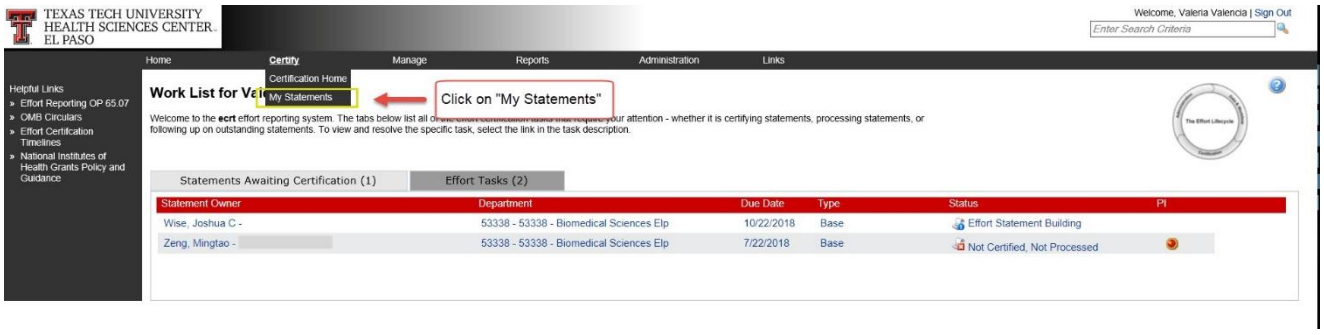
The **Work List** page for a PI contains the **Statements Awaiting Certification** tab. The **Statements Awaiting Certification** tab lists all effort statements for which the PI has responsibility to certify all or part of the statement for. The PI's own statements will always appear first on the list. Once the PI certifies their line(s) on the statements, the statements will no longer appear on the list.

The tab displays six columns of information. The first is the **Statement Owner** name, followed by the statement owner's **Department**, the **Due Date** of the certification, that is, the date by which the statement must be certified, the **Type** of statement – Base or Non-IBS, the **Status** of the statement, and a button (if applicable) that displays a pop-up window that shows the **PI** related to the uncertified lines on the statement.



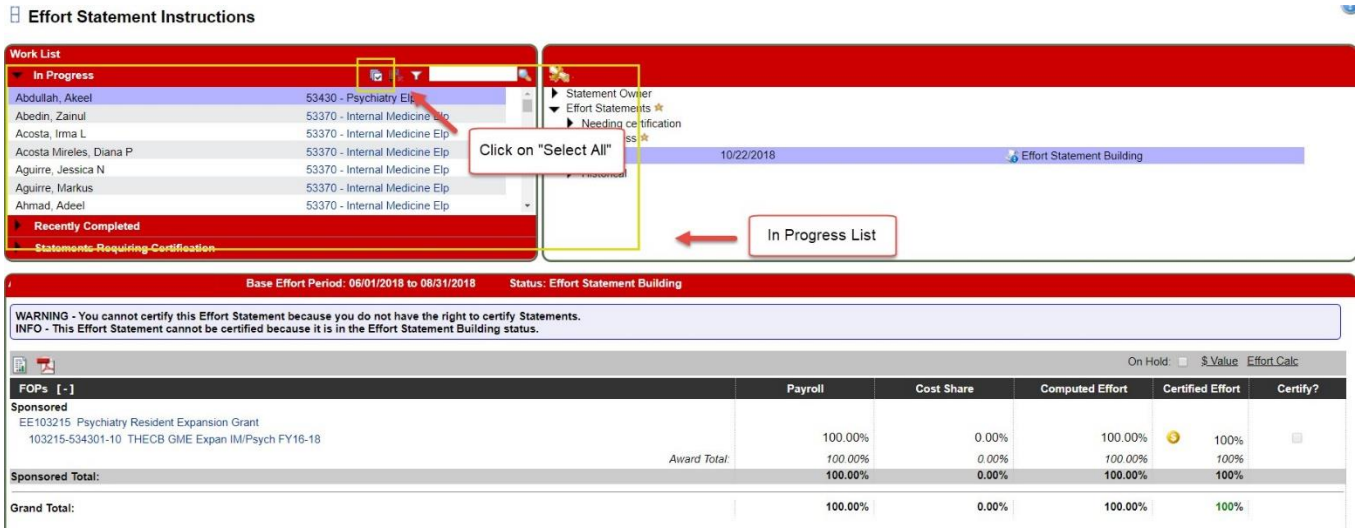
To access a statement from the list, select a name from the **Statement Owner** column which will direct the PI to the effort statement page. Selecting the due date, statement type, or status of a specific statement will also direct the PI to the effort statement.

The PI can also access their effort statement by clicking on **My Statements** from the **Certify** navigation menu drop-down.



The **In Progress** list on the effort statement shows the PI and everyone that is currently related to the PI. The PI always appears at the top of this list. Related individuals will appear in the list if they have at least one statement with an uncertified FOP on which the user is the PI. The **Recently Completed** list shows related people that have effort statements for the current Period of Performance that have been certified.

Select All – The PI has the ability to select all the people in the viewed list at one time by clicking on the **Select All** icon. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The **Select All** icon is the first icon to the right of the **Active** label.

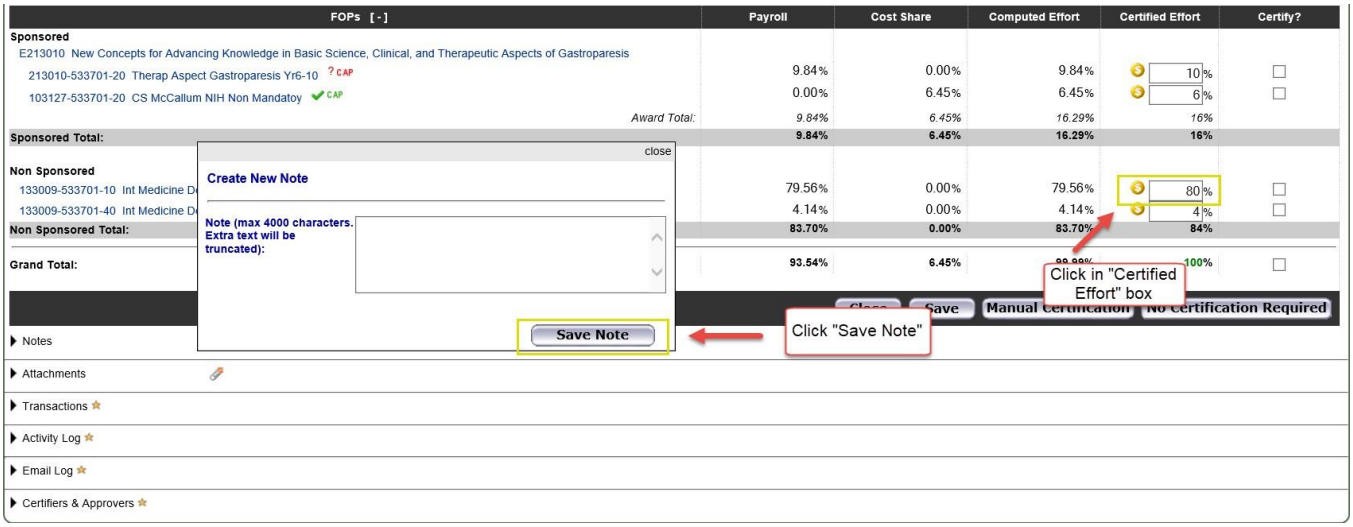


When the PI clicks on the **Select All** icon, all people in the **Active** list are highlighted and the Selected Certifiers are loaded in the **Covered Individuals** list (top right pane) The system compiles the list of Not Certified statements for those people that are in the **Active** list and the compiled statements appear in the **Effort Statement** pane in the order in which the individuals appear in the **Active** list. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals. The PI can scroll down the page to review the statements.

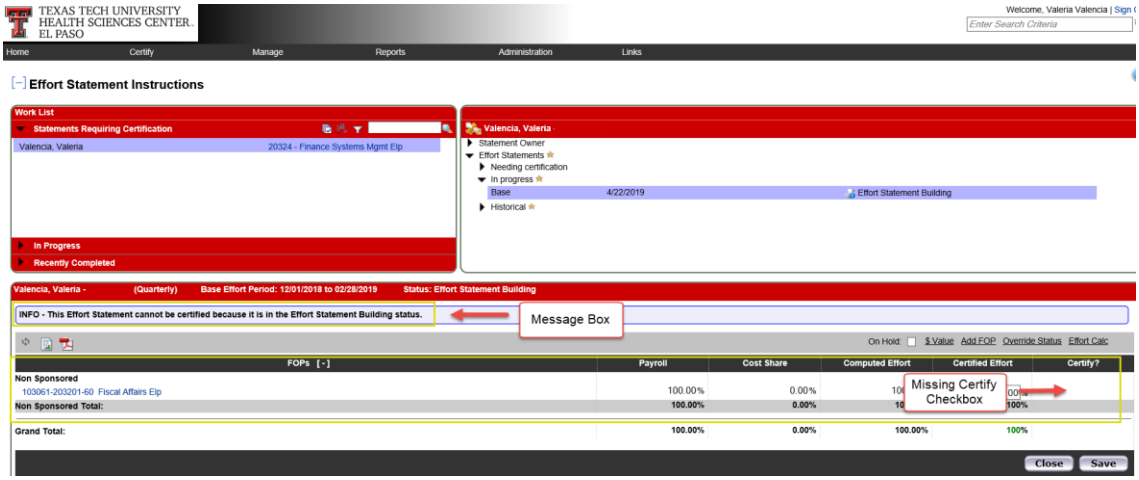
If during this review, they need to change a percentage, click in the **Certified Effort** box and type the percentage of effort that was actually spent on the FOP.

