



# Central Administrator Training

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The Central Administrator should be familiar with the following functionality in the **ecrt** system:

- Basic Certification Process
- Responsibilities of an Effort Coordinator
- Data Load Management and Review Process
- Manage Users
- Reporting Functionality and how it is best used to monitor the certification process
- All Roles and Rights and Global Settings
- Escalation Process to handle user issues

## Basic Certification Process:

Training documentation to review the basic certification process for a Faculty/Certifier and a PI are available from these links:

[Certify My Statement](#) – How to certify for a Faculty/Certifier.

[Certify My Statements – PI's Perspective](#) – How to certify for the PI and their related individuals.

## Responsibilities of an Effort Coordinator:

A training document to review the responsibilities of an Effort Coordinator is available by clicking on this link:

[Effort Coordinator Training](#) – Comprehensive training for the department Effort Coordinator.

## Data Load Management and Review Process:

### Navigation

The **ecrt** system can be accessed by clicking on the “**Effort Certification and Reporting Technology (ecrt)**” link available under the HSC El Paso Finance tab of the WebRaider portal.

<p><b>El Paso Business Affairs Announcements</b></p> <p><b>Business Affairs</b></p> <ul style="list-style-type: none"> <li>2018 Year End Deadlines and Processes</li> <li>Dec 5 - Business Affairs Q1 Presentation</li> </ul> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Jan_10 - Close of accounting period</li> </ul> <p><b>EOPS and ePAFs</b></p> <ul style="list-style-type: none"> <li>Dec_2 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM23)</li> <li>Dec_4 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM23)</li> <li>Dec_12 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM24)</li> <li>Dec_16 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM24)</li> <li>Dec_18 - Employee One-Time Payment System (EOP) approvals due for monthly employees (MN01)</li> <li>Dec_18 - Electronic Personnel Action Form (ePAF) approvals due for monthly employees</li> </ul>	<p><b>Accounting</b></p> <p>Accounting Home          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Account Code Dictionary</li> <li>Financial Transaction System (FITS)             <ul style="list-style-type: none"> <li>FITS Training</li> </ul> </li> <li>Financial Manager Change Request</li> <li>Finance Fund Maintenance             <ul style="list-style-type: none"> <li>Finance Fund Maintenance Training</li> <li>New Fund Request - Historical Inquiry Only</li> </ul> </li> </ul> <p>Policies and Procedures          Reference Material          Reports</p> <hr/> <p>Contracts and Grants Accounting Home          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Effort Certification and Reporting Technology (eCrT)</li> </ul> <p>Policies and Procedures          Reference Materials</p>	<p><b>Budget</b></p> <p>Budget Home          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Budget Revision System</li> <li>Budget Prep System</li> <li>Fringe Projector</li> <li>Finance User Group</li> <li>Labor Redistribution</li> <li>Organization Code Request</li> </ul> <p>Reference Materials          Reports</p> <hr/> <p><b>Finance (FSM)</b></p> <p>FSM Home          Announcements          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Property Inventory</li> </ul> <p>Policies and Procedures</p>	<p><b>Procurement Services</b></p> <p>Purchasing Home          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Account Code Dictionary</li> <li>TechBuy System             <ul style="list-style-type: none"> <li>TechBuy System Information</li> </ul> </li> <li>PO/Encumbrance Change Request             <ul style="list-style-type: none"> <li>PO/Encumbrance Change Request System Manual</li> </ul> </li> </ul> <p>Policies and Procedures          Reference Materials</p> <ul style="list-style-type: none"> <li>Contract Management Handbook</li> <li>TechBuy Job Aids</li> </ul> <hr/> <p>Payment Services Home          Contacts          Forms          Helpful Links</p> <ul style="list-style-type: none"> <li>Citi Website - PCard</li> <li>Professional Societies List</li> <li>Swift Prepaid</li> <li>TechBuy System - DirectPay</li> </ul>
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Click on "Effort Certification and Reporting Technology (eCrT)"

The Welcome page is displayed. 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.

