

# Certify My Statement

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** can be accessed from the WebRaider Portal, HSC Finance El Paso tab. Click on the **Effort Certification and Reporting Technology (ecrt)** link.

The screenshot shows the WebRaider portal interface. At the top, there is a navigation bar with the TTUHSC logo and text: "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. WebRaider". To the right of the logo are icons for "My Personal Information", "Email", "Banner Admin", "Banner Assistance", and "Logout". Below this is a secondary navigation bar with tabs: "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 "HSC Finance El Paso" tab is selected. The main content area is divided into several columns representing different service areas: "El Paso Business Affairs Announcements", "Accounting", "Budget", "Procurement Services", and "Finance (FSM)". Under the "Finance (FSM)" category, a link for "Effort Certification and Reporting Technology (ecrt)" is highlighted with a red box. A red arrow points from a text box that says "Click on 'Effort Certification and Reporting Technology (ecrt)'" to this link.

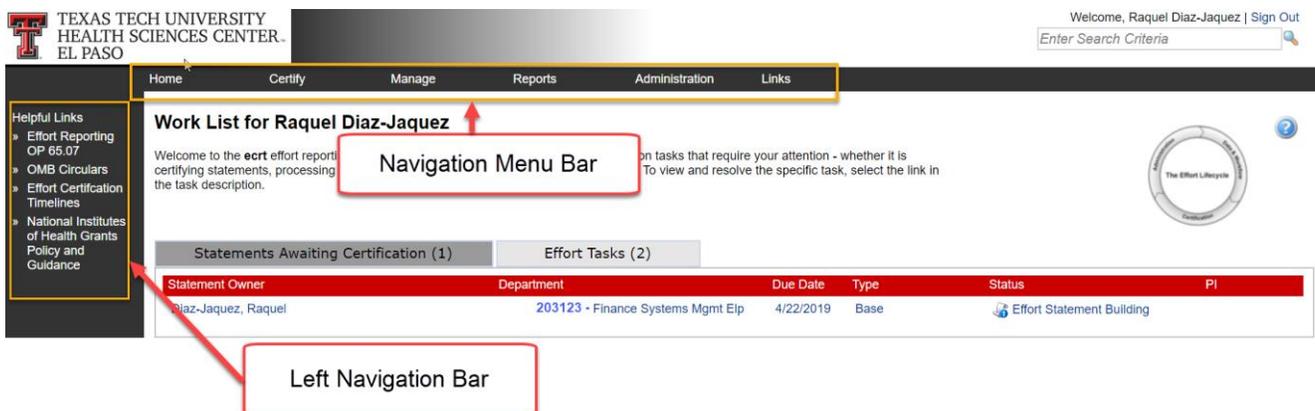
The Welcome page is displayed. Click on **“Continue”**.

The screenshot shows the "Welcome to ECRT" page. At the top left is the TTUHSC logo and text: "TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO". At the top right, it says "Welcome, Raquel Diaz-Jaquez | Sign Out" and "Enter Search Criteria". The main heading is "Welcome to ECRT". Below this is a paragraph of text: "Welcome to the next big thing in time and effort reporting... Effort Certification and Reporting Technology (ECRT) At Huron Consulting University, we have deployed the web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process. ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology... keeping the process simple for you, the end user. The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline. So, log in and get started. You will be certified before you know it!" At the bottom of the page, there is a "Continue" button highlighted with a red box. A red arrow points from a text box that says "Click on 'Continue'" to this button.

## Navigation:

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.



Navigation Menu Bar

Left Navigation Bar

Statement Owner	Department	Due Date	Type	Status	PI
Diaz-Jaquez, Raquel	203123 - Finance Systems Mgmt Etp	4/22/2019	Base	Effort Statement Building	

## Work List Page:

The **Work List** page for the Faculty/Certifier lists the tasks that require your 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 you have certification responsibility. In this example, there is (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, select your name from the **Statement Owner** column, which will

direct you to your effort statement page. Selecting the **Due Date**, statement **Type** or **Status** of a specific statement will also direct you to your effort statement.



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	Department	Due Date	Type	Status	PI
Diaz-Jaquez, Raquel	20324 - 20324 - Finance Systems Mgmt Eip	4/22/2019	Base	Effort Statement Building	

You may also access your statement by clicking **“My Statements”** from the **Certify** navigation menu located in the navigation menu bar along the top of the screen.



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	Department	Due Date	Type	Status	PI
Diaz-Jaquez, Raquel	20324 - 20324 - Finance Systems Mgmt Eip	4/22/2019	Base	Effort Statement Building	

## Certify My Statement:

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.