When PI does make changes to the effort, it is helpful to leave a note describing the changes in the **Notes** section. To leave a note, the PI needs to click on the **Add a Note** icon. The

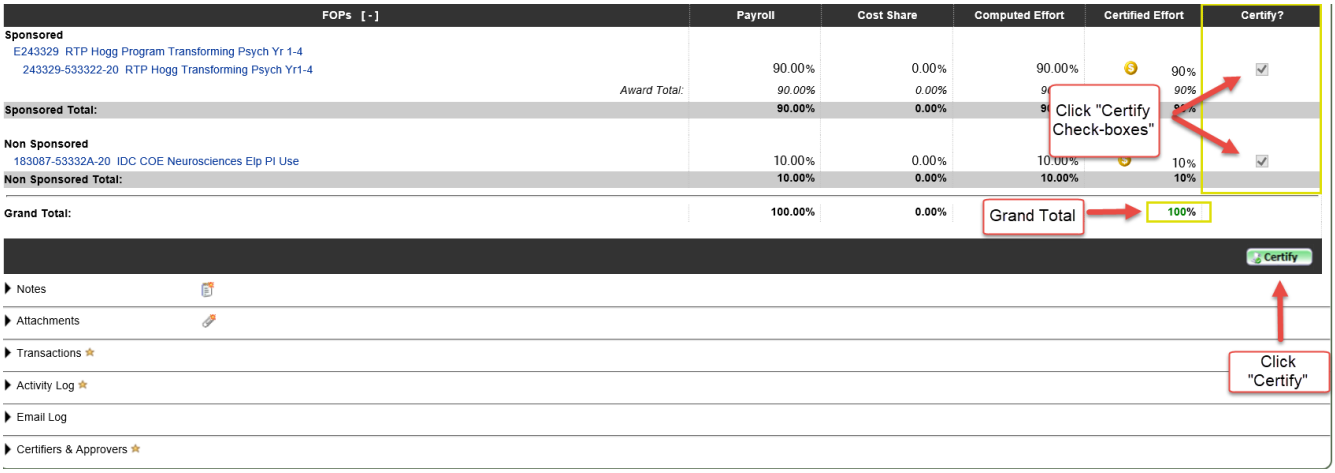
PI enters a note in the **Create New Note** text box and then clicks **Save Note.**



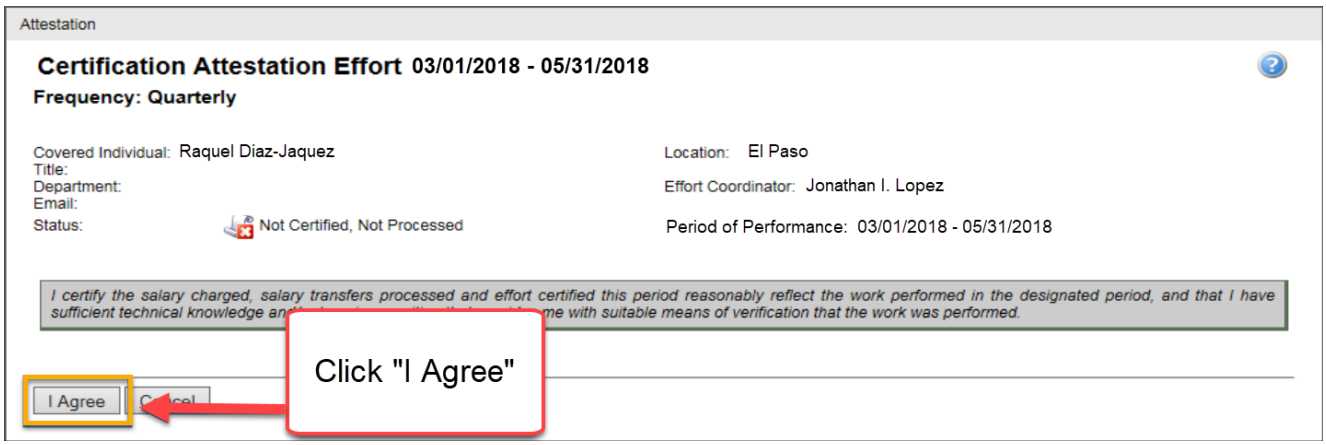
Similar to certifying their own statement, a PI should review each of the lines that they are certifying to ensure the percentage effort is correct. The PI is only able to certify the FOPs that he/ she is a PI on – as well as any Non-Sponsored FOPs. It is important to note the **Message Box** on this effort statement. It states that "This effort statement has multiple certifiers. Only lines that require your certification can be accessed." The line missing the **Certify Checkbox** would need to be certified by another PI.



The **Grand Total** of the **Certified Effort Column** must be between 99% and 101% for each effort statement the PI is reviewing. When they are comfortable with how the effort percentages are documented, the PI clicks on the **Certify Checkbox** for each line or they can check all the boxes for each statement by clicking on **Certify Checkboxes** in the column header. The **Certify Checkboxes** must be checked in order to certify that line of the effort statement. After the PI has reviewed all lines of all the statements and is ready to certify, they must click the **Certify Checked** button.



The PI is then presented with an attestation statement – legally binding text that confirms they are in the best position to certify the statement. The PI must review the Legal Attestation text and consider the effort that they are certifying. If they agree with the statement, they must click the **I Agree** button.



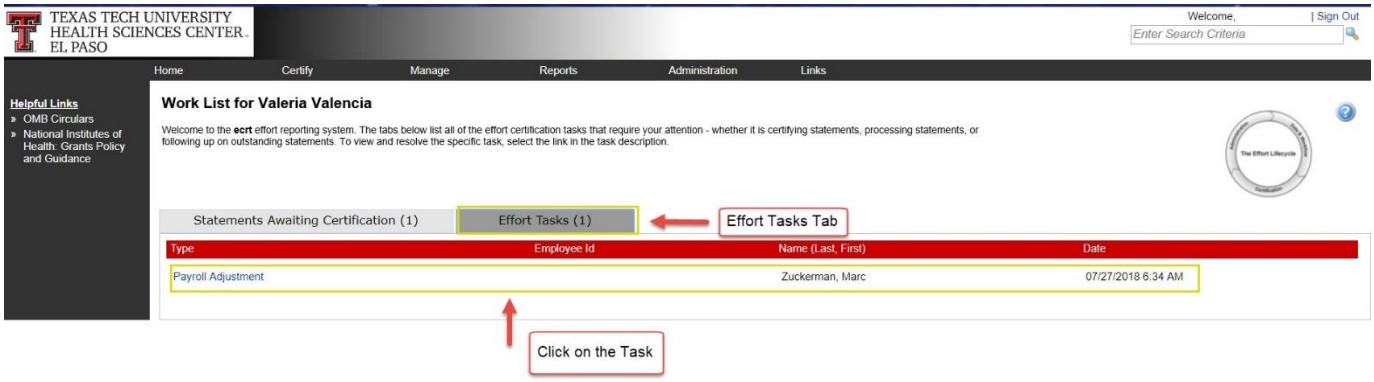
The PI will receive a confirmation message that the certification is complete. They must click the **OK** button to complete the certification process.

After the PI has certified, the **In Progress** List will update the status of the statement to Certified, Not Processed. The PI's effort statement has been routed to the Effort Coordinator for processing. If the PI has no other obligations to complete in the system, they can logout by clicking on the **Sign Out** button in the upper right corner.

Effort Tasks:

The Effort Coordinator will have a number of effort tasks that need to be performed based on actions taken during the certification period. The tasks can be accessed from the **Effort Tasks** tab on the **Work List** page. This tab will appear only if you have tasks and the **Work List** page will default open to the **Effort Tas**ks tab. The **Effort Tasks** tab contains the list of effort processing tasks and Payroll Adjustment Reconciliation tasks that you are responsible for resolving. Next to the tab name is the number of tasks you have to complete. The number of tasks you have to complete updates after an item is resolved and removed from the list.

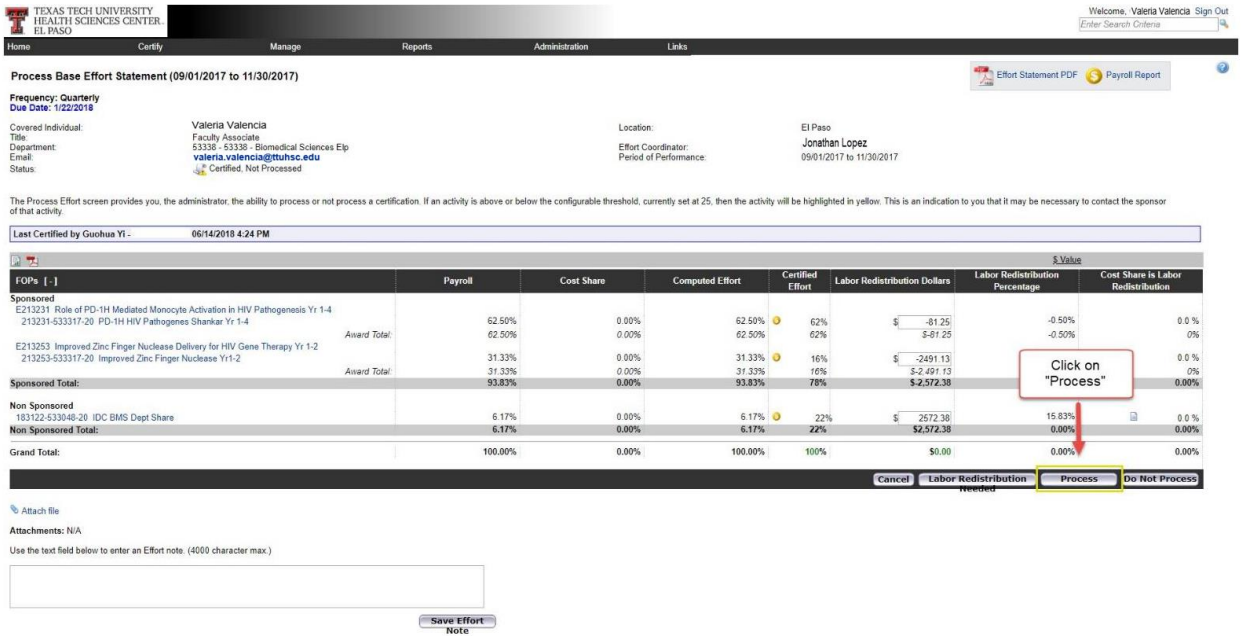
To review an effort statement waiting to be processed, click on the task from the **Effort Task** list and be taken to the appropriate page for action.



