

EcrT Basics – Frequently Asked Questions

How do I access ecrt?

EcrT can be accessed from the WebRaider Portal, HSC El Paso Finance tab. You will not be prompted to enter an additional password to get into ecrt if you are logged into the portal. Any person who has access to the internet from an offsite location can also log into the **ecrt** system.

The screenshot shows the HSC Finance El Paso web portal. The navigation bar includes: Home, HSC Employee El Paso, Available Budget, News, F&A Work Tools, Payroll & Tax, HSC HR El Paso, **HSC Finance El Paso**, My Content, and Cognos. The main content area is divided into several sections:

- El Paso Business Affairs Announcements:** Business Affairs (2018 Year End Deadlines and Processes, Dec 5 - Business Affairs Q1 Presentation), Accounting (Jan 10 - Close of accounting period), EOPS and ePAFs (Dec 2 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM23), Dec 4 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM23), Dec 12 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM24), Dec 16 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM24), Dec 18 - Employee One-Time Payment System (EOP) approvals due for monthly employees (MN01), Dec 18 - Electronic Personnel Action Form (ePAF) approvals due for monthly employees (MN01), Dec 18 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM24), Dec 21 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM24)).
- Accounting:** Accounting Home, Contacts, Forms, Helpful Links (Account Code Dictionary, Financial Transaction System (FITS) - FITS Training, Financial Manager Change Request, Finance Fund Maintenance - Finance Fund Maintenance Training, New Fund Request - Historical Inquiry Only), Policies and Procedures, Reference Material, Reports.
- Budget:** Budget Home, Contacts, Forms, Helpful Links (Budget Revision System, Budget Prep System, Fringe Projector, Finance User Group, Labor Redistribution, Organization Code Request), Reference Materials, Reports.
- Finance Systems Management (FSM):** FSM Home, Announcements, Contacts, Forms, Helpful Links (Effort Certification and Reporting Technology (eCrT)), Policies and Procedures, Reference Materials.
- Procurement Services:** Purchasing Home, Contacts, Forms, Helpful Links (Account Code Dictionary, TechBuy System - TechBuy System Information, PO/Encumbrance Change Request - PO/Encumbrance Change Request System Manual), Policies and Procedures, Reference Materials (Contract Management Handbook, TechBuy Job Aids).
- Payment Services Home:** Contacts, Forms, Helpful Links (Citi Website - PCard, Professional Societies List, Swift Prepaid, TechBuy System - DirectPay, Travel System, Vendor Payments), Policies and Procedures, Reference Materials.
- Student Business Services**
- Applications Development**

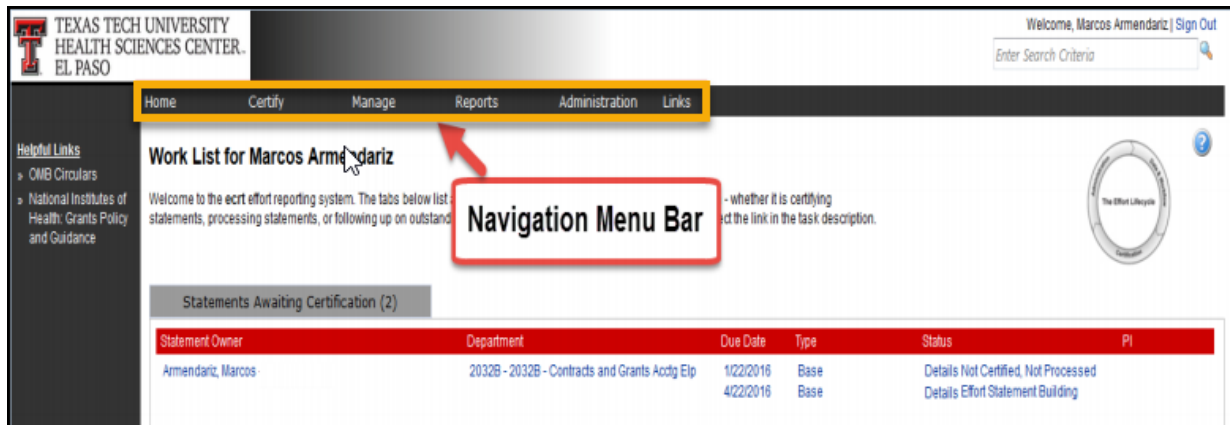
You will be directed to **ecrt's** Welcome Page. Click on **Continue**.

Welcome to ECRT

Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT). At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process. ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology... keeping the process simple for you, the end user. The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section 1.10, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline. So, log in and get started. You will be certified before you know it!