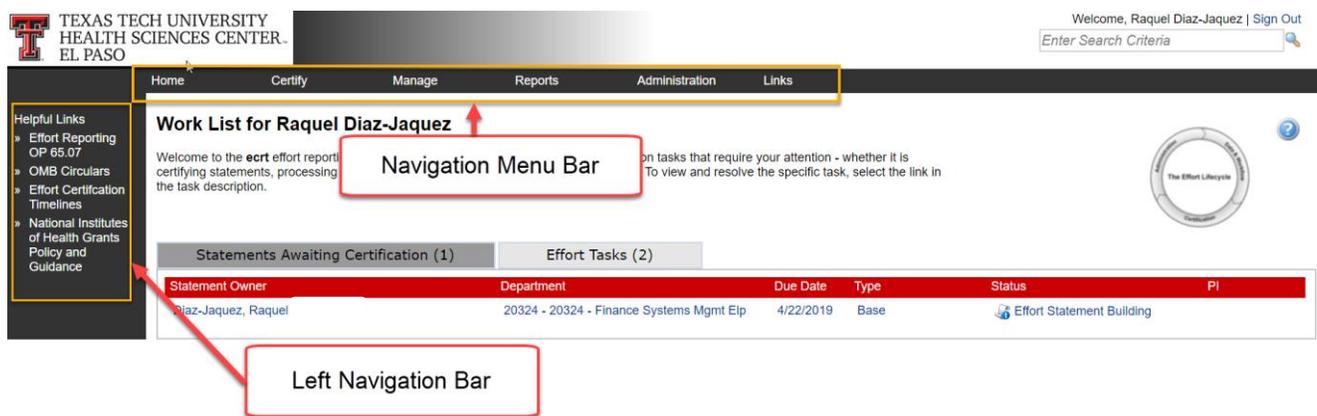
The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort 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!

**Continue**

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.



Navigation Menu Bar

Left Navigation Bar

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

## Work List

The Work List page lists tasks for your review. There are a maximum of two tabs that may be displayed on the Work List page for the Central Administrator:

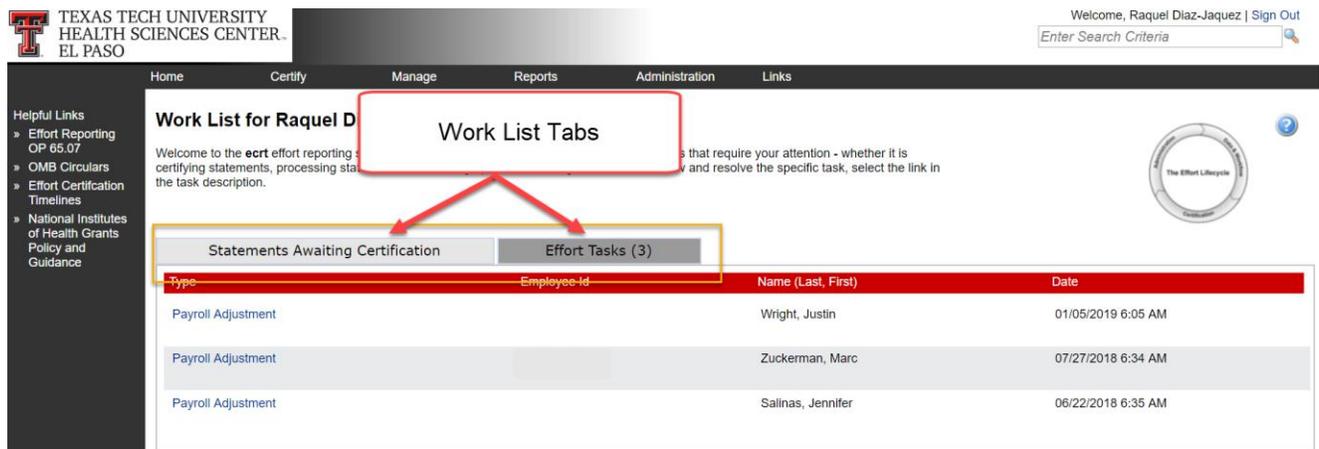
- Statements Awaiting Certification
- Effort Tasks

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. This tab shows your own statement. 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 your statement, 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 the statement will also direct you to your effort statement. Selecting the **Department** will take you to your Department Dashboard.

The second tab, **Effort Tasks**, contains Payroll Adjustment Reconciliation tasks for your review. These tasks will be resolved by the appropriate Primary Effort Coordinator. This tab will appear only if you have tasks and the **Work List** page will default open to the **Effort Tasks** tab. To review a task, click on the task and be taken to the appropriate page.