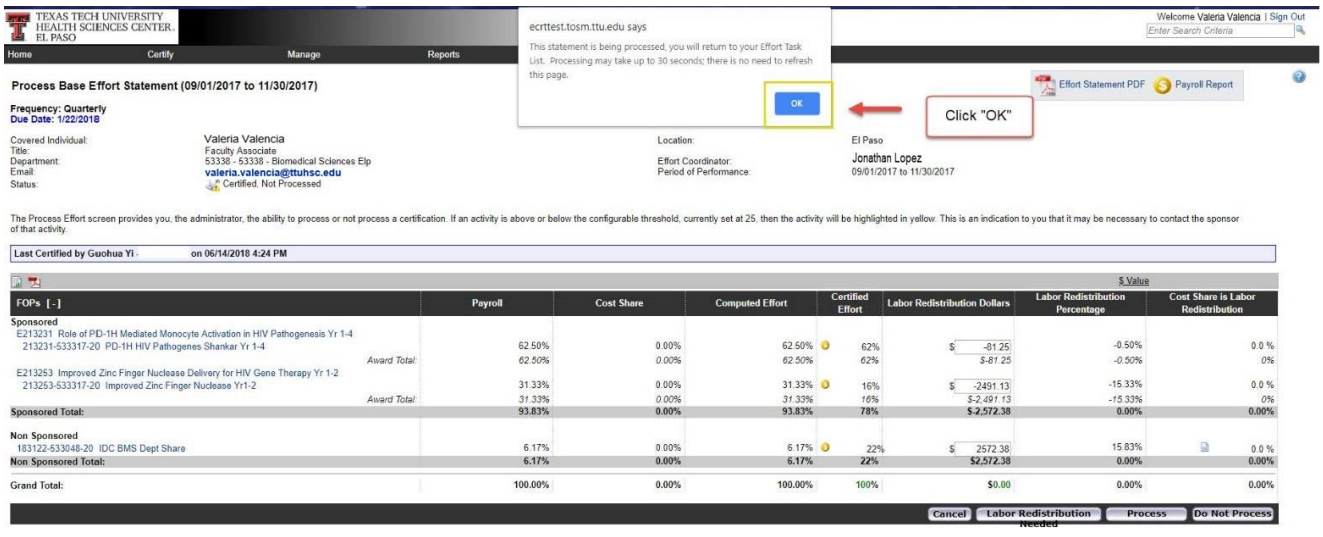
It is the Effort Coordinator's responsibility to review the appropriateness of the effort that has been certified. If you disagree with how the statement was certified click on **Do Not Process**. This will return the statement to the individual and the status of the statement will change back to Not Certified, Not Processed. It is important to leave a note in the **Effort Note** section to explain why you took this action.

If you want to stop your review click the **Cancel** button – this cancels any action you have taken and returns you to the **Work List** page.

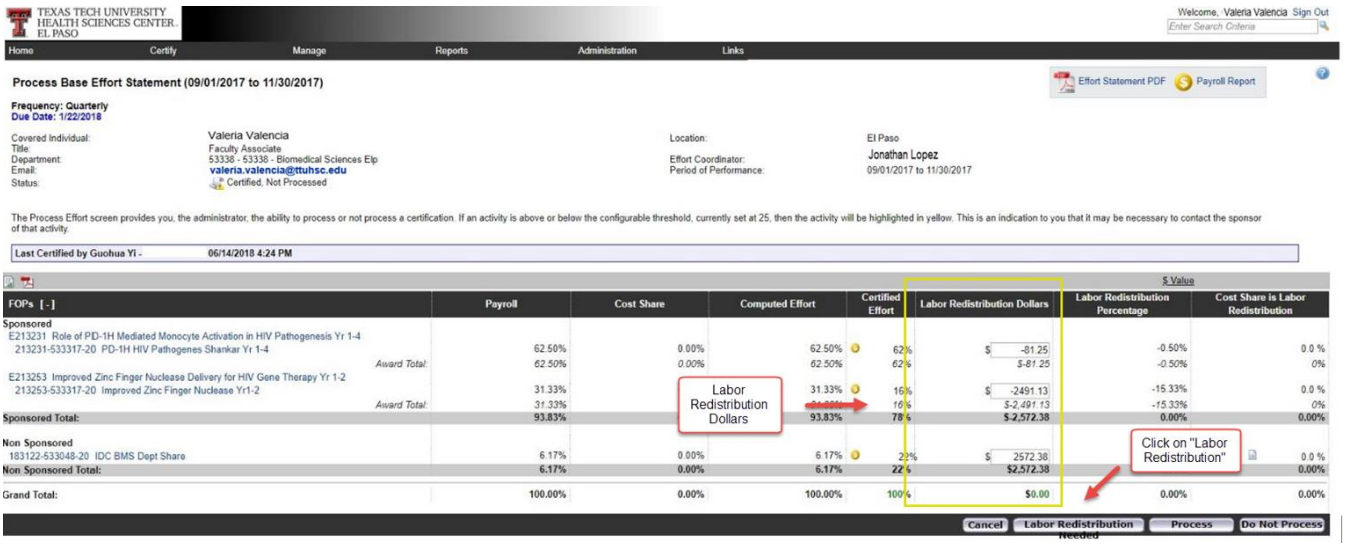
If you agree with how the statement was certified, click on the **Process** button to finalize the statement and move it into Certified, Processed status.



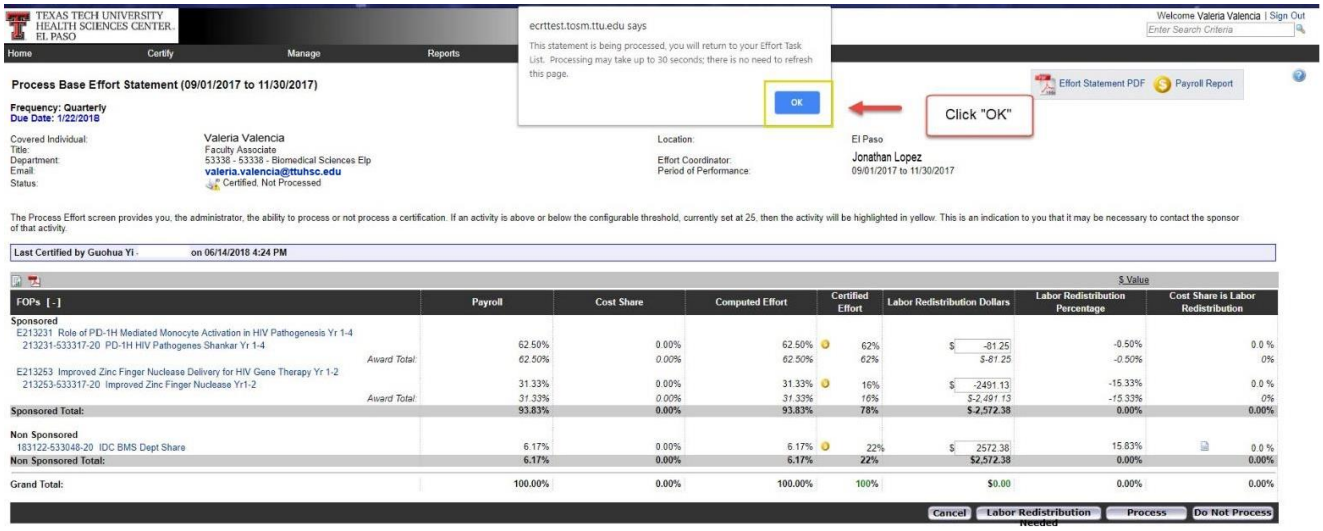
You will be presented with this processing message. Click on **OK**. You will be returned to the **Work List** page.



If the individual correctly certifies to a percentage that is different than the computed percentages, ecrt calculates the dollars related to the changes and shows them in the **Labor Redistribution** column. Click on the **Labor Redistribution** button because a Labor Redistribution needs to be processed. This will move the status of the statement to Certified, Labor Redistribution Required or Pending. A **Labor Redistribution Notice** is created in the **Manage Effort Notifications** tab. This serves as a reminder to process a Labor Redistribution in Banner based on the review that you just performed. This is simply a list of tasks that can be manually deleted (using the Red X) at any time.

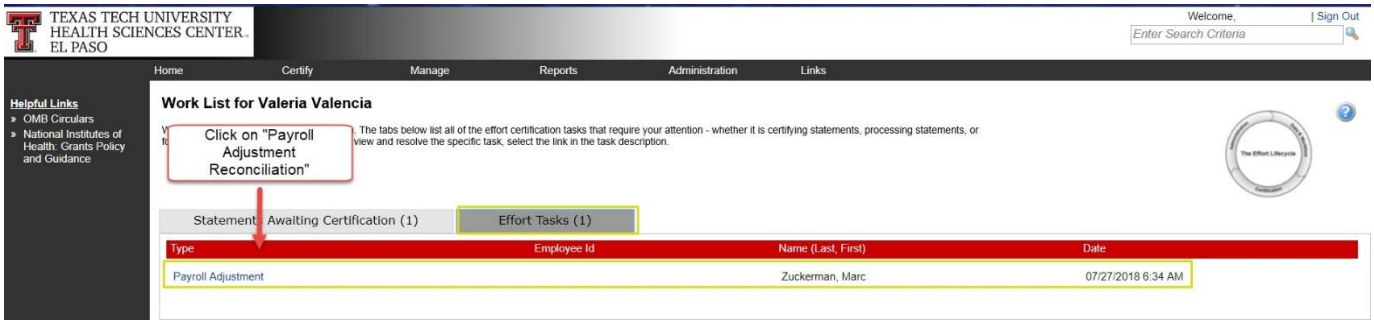


You will be presented with a processing screen. Click **OK.**



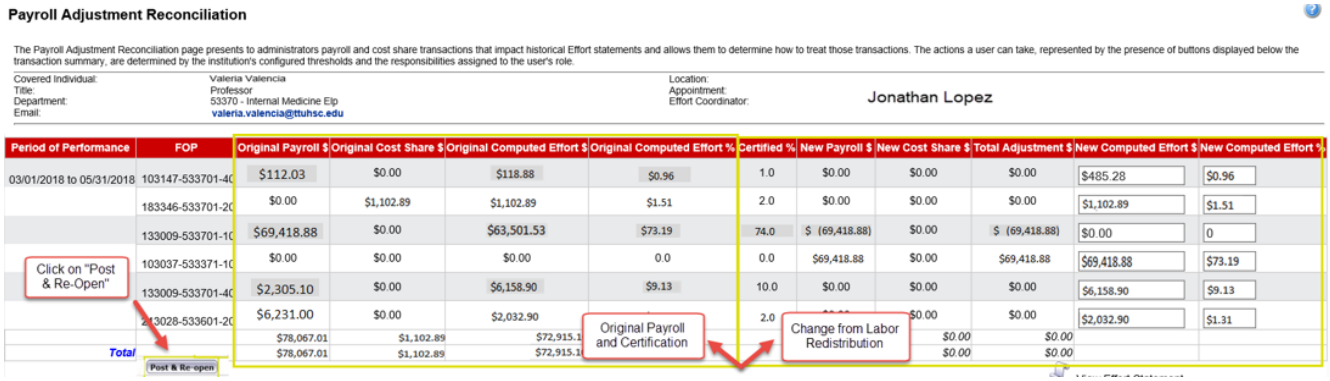
Once the Labor Redistribution is processed in Banner, it will be picked up by ecrt the next day. If it brings computed and certified effort within our 2% threshold – it will automatically apply to the statement and update the statement status to Certified, Processed. If the labor redistribution does not bring the computed and certified effort within 2%, a **Payroll Adjustment Reconciliation** task will be created in the **Effort Tasks** tab of the **Work List** page.