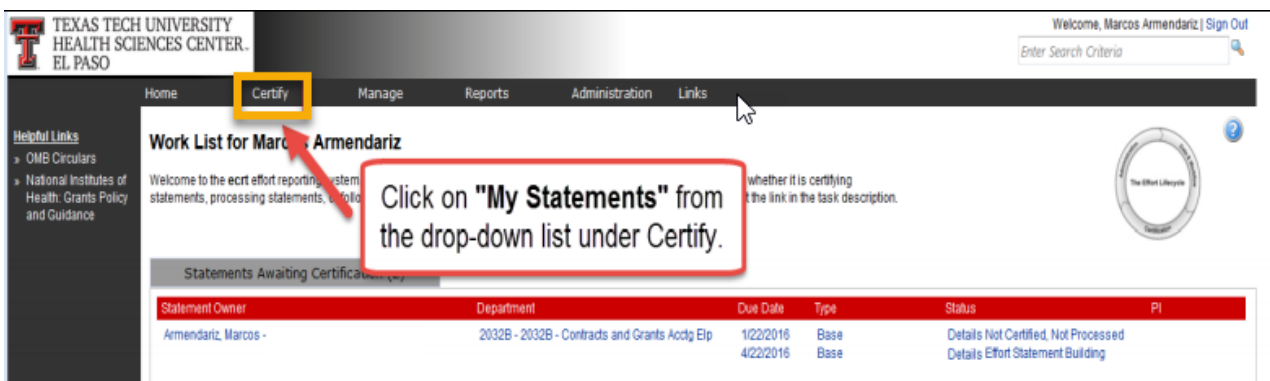
Click Continue

The **Work List** page will display. 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. Please note that the navigation bar will have different labels and drop-down lists based on the assigned ecrt role.