Home Certify Manage Reports Administration Links

[+] Effort Statement Instructions

**Work List**

▼ Statements Requiring Certification

Diaz-Jaquez, Raquel 20324 - Finance Systems Mgmt Elp

Work List Pane

▶ In Progress

▶ Recently Completed

**Diaz-Jaquez, Raquel**

▶ Statement Owner

▶ Effort Statements

▶ Needing certification

▶ In progress

▶ Base 4/22/2019 Effort Statement Building

▶ Historical

Statement Information Pane

Diaz-Jaquez, Raquel - Base Effort Period: 12/01/2018 to 02/28/2019 Status: Effort Statement Building

INFO - This Effort Statement cannot be certified because it is in the Effort Statement Building status.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Non Sponsored					
103061-203201-60 Fiscal Affairs Elp	100.00%	0.00%	100.00%	100%	
<b>Non Sponsored Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

Effort Statement Pane

Notes Attachments Transactions Activity Log Email Log Certifiers & Approvers

Close Save

The top left pane is the **Work List**. The **Active** list in this pane shows your name, department number and department name.

**Work List**

▼ Statements Requiring Certification

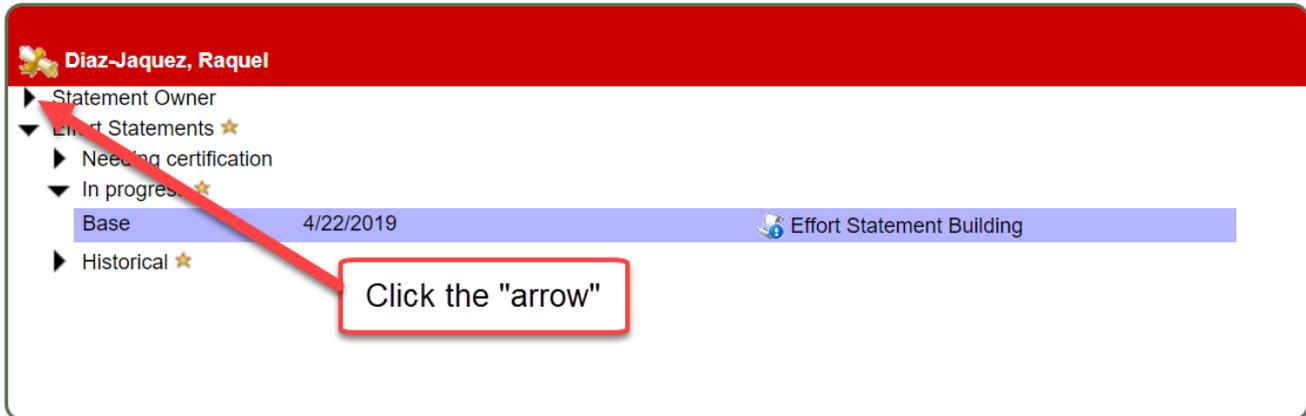
Diaz-Jaquez, Raquel 20324 - Finance Systems Mgmt Elp

Active List

▶ In Progress

▶ Recently Completed

The top right pane on the **Effort Statement** 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. Click on the **arrow** to the left of **Statement Owner** to expand the list.



**Diaz-Jaquez, Raquel**

- ▶ Statement Owner
- ▼ Effort Statements ★
  - ▶ Needing certification
  - ▼ In progress ★
    - Base 4/22/2019  Effort Statement Building
  - ▶ Historical ★

Click the "arrow"

The **Statement Owner** list displays demographic information about you – your title, the Primary Effort Coordinator, your home department and email address, which is a hyperlink to send an email. The Effort Coordinator’s name is also a hyperlink allowing you to send an email to the Effort Coordinator when the name is selected.



**Diaz-Jaquez, Raquel**

Title: **Senior Director**      Effort Coordinator: **Jonathan Lopez**  
 Department: **20324 - Finance Syst...**      Email: **[raquel.diaz-jaquez@ttuhsc.edu](mailto:raquel.diaz-jaquez@ttuhsc.edu)**

- ▼ Effort Statements ★
  - ▶ Needing certification
  - ▼ In progress ★
    - Base 4/22/2019  Effort Statement Building
  - ▶ Historical ★