Click on the **Payroll Adjustment Reconciliation** link to review and resolve the task.

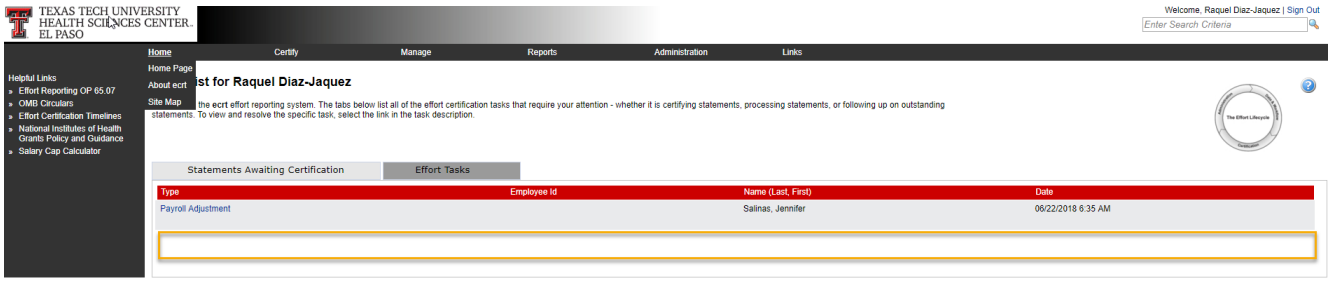


The **Payroll Adjustment Reconciliation** screen displays the details of the Labor Redistribution and also the effects it has on the effort statement. The Effort Coordinator can review how much the individual originally was paid and certified on each FOP – and then review how the current Labor Redistribution will change those numbers.

The only option an Effort Coordinator has in this screen is to click on **Post and Re-open.** (Because computed and certified effort are not appropriately aligned). The statement status is updated to Not Certified, Not Processed, and Reopened by Labor Redistribution, and the individual will need to re-certify this statement.



You will be returned to the **Work List** page and the **Payroll Adjustment Reconciliation** task is removed from the list.



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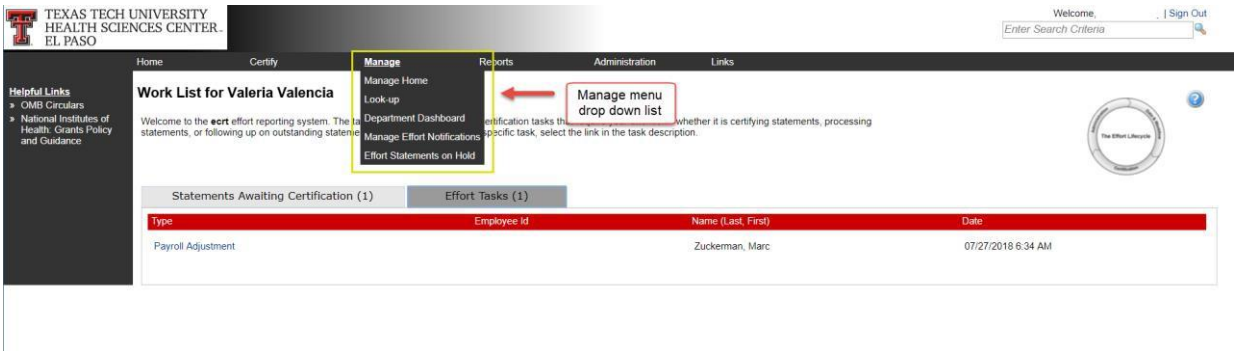
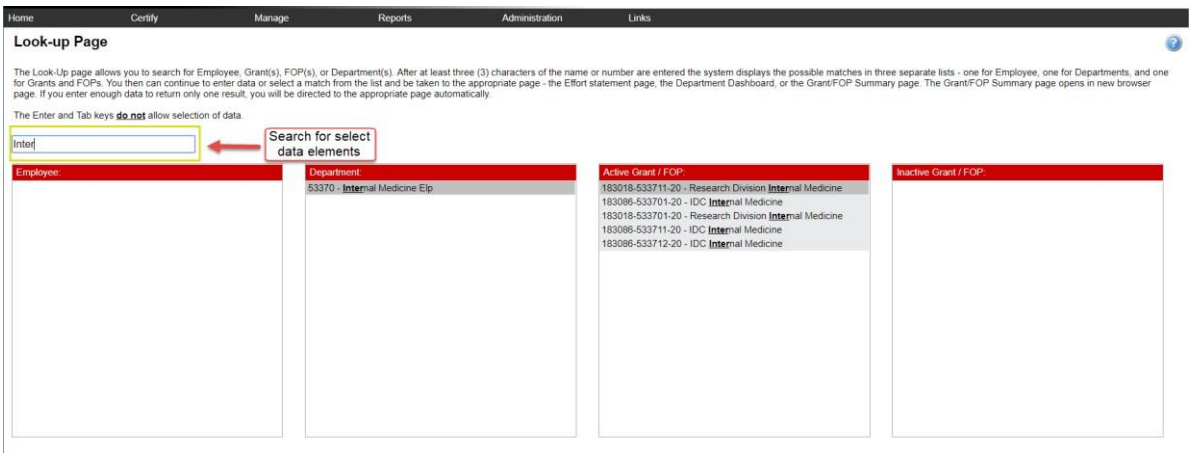
Manage:

There are five links available in the menu drop down list for the **Manage** label on the navigation menu bar: **Manage Home**, **Look-up**, **Department Dashboard**, **Manage Effort Notifications** and **Effort Statements on Hold**.

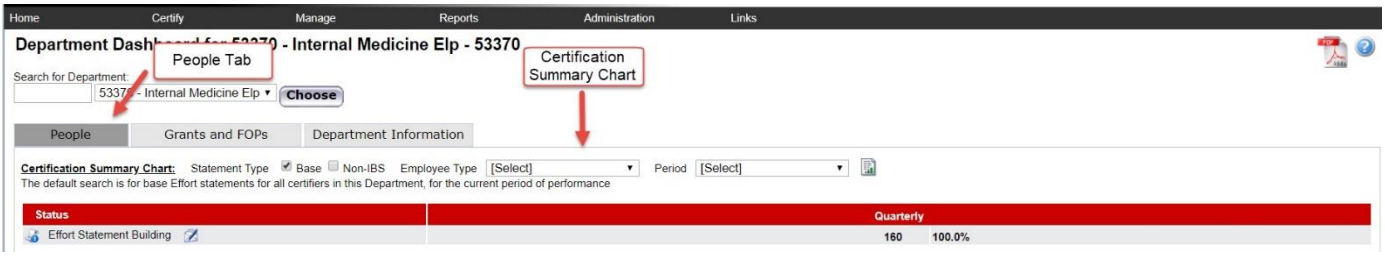


Look-up page - The **Look-up** page allows you to search for select data elements in the system, specifically people, departments, active and inactive Grants/FOPs. Users can enter employee name, employee R number, department name, department number, grant/FOP name, or grant/FOP number to see results.
When the text entered produces a single result, regardless of whether that result is a person, department, or grant/FOP, the application will automatically direct the user to the appropriate page for that entry. If the single result is a person, the user is directed to the effort statement page for that person. If the single result is a department, the user is directed to the **Department Dashboard** page for that department. If the single result is for a grant/FOP, whether active or inactive, a new browser window opens with the **Grant/FOP Summary** page for that account displayed. If a search term yields two or more results, you can select the correct result to be taken to the appropriate page or enter more text to get to a single result.



Department Dashboard - The **Department Dashboard** page is broken into three tabs – **People**, **Grants and FOPs**, and **Department Information**. At the top of the **Department Dashboard** page the department name and number are displayed above the search field. On the right side of the page is a link to the Monthly Funding and Effort Information Report. The link opens the PDF version of the prior month's report for the department.

The first tab on the **Department Dashboard** page is the **People** tab, which contains information about all of the institution's employees that have a relationship to the department. The **Certification Summary Chart** allows you to define the statistics to review. You can select the **Statement Type** - either Base or Non-IBS - using the checkboxes, the **Employee Type** in a drop-down, and the **Period** in a drop-down. To the right of the Period drop-down is the Related Reports link. When you click on the link the list of available reports appears. When first accessing the page and no parameters are established, the chart shows the statistics for all statement types and all employee types for the most recent Period of Performance. For each status, it shows the number of individuals in the status, and the percentage of the total in each status.



This chart shows the most common statuses used and gives a brief description of the status.

Most Common Statuses	
Status	**Description of the Status**
Effort Statement Building	This status indicates that an Effort Statement is not yet ready for certification. This occurs during the period of performance when payroll and profile data are being loaded and the Effort Statements are being built.
Not Certified, Not Processed	This is the status that the Effort Statement is ready to be certified. Effort Statements move to this status when the Certification Period begins and the statement requires an individual to certify.
Certified, Not Processed	This status indicates that an individual certified his/her Effort Statement, and has been routed for review/approval to the Effort Coordinator. The Effort Statement will remain in this status until that review has been performed.
Certified, Processed	When the Department Administrator reviews and processes an Effort Statement, the status changes to this. All certified Effort Statements should change into this status by the end of the Certification period.
Auto Approved	This status is for Effort Statements that are auto-processed by the system. This occurs only when the university utilizes the auto-process functionality in eCRT which automatically moves effort statements that have no sponsored payroll associated to them into status. This will occur on the Certification Period Start Date.
Certified, Processed, Labor Redistribution Required	This status is when an Effort Statement has been certified by the individual at different percentages than the computed effort. When reviewing the certified effort statement, the Effort Coordinator moves the statement into this status to mark it as a statement where the Certification is correct, but a cost transfer needs to be processed in order to properly align computed and certified effort.
Labor Redistribution Pending	This is the status of a Certified, Processed Effort Statement when a cost transfer has been loaded into eCRT which will effect the computed effort percentages in that statement. Department Administrators will review this Payroll Adjustment Items and post the items to the Effort Statement.
Not Certified, Not Processed, Re-Opened by Labor Redistribution	This is the status of an Effort Statement where a cost transfer was applied and now the statement needs to be re-certified by the individual due to changes in the payroll percentages on the Effort Statement.
Not Certified, Not Processed, Re-Opened	This is the status of an Effort Statement that has been re-opened by an Effort Coordinator or Central Administrator. Effort Coordinators will only be able to re-open an Effort Statement during the Certification period

This chart shows the most common statuses used and gives a brief description of the status.