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

Home Certify Manage Reports Administration Links

**Work List for Raquel D**

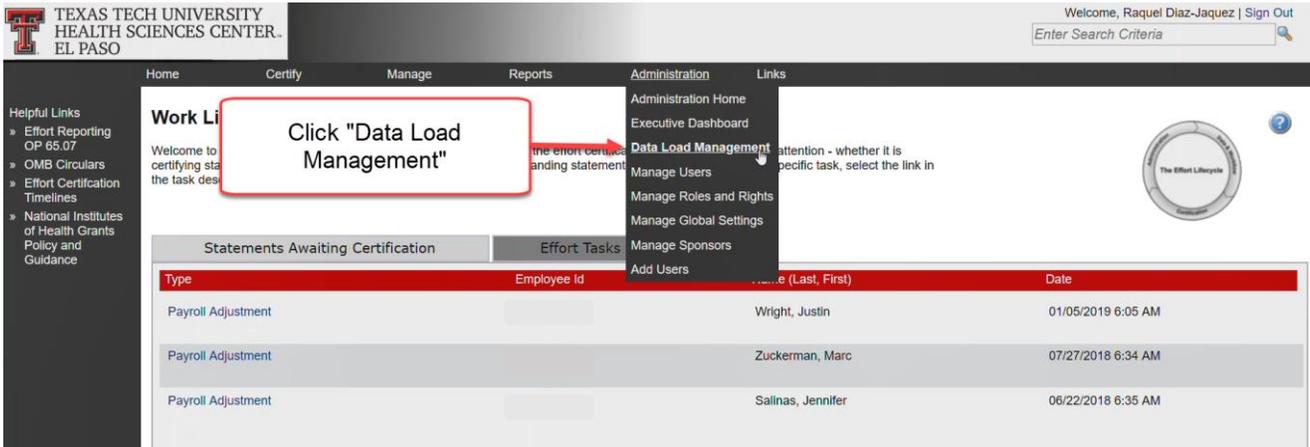
Welcome to the **ecrt** effort reporting system. This system is used for certifying statements, processing statements, and resolving tasks. If you have tasks that require your attention - whether it is to certify a statement, process a statement, or resolve a task, select the link in the task description.

Statements Awaiting Certification | **Effort Tasks (3)**

Type	Employee-Id	Name (Last, First)	Date
Payroll Adjustment		Wright, Justin	01/05/2019 6:05 AM
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

### Daily System Assurance Process

Transactions from Banner Finance download daily to **ecrt**. The data transfer occurs at 6:00 a.m. for HSC-EP data and a file load confirmation email is sent to [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu) with the Subject: "ecrt Import Was Successful". The **ecrt** system must be reviewed daily to ensure the transactions have posted properly to **ecrt** and that the data has not created a conflict within the system. The data load statistics can be viewed on the **Integration Statistics** tab located on the **Data Load Management** page. To access this page, mouse over the **Administration** label located on the navigation menu bar and click on the "**Data Load Management**" link.



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Home Certify Manage Reports Administration Links

Administration Home  
 Executive Dashboard  
**Data Load Management**  
 Manage Users  
 Manage Roles and Rights  
 Manage Global Settings  
 Manage Sponsors  
 Add Users

Click "Data Load Management"

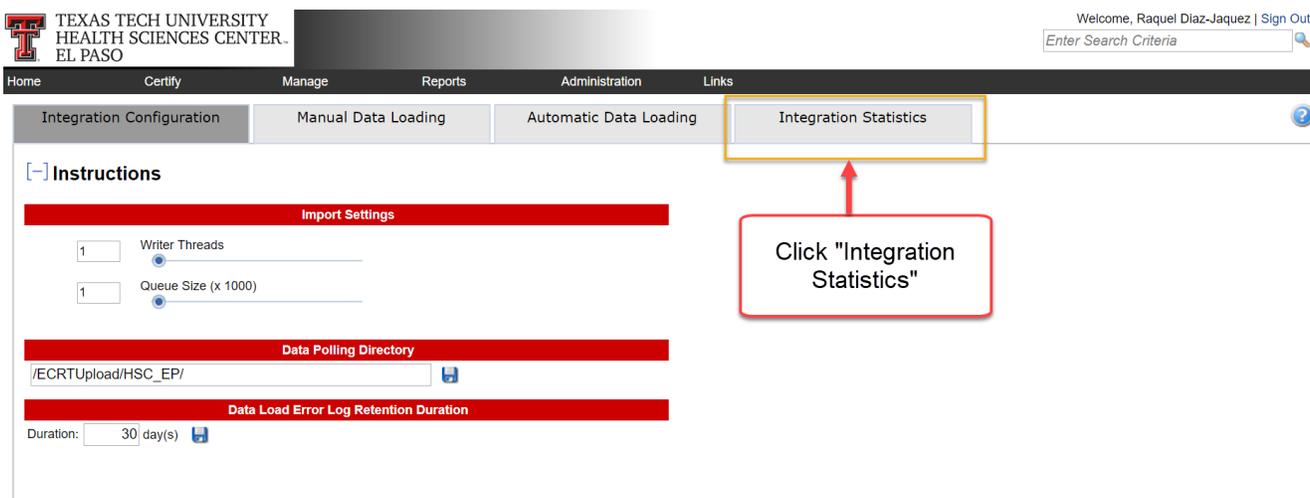
Statements Awaiting Certification Effort Tasks

Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Wright, Justin	01/05/2019 6:05 AM
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

The **Data Load Management** page contains four tabs that display all the information related to the data load process:

1. **Integration Configuration** – this tab contains three settings – Import Settings, Data Polling Directory, and Data Load Error Log Retention Duration.
2. **Manual Data Loading** – this tab allows you to upload files manually and refresh the Cache.
3. **Automatic Data Loading** – this tab controls the data loading process. The settings for a daily process were configured during implementation and should not be changed.
4. **Integration Statistics** – from this tab you can review the data load statistics.

To access the data load statistics, click on the **“Integration Statistics”** tab.



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 Enter Search Criteria

Home Certify Manage Reports Administration Links

Integration Configuration Manual Data Loading Automatic Data Loading **Integration Statistics**

[-] Instructions

**Import Settings**

Writer Threads  
 Queue Size (x 1000)

**Data Polling Directory**

**Data Load Error Log Retention Duration**

Duration:  day(s)

Click "Integration Statistics"

The **Integration Statistics** tab contains several pieces of information about the data load process, including the successes and failures of the data elements that were loaded in each file for each Data Integration Category. The number of successful relationships added (top green number) and the number of relationships that failed (bottom red number) are displayed in the **Load Statistics** column. Additionally, the sum (net \$ amount) of successfully loaded payroll transactions and the sum (net \$ amount) of failed payroll transactions are displayed for the **Payroll** file in the **Date/Time** column. A subsequent report of this information is sent to EPRINT and a link to this report is emailed to [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu). The EPRINT report is generated for historical reference of issues and occurrences as **ecrt** has a limited date range that it stores this information. If **ecrt** is checked for errors on a daily basis, there is no need to review the EPRINT reports for daily maintenance.

During a data load, the **Recalculate** button allows you to refresh the **Rate** column, which shows the speed at which data is loading and the success/failure statistics. These measures will update automatically every 30 seconds without selecting the **Recalculate** button making the use of this button unnecessary.

The **Action** column displays a **magnifying glass** that allows you to review the detailed results on the **Data Integration Monitor** page for each relationship that was loaded or failed to load. Click on the “**magnifying glass**” to review the detailed results.


Welcome, Raquel Diaz-Jaquez | [Sign Out](#)  
Enter Search Criteria

[Home](#)   [Certify](#)   [Manage](#)   [Reports](#)   [Administration](#)   [Links](#)

[Integration Configuration](#)   [Manual Data Loading](#)   [Automatic Data Loading](#)   **Integration Statistics**

[-] Instructions

Data Integration Category	Date / Time	Load Statistics	Action
Department	12/28/2018 5:00 AM	302 0	
Sponsor	1/5/2019 5:00 AM	2 0	n/a
Projects	1/7/2019 5:00 AM	667 0	n/a
Certifiers	1/7/2019	8497 0	n/a
Payroll	1/7/2019 Total Payroll: \$ 0.00,	4838 62	n/a
Cost Share	No file available for load	0 0	n/a
Commitment	No file available for load	0 0	n/a
Email	1/7/2019 7:01 AM	178 0	n/a
Role Association	No file available for load	0 0	n/a
Time Entry	No file available for load	0 0	n/a

[Recalculate](#)

The **Data Integration Monitor** page allows you to review the successes and errors for each file in the file selection box. The page defaults to the relationship Errors for the Data Integration Category you selected (magnifying glass icon) from the Integration Statistics tab. To review the details on the **Data Integration Monitor** page, click on the “**magnifying**

**glass**” next to either **Success** or **Errors** for the appropriate list in the file selection box. Below the file selection box, the number of items to be displayed will appear in the count summary line. If there are no items, the count summary line will display **Nothing Found to Display**. The list of relationships that was established, or failed, will appear below the count summary line. The list of relationships displays the date and time the relationship was loaded or failed, and a brief message describing the relationship. The messages provide you with the ability to examine the status of the load and determine if corrective action is needed.