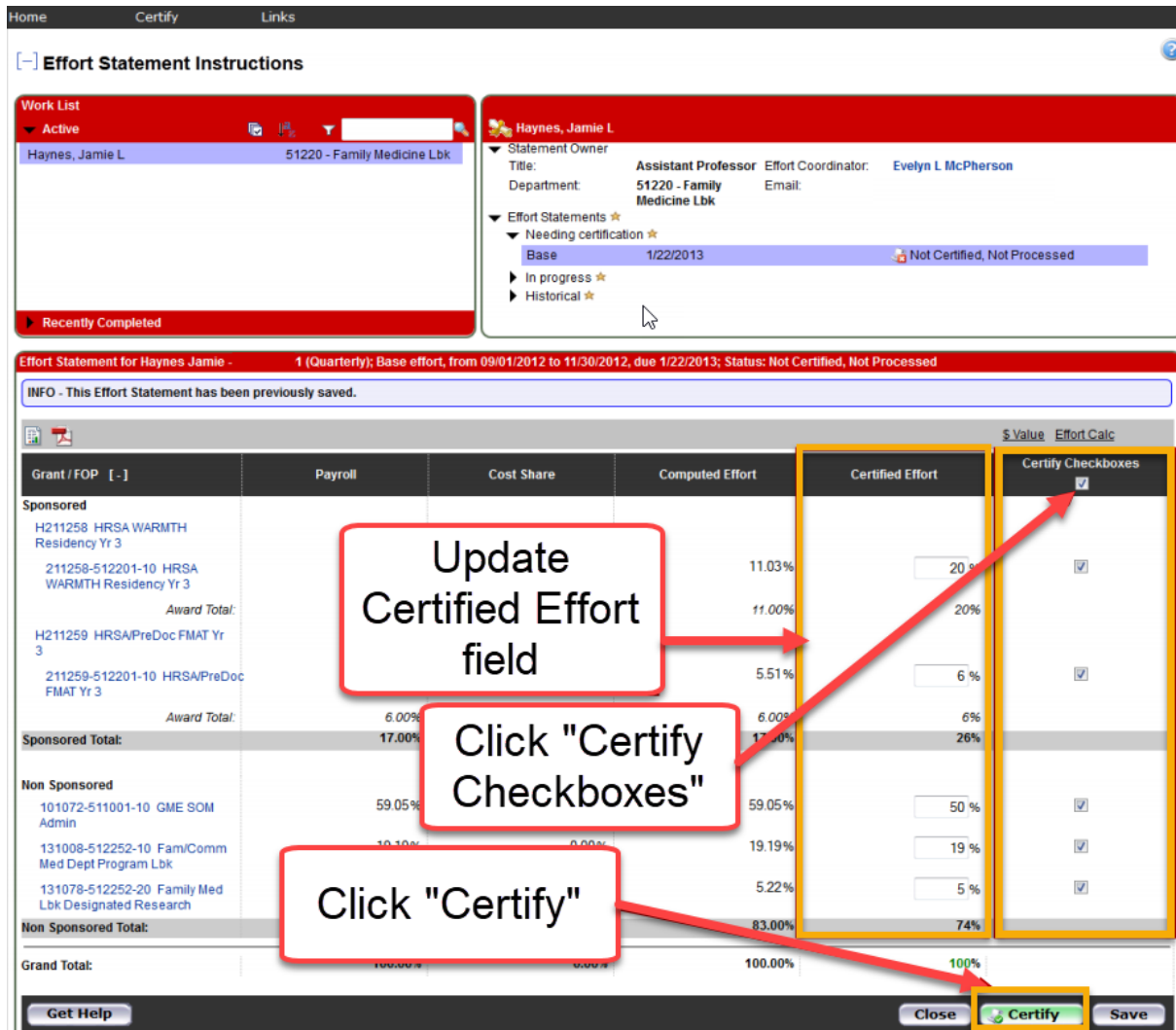


How do I certify my own Effort?

From the Work List page – mouse over **Certify** and click on the **My Statements** link. You will be taken to your own effort statement.



When your statement opens, review the prepopulated percentages in the **Certified Effort** column. These percentages are based on your payroll distribution – which does not necessarily mean they reflect your actual effort. If the percentages are incorrect, update the **Certified Effort** field with the correct percentages. The **Grand Total** of the **Certified Effort** column must be between 99% and 101%. When you are comfortable with how your effort percentage is documented, click on **Certify Checkboxes**. The **Certify Checkboxes** must be checked in order to certify that line of the effort statement. After you have reviewed all lines of the statement and are ready to certify, click the **Certify** button.



Work List

Active

Haynes, Jamie L. 51220 - Family Medicine Lbk

Recently Completed

Haynes, Jamie L.

Statement Owner

Title: Assistant Professor Effort Coordinator: Evelyn L McPherson

Department: 51220 - Family Medicine Lbk Email:

Effort Statements

Needing certification

Base 1/22/2013 Not Certified, Not Processed

In progress

Historical

Effort Statement for Haynes Jamie - 1 (Quarterly); Base effort, from 09/01/2012 to 11/30/2012, due 1/22/2013; Status: Not Certified, Not Processed

INFO - This Effort Statement has been previously saved.

Grant / FOP [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored					
H211258 HRSA WARMTH Residency Yr 3			11.03%	20%	<input checked="" type="checkbox"/>
211258-512201-10 HRSA WARMTH Residency Yr 3			11.00%	20%	<input checked="" type="checkbox"/>
Award Total:			5.51%	6%	<input checked="" type="checkbox"/>
H211259 HRSA/PreDoc FMAT Yr 3			6.00%	6%	<input checked="" type="checkbox"/>
211259-512201-10 HRSA/PreDoc FMAT Yr 3			6.00%	6%	<input checked="" type="checkbox"/>
Award Total:	6.00%		17.00%	26%	
Sponsored Total:	17.00%				
Non Sponsored					
101072-511001-10 GME SOM Admin	59.05%		59.05%	50%	<input checked="" type="checkbox"/>
131008-512252-10 Fam/Comm Med Dept Program Lbk	19.19%	0.00%	19.19%	19%	<input checked="" type="checkbox"/>
131078-512252-20 Family Med Lbk Designated Research	5.22%		5.22%	5%	<input checked="" type="checkbox"/>
Non Sponsored Total:	83.00%		83.00%	74%	
Grand Total:			100.00%	100%	