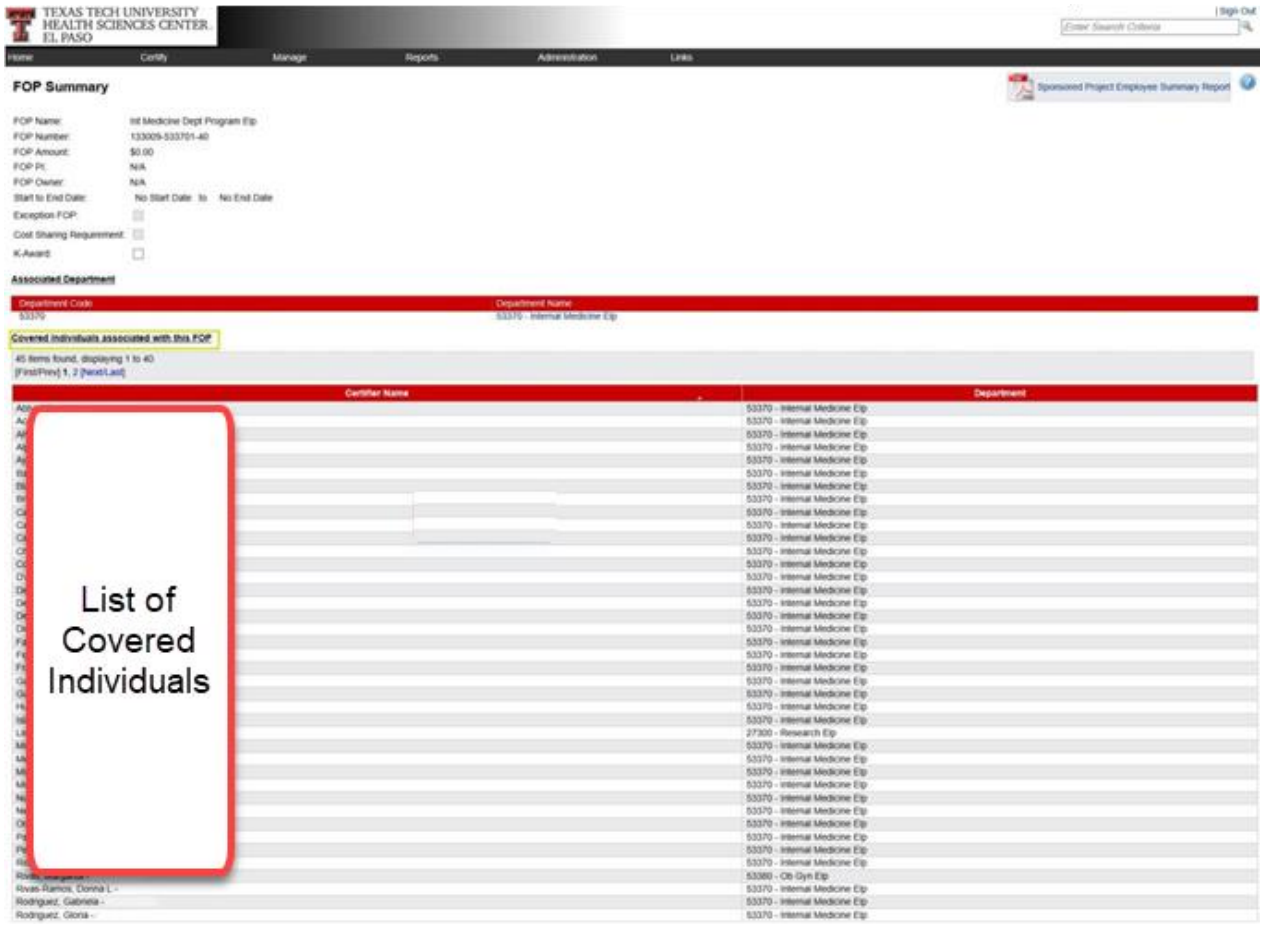
The **Covered Individuals** List is below the **Certification Summary Chart**. Covered individuals are assigned to a department based on the individual's primary department assignment. The list is divided into four sections:

- **Sponsored** - individuals in this Department who work on sponsored projects
- **Non-Sponsored** - individuals in this Department who do not work on sponsored projects – these statements will be automatically approved
- **Non-Department** - individuals who are in a different home department but work on a grant in this department
- **Terminated**.

The **Covered Individuals** list can be filtered in four ways – name, employee ID, role, and employee type. To apply a filter, select the funnel icon to see the list of filters. Then select the appropriate radio button corresponding to the desired filter and select the magnifying glass. If you select the Role or Employee Type filter, the search box is transformed into a drop down list populated with the options for each. Make your selection from the drop down list, and click on the magnifying glass to apply the filter. The list refreshes to show the results from your selection. To return, click on the funnel icon, select Name and click on the magnifying glass icon.

The **Covered Individuals** list contains seven columns for additional information. The first column is the employee's **Name** followed by the **Alternate Effort Coordinator**, **Employee ID** (or R Number), **Role**, **Employee Type** (which is always Quarterly), **Statements** and **Action** column. For the employee's **Role** column, if a user has more than one role then hovering over the listed role will display a list of all roles assigned to the person. The **Statements** column will show up to five icons representing the individuals most recent effort statements. If you hover the mouse over the icon of effort statement the period and status of that statement will display. To review the certification statement simply click on the icon.

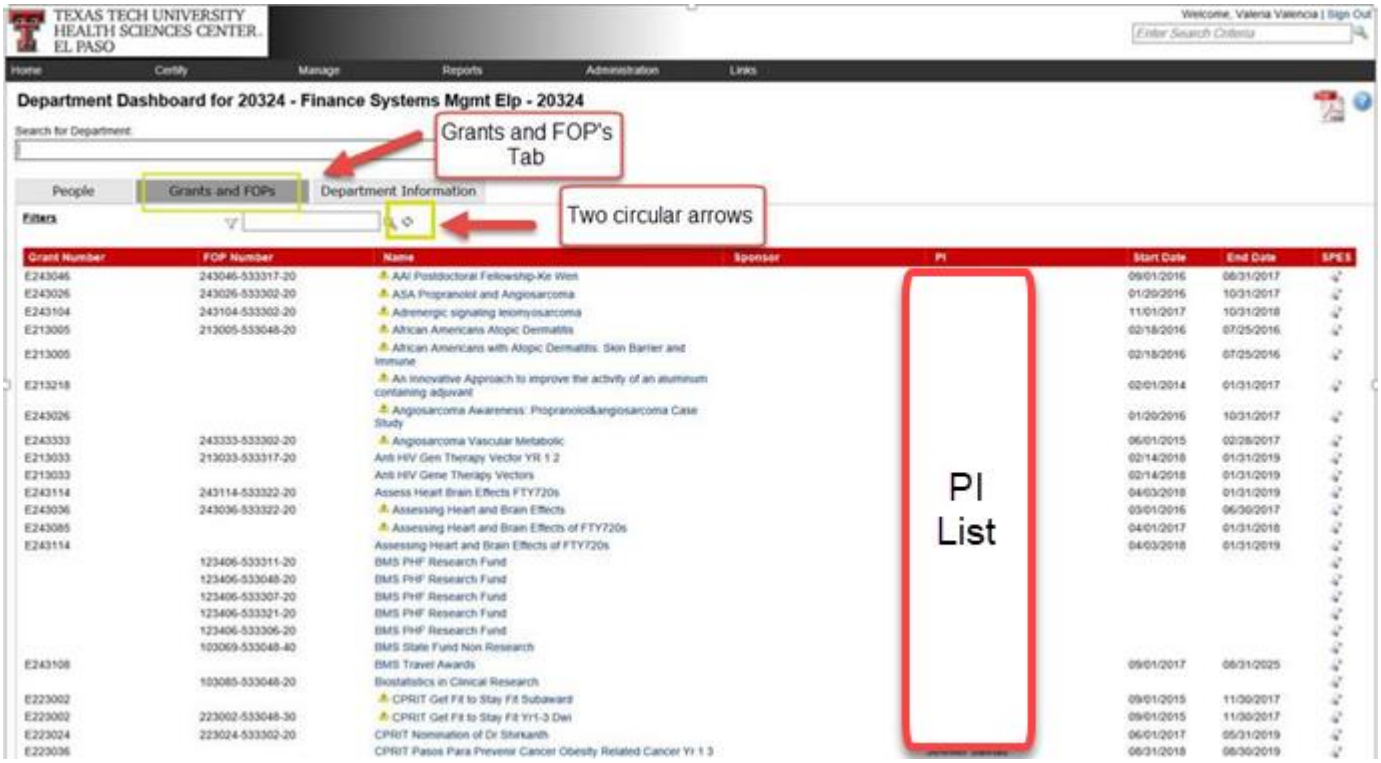
The **Action** column contains the commitments stoplight - Hovering the mouse on the commitments stoplight icon displays a popup message that contains commitment monitoring information at a quick glance. The system's **"stoplight"** (red) icons informs you whether there are any concerns about individuals satisfying their commitments, such as total committed effort is greater than 100%. The **magnifying glass** icon provides a link to the Manage Users page for that individual and the **pen and envelope** icon will send an email to the individual.



The **Grants and FOPs** tab contains all of the Grants and FOPs that are assigned to the department, whether active or inactive. The Grant Number and FOP Number for each are shown, as is the Grant or FOP **Name**, the **Sponsor** R number, the **PI** of the grant, and the **Start Date** and **End Date**. The last column allows you to run the **SPES** report – Sponsored Project Employee Summary. This report lists all of the employees that had salary or cost sharing charged to a specific Grant or FOP. All of the columns are sortable by clicking on the header of the column.

The Grant/FOP **Name** is a link to the **Grant/FOP Summary** page. When you hover over The yellow icon to the left of the **Name**, it indicates that this is inactive.

The **two circular arrows** icon next to **magnifying glass** allows you to refresh the list to show only the active Grants and FOPs. You can reset the page by clicking on the **magnifying glass**.



The **Department Information** tab contains the information about the department's effort coordinators and the department relationship tree.