Statement Owner List

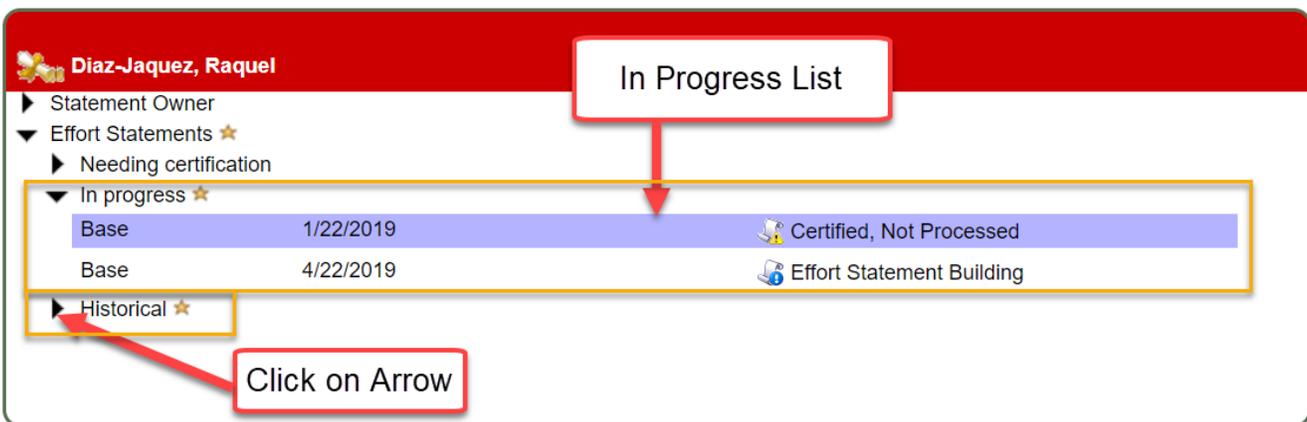
The next list, titled **Effort Statements**, contains information about all of your statements. A gold star will appear next to the **Effort Statements** label if there are any statements for you. The statements in the **Effort Statements** list are grouped into three additional lists. The first list 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. Click on the **arrow** to the left of **In Progress** to expand the list.



**Diaz-Jaquez, Raquel** Click the "arrow"

- Statement Owner
  - Title: **Senior Director** Effort Coordinator: Jonathan Lopez
  - Department: **20324 - Finance Syst...** Email: [raquel.diaz-jaquez@ttuhsc.edu](mailto:raquel.diaz-jaquez@ttuhsc.edu)
- Effort Statements ★
  - ▶ Needing certification
  - ▶ **In progress** ★
  - ▶ Historical ★

The **In Progress** list 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. Click on the **arrow** to the left of **Historical** to expand the list.



**Diaz-Jaquez, Raquel** In Progress List

- ▶ Statement Owner
- ▼ Effort Statements ★
  - ▶ Needing certification
  - ▼ **In progress** ★
 

Base	1/22/2019	Certified, Not Processed
Base	4/22/2019	Effort Statement Building
  - ▶ **Historical** ★

Click on Arrow

The **Historical** list contains statements from any previous period. A star appears next to the label and the statements are listed below the label. Scroll down to see the list. The statements are listed in ascending order, meaning the oldest statement is first and the most recent statement is last. You can view any historical statement by clicking on the statement status link.

**Diaz-Jaquez, Raquel**

- Statement Owner
- Effort Statements ★
  - Needing certification
  - In progress ★
    - Base 1/22/2019 Certified, Not Processed
    - Base 4/22/2019 Effort Statement Building
  - Historical ★
    - Base 8/31/2018 Certified, Processed
    - Base 5/31/2018 Certified, Processed

The third pane displays your effort statement. The **Effort Statement Header** displays your 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 you to perform certain actions:

- The **Run Reports** icon allows you to run selected reports to which you 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 you can't certify in \$ Value mode.
- The **Effort Calc** link is a tool that calculates a percentage of effort based on an input of average hours worked.

**Diaz-Jaquez, Raquel**      Base Effort Period: 03/01/2018 to 05/31/2018      Due Date: 7/22/2018      Status: Not Certified, Not Processed

WARNING - You cannot certify statements. You do not have the right to certify Statements.

On Hold:  \$ Value    Effort Calc

	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
Vaccine Created by Host Cell Restricted Attenuation		0.00%	10.00%	10%	
Polio Flu Vaccine Yr 1-2		0.00%	10.00%	10%	
Interference RNA Against Anthrax Yr 1-2		0.00%	10.00%	10%	
213254-533317-20		0.00%	10.00%	10%	
<b>Sponsored Total:</b>	<b>20.00%</b>	<b>0.00%</b>	<b>20.00%</b>	<b>20%</b>	
<b>Non Sponsored</b>					
103178-263011-10 GSBS Salaries	5.00%	0.00%	5.00%	5%	
103202-533317-20 Department of Biomedical Sciences	75.00%	0.00%	75.00%	75%	
<b>Non Sponsored Total:</b>	<b>80.00%</b>	<b>0.00%</b>	<b>80.00%</b>	<b>80%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

Get Help      Close    Certify    Save

The body of the effort statement contains the data that is critical to your certification. The **Grant/FOP** column displays a list of all the Grants/FOPS that you were paid from. The **Payroll** column shows the percentage that you were paid from a FOP for the period. The **Cost Share** column shows the total cost share recorded for you for that FOP for the period. The **Computed Effort** column shows the sum of the **Payroll** and **Cost Share** columns. This is your total effort for the period. Before you certify, it is critical that you review all of the FOPs on your statement and confirm that your effort is correctly documented. The **Certified Effort** column is where you can make adjustments to your effort. It is prepopulated with a best guess based on your payroll distribution, but you should certify based on how you actually spent your time. To change a percentage, click in the **Certified Effort** box and type the percentage of effort you spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the **Notes** section. To leave a note, click on the **Create New Note** icon. Enter your note in the **Create New Note** text box and click on **Save Note**.