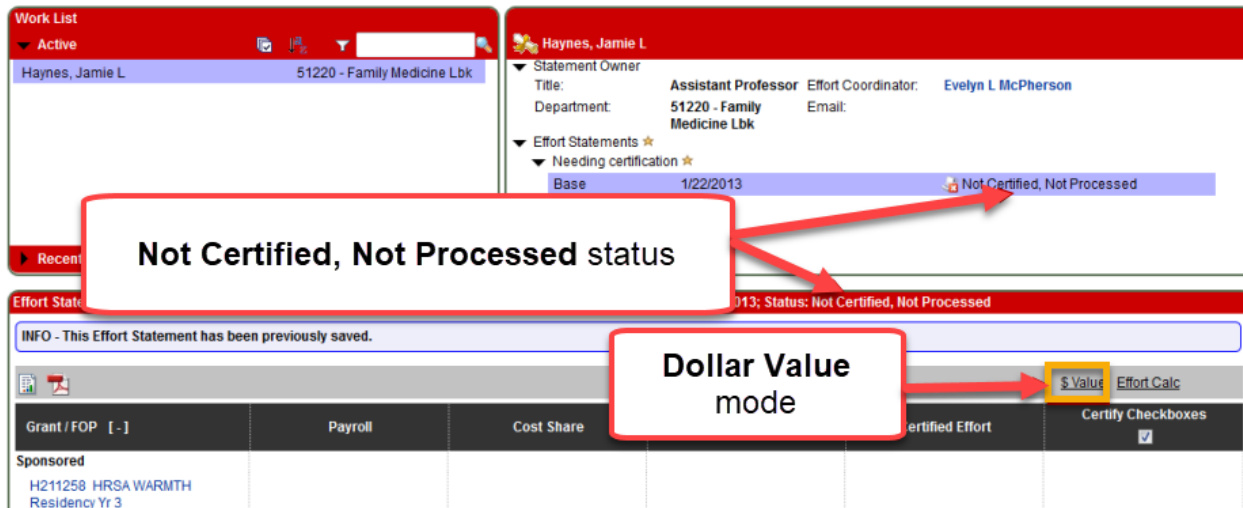
Get Help Close **Certify** Save

You will be taken to a confirmation page that includes a statement to attest to the effort you are certifying. If you agree, click the **I Agree** button.



I don't see a certify button – what is wrong?

There are a few things to check if you don't see a certification button. First, make sure the statement that you are looking at is in a certifiable status. Only statements in a Not Certified, Not Processed status will display the **Certify** button. Next, check to see if the statement has been flipped to show dollars instead of percentages. When the statement is in Dollar Value mode, the **Certify** button will not display. This is because effort certification should be based on a percentage of your time – not based on a dollar amount that was charged to a grant.





I am a PI – how can I certify the effort of my related individuals?

The PI has the ability to select all the related people in the **Active** list at one time. 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.

The screenshot shows the 'Effort Statement Instructions' page. A red box highlights the 'Select All' icon in the 'Active' list. An arrow points from this icon to the 'Covered Individuals' list in the top right pane, which now contains the names of the selected individuals: Kang, Min H; Bussiere, Cynth L; Hall, Connor P; Lee, Bokhul; and Ryu, YongKu.

Selecting this icon highlights all the people in the **Active** list that have statements that are in a Not Certified status. The selected individuals are loaded in the **Covered Individuals** list in the 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 screenshot shows the 'Covered Individuals' list in the top right pane, with a red box highlighting it and an arrow pointing to the 'Compiled Statements' table. The table displays the following data:

Grant / FOP ()	Payroll	Cost Share	Computed Effort	Certified Effort	Certify Checkboxes
Sponsored H211195 Glycolytic PW in Models of Leukemia					
211195-511559-20 Glycolytic PW in Models of Leukemia	20.00%		20.00%	20%	<input type="checkbox"/>
Award Total	20.00%		20.00%	20%	
H211230 Pediatric Preclinical Testing Program					
211230-511564-20 NCI/Pediatric Preclinical Test Y1 5	6.49%		6.49%	6%	<input type="checkbox"/>
Award Total	6.00%	0.00%	6.00%	6%	



I need help – who should I ask?

Your Effort Coordinator is the best person to ask questions related to your effort statement. You can find the name of your effort coordinator listed on the top portion of your effort statement.

Kang, Min H

▼ Statement Owner
 Title: Associate Professor
 Department: 51150 - Cell Biology Biochemistry Lbk

Effort Coordinator: **Donna G Stallings**
 Email:

▼ Effort Statements ★
 ▼ Needing certification ★

Base	1/22/2013	Not Certified, Not Processed
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▶ In progress ★
 ▶ Historical ★

If there are additional questions after your discussion with your Effort Coordinator, you can contact the Central Administrator at ECRTElp@ttuhsc.edu.

Where can I find helpful information about Effort Reporting and the eCRT system?

There are a couple of links to OMB and NIH policies on the home page in eCRT. The Contracts and Grants Accounting website also contains comprehensive training guides and videos on the eCRT system in the Reference Material webpage as well as a salary cap calculator and a cost share worksheet in the Forms webpage. Please visit <http://elpaso.ttuhsc.edu/fiscal/businessaffairs/grantaccounting/trainings.aspx>.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Welcome, Raquel Diaz-Jaquez | Sign Out
 Enter Search Criteria

Home Certify Manage Reports Administration Links

Work List for Raquel Diaz-Jaquez

Welcome to the eCRT effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification (1) | Effort Tasks (2)

Statement Owner	Due Date	Type	Status	PI
Diaz-Jaquez, Raquel	4/22/2019	Base	Effort Statement Building	

Helpful Links:
 » Effort Reporting OP 65.07
 » OMB Circulars
 » Effort Certification Timelines
 » National Institutes of Health Grants Policy and Guidance
 » Salary Cap Calculator

Links to Federal Policies from OMB and NIH