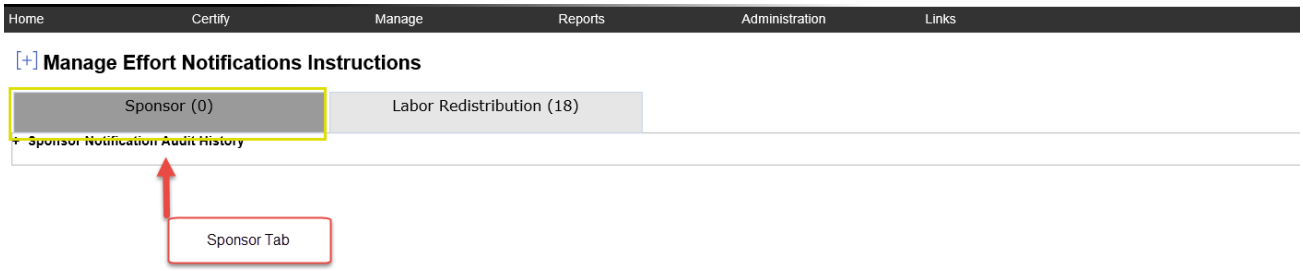
The names, phone numbers, and email addresses of the department's effort coordinators are shown. The Primary Effort Coordinator is highlighted in yellow. This individual will receive all of the effort processing tasks that are created when individuals certify effort statements. The secondary effort coordinators are listed without highlighting. Any additions or changes to this list will be made by the Central Administrator.

The **Action** column in the Effort Coordinators list allows you to go to the **Manage Users** page for the coordinator by clicking on the **magnifying glass** icon and email the effort coordinator by clicking on the **pen and envelope** icon.

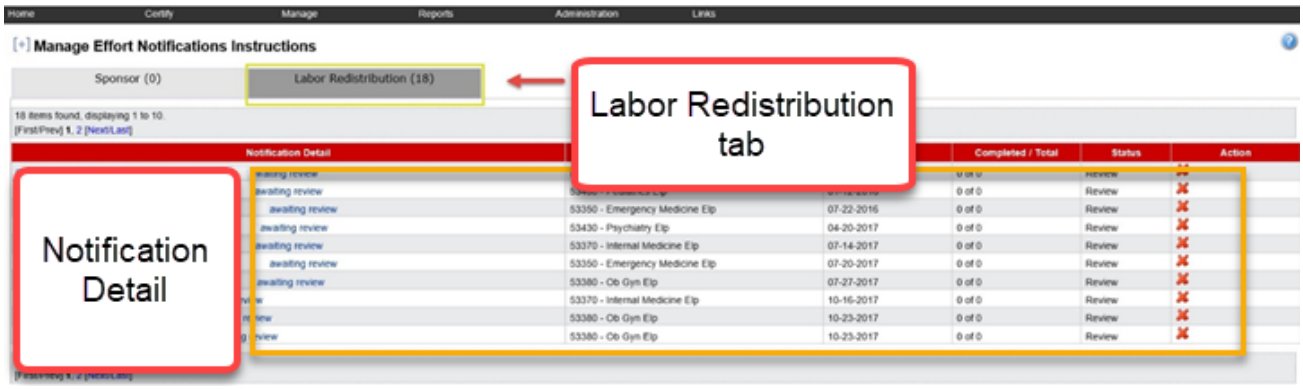
The **Department Relationships** tree shows the department's position in the organization structure.

Manage Effort Notifications – The **Manage Effort Notifications** page contains two tabs: **Sponsor** tab and **Labor Redistribution** tab. Each tab contains a list of notifications that require your attention. To resolve an item on the list, select the link in the **Notification Detail** column to be directed to the review page.

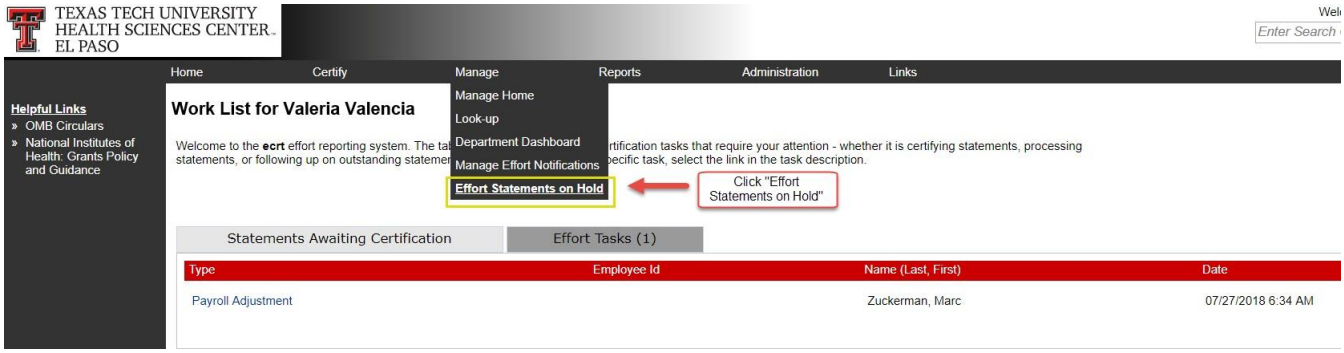
The **Sponsor** tab list is populated with tasks when an Effort Coordinator processes a statement where the individual certified at 25 percent less than their commitment for that period. This task is simply a helpful reminder and can be deleted at any time by clicking on the red **X** under the **Action** tab. It is important to note that just because an individual does not meet their commitment for a certification period; it does not mean they will not meet their commitment over the life of the grant. It is up to the Effort Coordinator to determine if the sponsor needs to be notified because the individual is not going to meet their commitment.



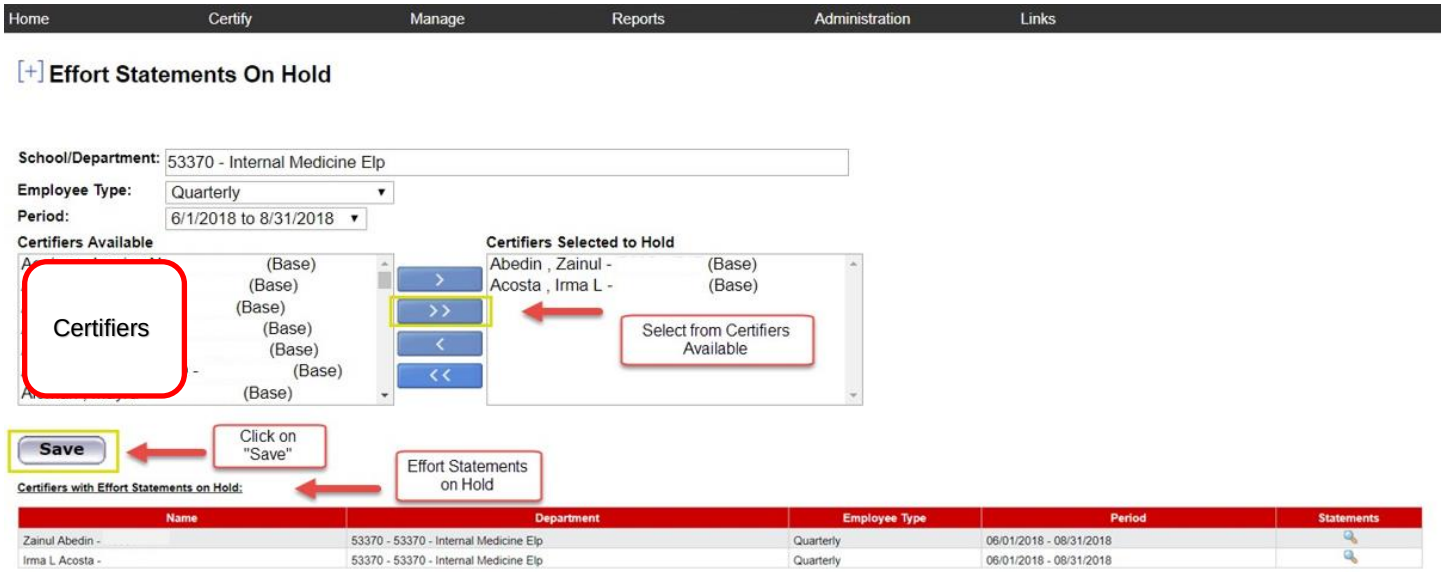
The **Labor Redistribution** tab list is populated with tasks when an Effort Coordinator selects the **Cost Transfer Needed** button when reviewing an effort statement. This task serves as a reminder to process a Labor Redistribution in Banner based on the review that you just performed. This is simply a list of tasks that can be deleted at any time by clicking on the red **X** under the **Action** tab.



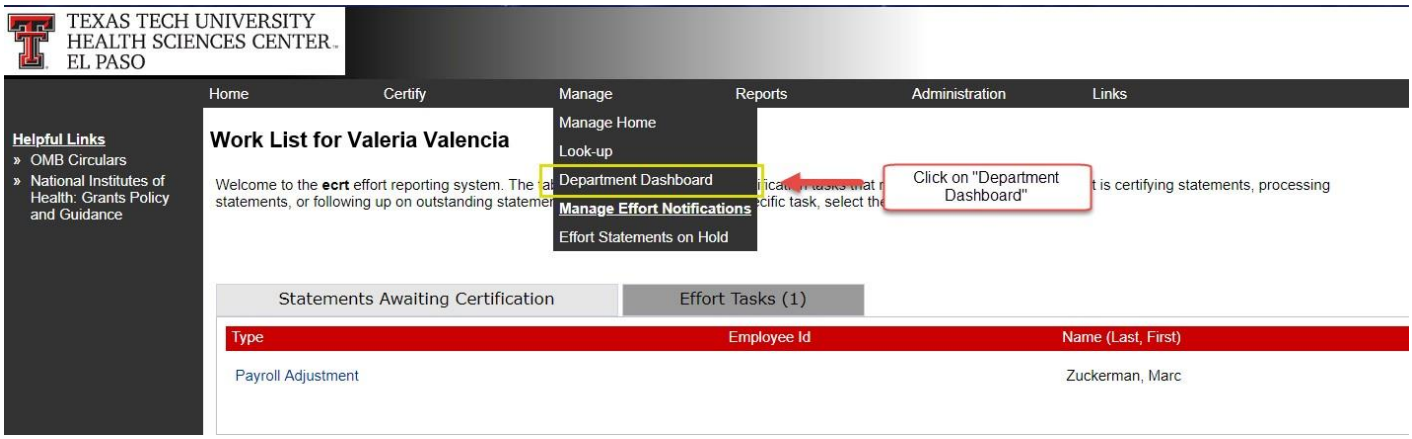
Effort Statements on Hold - The **Effort Statements on Hold** page allows you to select multiple certifiers and then place them all On Hold at one time rather than having to navigate to each statement individually.