Diaz-Jaquez, Raquel      Base Effort Period: 03/01/2018 to 05/31/2018      Due Date: 7/22/2018      Status: Not Certified, Not Processed

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E213025 New Therapeutic Influenza Vaccine Created by Host Cell Restricted Attenuation Vaccine Yr 1-2	10.00%	0.00%	10.00%	10%	<input type="checkbox"/>
Award Total:	10.00%	0.00%	10.00%	10%	
103202-533317-20 Science RNA Against Anthrax Yr 1-2	10.00%	0.00%	10.00%	10%	<input type="checkbox"/>
Award Total:	10.00%	0.00%	10.00%	10%	
<b>Sponsored Total:</b>	<b>20.00%</b>	<b>0.00%</b>	<b>20.00%</b>	<b>20%</b>	
<b>Non Sponsored</b>					
103178-263011-10 GSBS Salaries	5.00%	0.00%	5.00%	5%	<input type="checkbox"/>
103202-533317-20 Department of Biomedical Sciences	75.00%	0.00%	75.00%	75%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>80.00%</b>	<b>0.00%</b>	<b>80.00%</b>	<b>80%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

Get Help      Close      Certify      Save

- Notes  Click "Create New Note"
- Attachments 
- Transactions ★
- Activity Log ★
- Email Log ★
- Certifiers & Approvers ★

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 the **Certify** **Checkbox** for each line or select the **All** link. 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.

Diaz-Jaquez, Raquel Base Effort Period: 03/01/2018 to 05/31/2018 Due Date: 7/22/2018 Status: Not Certified, Not Processed

**WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.**

On Hold:  \$ Value Effort Calc

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E213025 New Therapeutic Influenza Vaccine Created by Host Cell Restricted Attenuation 213025-533317-20 New Therapeutic Flu Vaccine Yr 1 2			0%	10%	<input checked="" type="checkbox"/>
Award Total:			10.00%	10%	
E213254 Targeted Delivery of Small Interference RNA Against Anthrax Yr 1-2 213254-533317-20 Interfer RNA Against Anthrax Yr 1-2			0%	10%	<input checked="" type="checkbox"/>
Award Total:	10.00%	0.00%	10.00%	10%	
<b>Sponsored Total:</b>	<b>20.00%</b>	<b>0.00%</b>	<b>20.00%</b>	<b>20%</b>	
<b>Non Sponsored</b>					
103178-263011-10 GSBS Salaries	5.00%	0.00%	5.00%	5%	<input checked="" type="checkbox"/>
103202-533317-20 Department of Biomedical Sciences	75.00%	0.00%	75.00%	75%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>80.00%</b>	<b>0.00%</b>	<b>80.00%</b>	<b>80%</b>	
<b>Grand Total:</b>	<b>100.00%</b>			<b>100%</b>	

Get Help Close **Certify** Save

- Notes
- Attachments
- Transactions ★
- Activity Log ★
- Email Log ★
- Certifiers & Approvers ★

Review the Legal Attestation text and consider the effort that you are certifying. If you agree with the statement, click the **I Agree** button.

Attestation

**Certification Attestation Effort 03/01/2018 - 05/31/2018**

Frequency: Quarterly

Covered Individual: Raquel Diaz-Jaquez Location: El Paso  
 Title: Department: Effort Coordinator: Jonathan I. Lopez  
 Email: Status: Not Certified, Not Processed Period of Performance: 03/01/2018 - 05/31/2018

I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and experience to certify the effort with suitable means of verification that the work was performed.

**I Agree** Cancel

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



The screenshot shows a user interface for Raquel Diaz-Jaquez. On the left, a navigation menu includes 'Statement Owner', 'Effort Statements' (with a star), 'Needing certification', and 'In progress' (with a star and highlighted by a yellow box). The main area displays a table of effort statements:

Base	1/22/2019	 Certified, Not Processed
Base	4/22/2019	 Effort Statement Building

A red box labeled 'In Progress List Updates' has an arrow pointing to the 'Certified, Not Processed' status in the table.

Click on "Sign Out"



The screenshot shows the top right corner of the system interface. It includes the text 'Welcome, Raquel Diaz-Jaquez', a search bar with the placeholder 'Enter Search Criteria', and a 'Sign Out' button highlighted with a yellow box. A red arrow points from the 'Click on "Sign Out"' text to the 'Sign Out' button.

You are logged out of the system. You can close the browser. Thank you for certifying your effort statement!

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