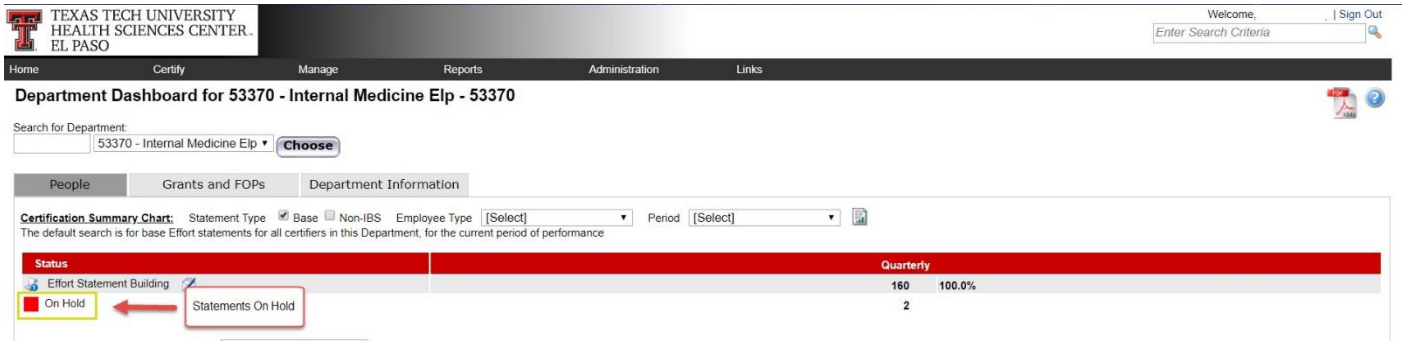


When you click on **Save,** each of the certifiers will be listed at the bottom screen in the **Certifiers with Effort Statements on Hold** section. In order to take an effort statement off Hold, you will have to go to the individual's effort statement and uncheck the **On Hold** checkbox. You are able to navigate to the individual's effort statement from the **Effort Statements on Hold** page, by selecting the **magnifying glass** icon in the **Statements** column.

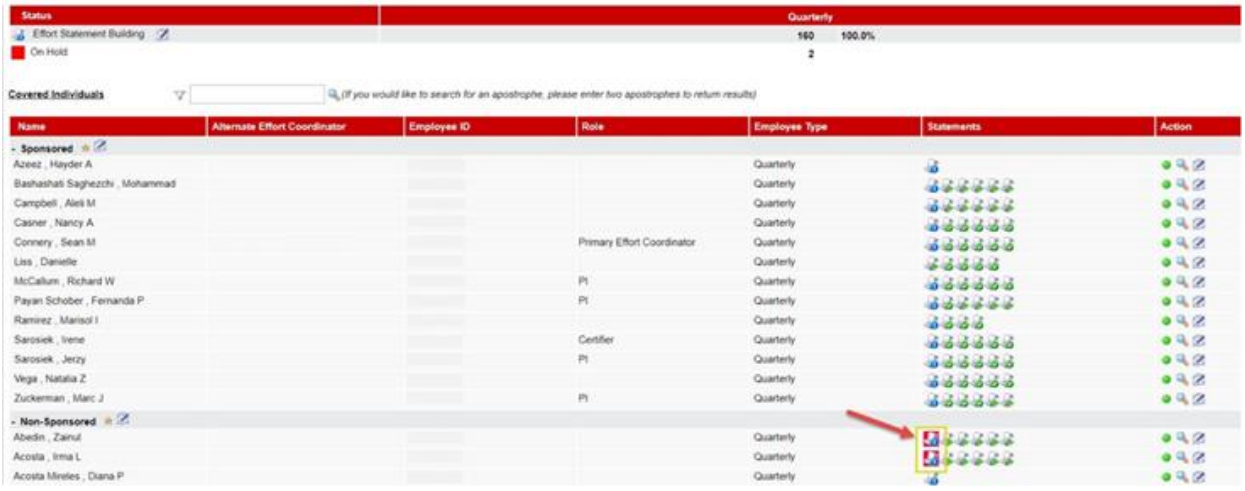


To reference the total number of effort statements **On Hold,** review the **Certification Summary** on the **Department Dashboard** page.





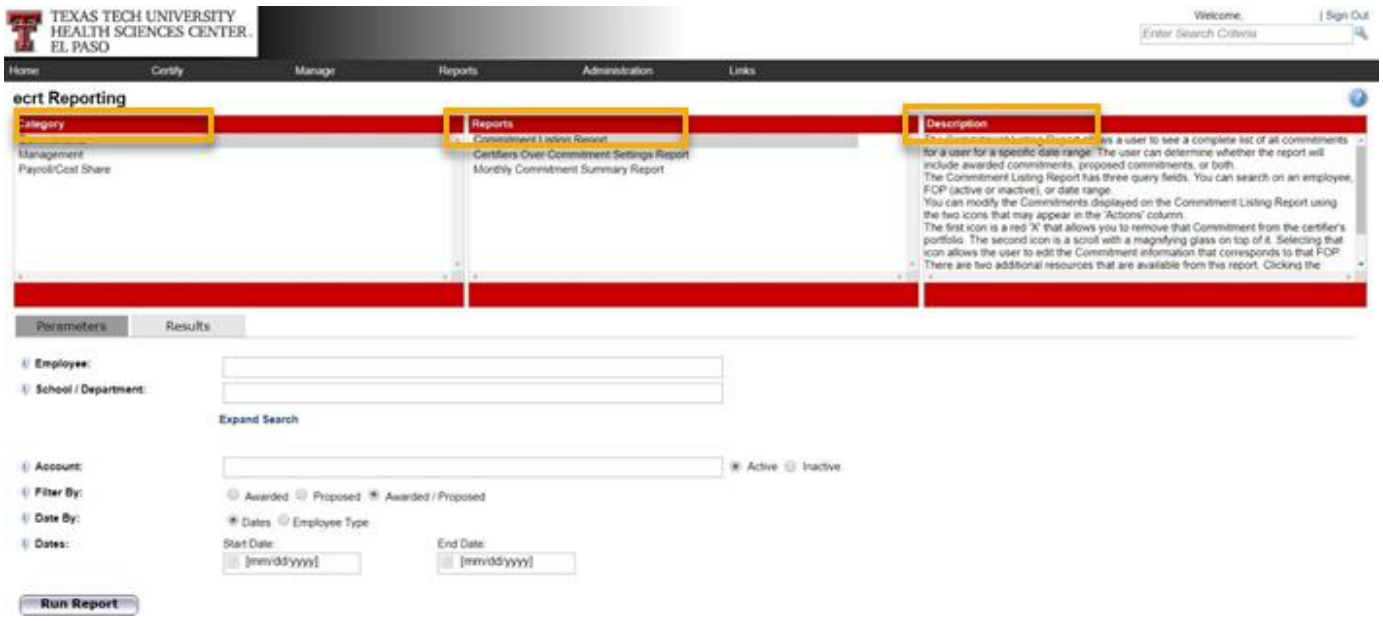
The statement icon of an effort statement that has been placed **On Hold** is highlighted in **RED** as a visual indicator to the Effort Coordinator. This can be seen in the **Statements** column of the **Covered Individuals** list on the **Department Dashboard** page.



Reports:

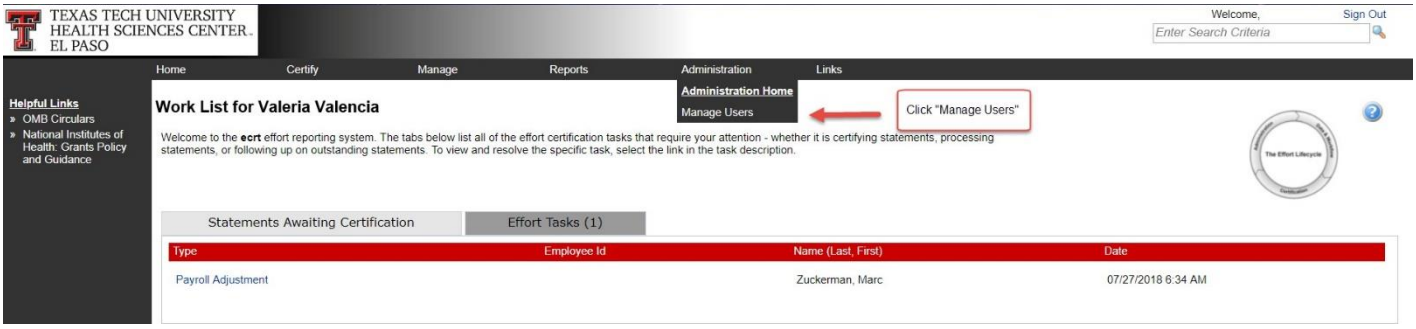
The **ecrt Reporting** page is accessed by clicking on the **Reports** menu label on the navigation menu bar. To access the report, click on the report name in the **Reports** pane.

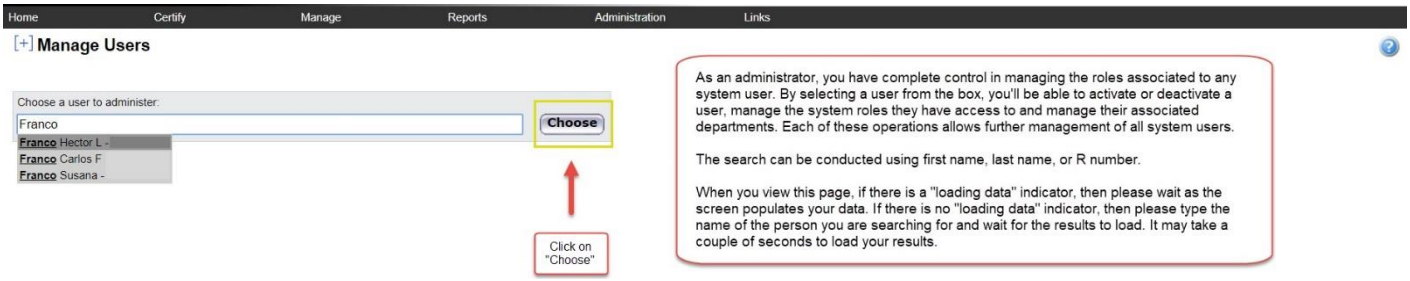
The page contains three window panes across the top that show the report **Category**, the list of **Reports** associated to the selected category, and a **Description** of the selected report.



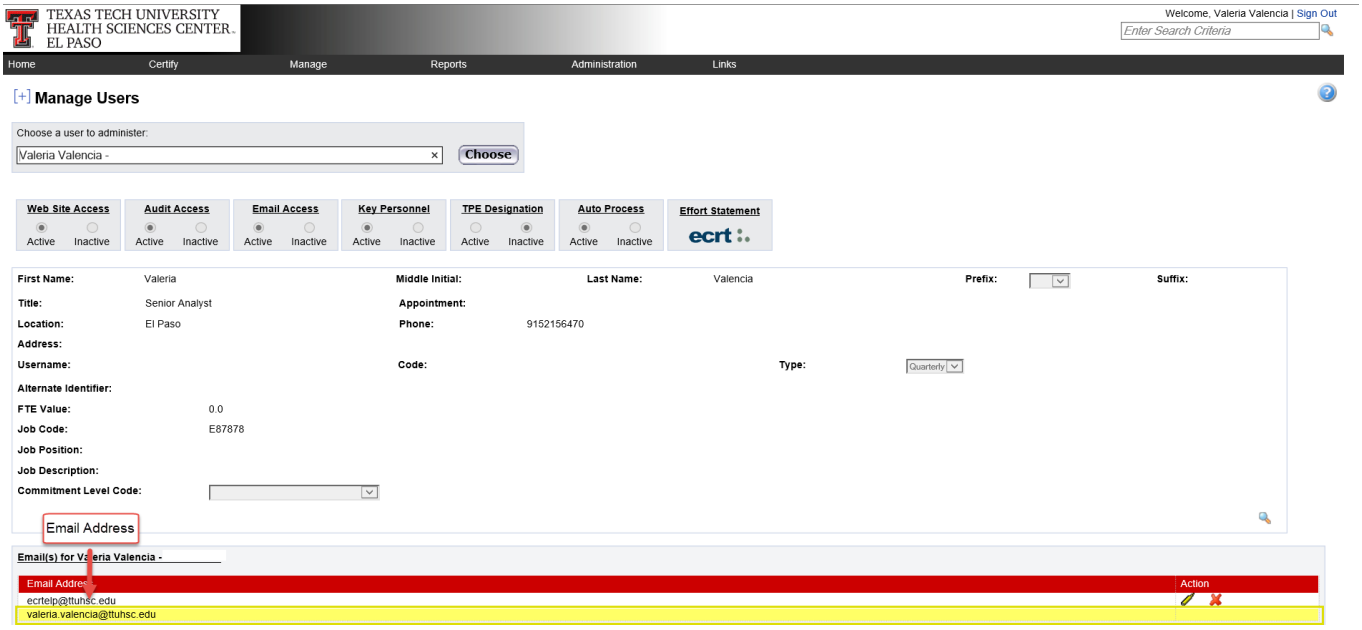
Administration:

The **Manage Users** link is the only link available to the effort coordinator in the menu drop down list for the **Administration** label. The page presents a data entry search box. You must search by last name only, first name only, ID number only, or by last name then first name. Type in a minimum of three characters from the intended result, and then pause for a few seconds. The program will query the database, and download a list of matches to the search text, which appears in a blue box under the search box. Put the cursor on the intended result, click the mouse or hit the enter key and then click on **Choose.**

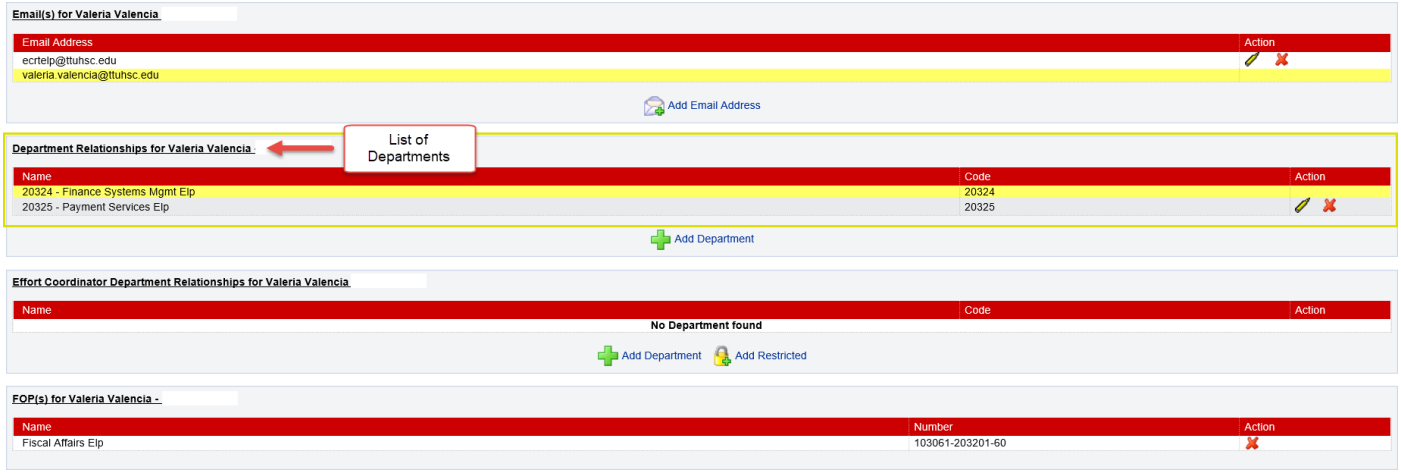




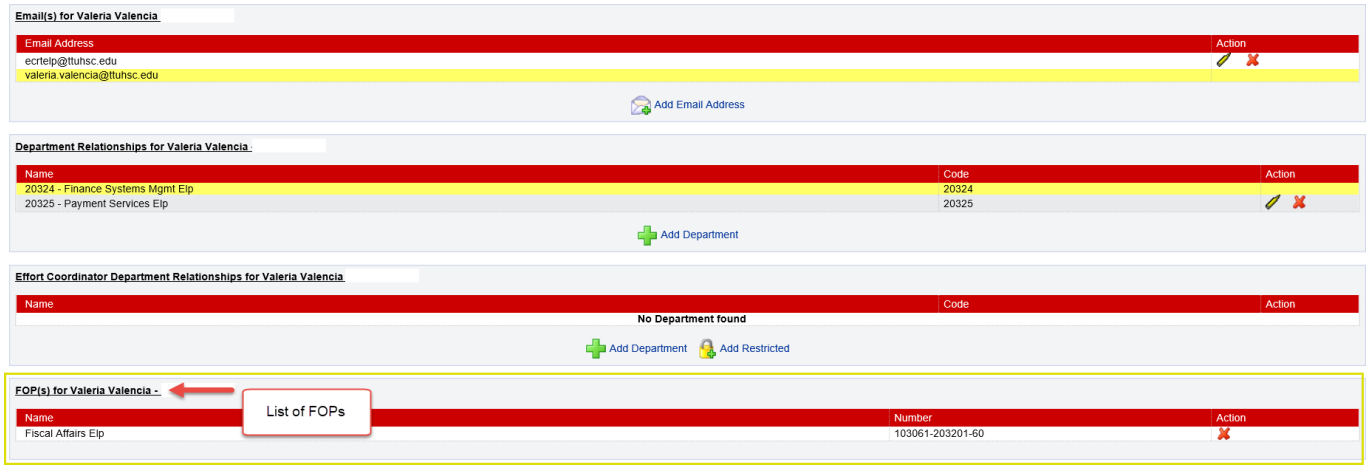
In the top section you can see the basic user demographic information and their email address. If any of this data is not correct, a change needs to be made in Banner. All ecrt data is fed directly from Banner.



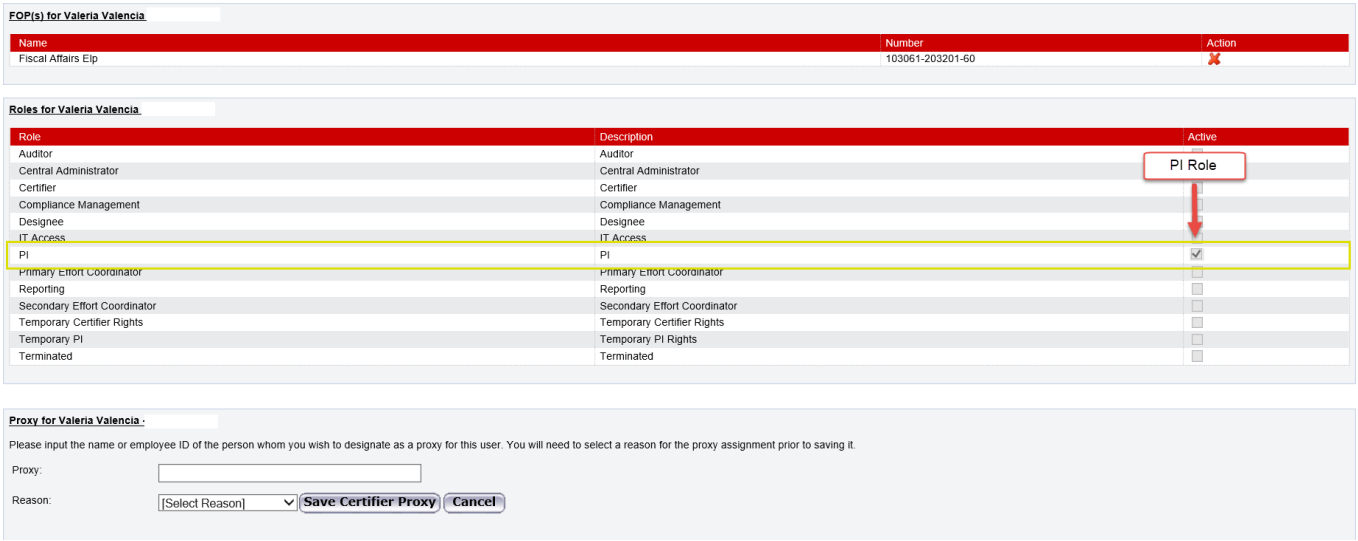
A list of the departments that the user is associated to is displayed in the next section. If the user is an Effort Coordinator for a department it will be listed in the Effort Coordinator Department Relationship section.



The next section lists the FOPs that the individual has been paid from or has a commitment to and associated grant numbers.



The last section lists the user's role. Users can be assigned to as many roles as determined appropriate. Roles govern access security and will be assigned by the Central Administrator.



For help with ecrt system navigation or questions regarding this training document, please contact the Central Administrator at ECRTElp@ttuhsc.edu.