The screenshot shows the 'eCRT Data Integration Management' page. At the top, there is a navigation bar with 'Home', 'Reports', 'Administration', and 'Links'. A search bar is on the right with the text 'Welcome, Raquel Diaz-Jaquez | Sign Out' and 'Enter Search Criteria'. Below the navigation bar, there are several integration logs, each with 'Success' and 'Errors' links and a magnifying glass icon. A callout box labeled 'Click "Magnifying glass"' points to the magnifying glass icon on the 'Department Integration Log'. Another callout box labeled 'File selection box' points to the 'Success' and 'Errors' links for the 'Department Integration Log'. Below the logs, a callout box labeled 'Count summary line' points to the text '62 items found, displaying all items'. A final callout box labeled 'List of relationships' points to a table with columns 'Date' and 'Message'.

Date	Message
2019-01-07 12:00:03.813	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-07 12:00:03.804	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-06 12:00:02.789	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-06 12:00:02.76	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-05 12:00:02.483	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-05 12:00:02.473	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-04 12:00:03.47	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-04 12:00:03.46	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-03 12:00:03.33	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-03 12:00:03.318	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-02 12:00:02.479	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-02 12:00:02.469	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-01 12:00:03.306	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2019-01-01 12:00:03.296	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database
2018-12-31 12:00:03.501	The Payroll failed to load because Certifier dummyload does not exist in the ECRT database

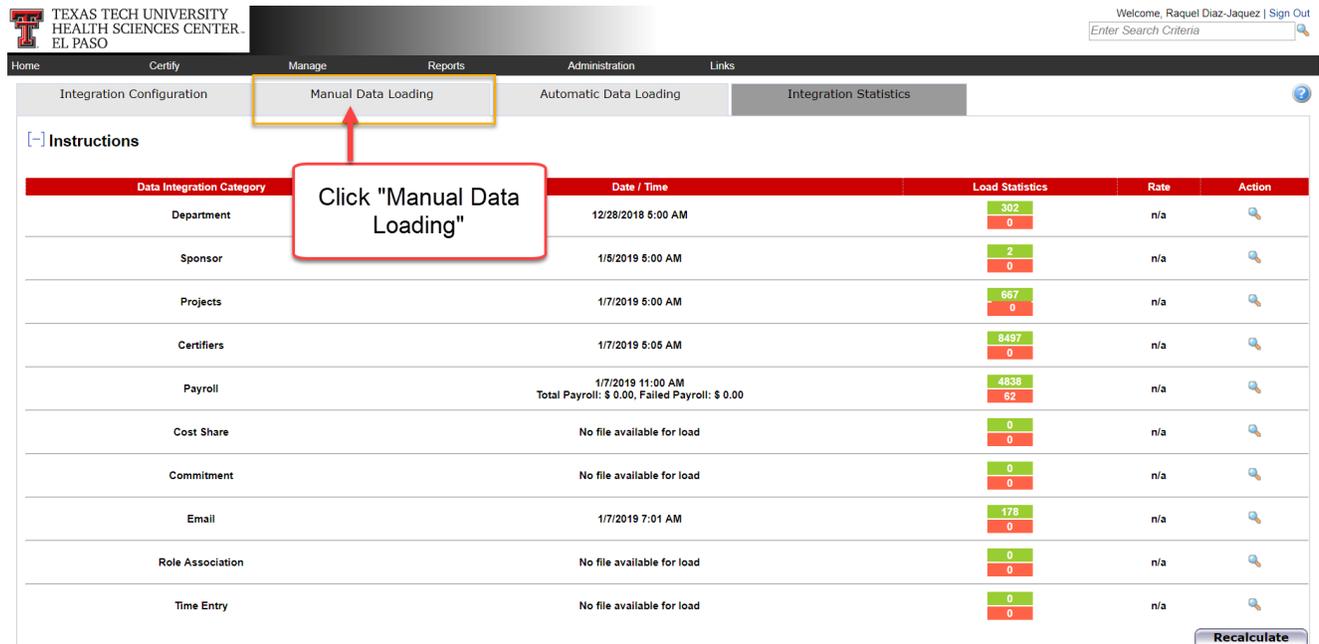
When an error has occurred, steps must be taken to identify, report, and correctly load the data to the **ecrt** system. The most common errors are Payroll Errors and Certifier Errors. These errors most often occur when payroll for a TTU Cross-Institution Employee is loaded and the individual does not exist in the HSC-EP **ecrt** system or the individual is being added to a department that does not exist in the system. Review in Banner Admin (see the [Banner Queries](#) training document) and open a JIRA to have the individual or proper data loaded. The payroll will need to be reloaded for Payroll Errors. This will be reviewed in the **Manual Data Loading** section of this document. Errors are to be reported on a JIRA in the Texas Tech Information Systems for resolution. The JIRA should be reported through the following Classifications: HR-Support > Effort Reporting. Follow the guidelines to report a JIRA. Copy the Date and the Message for each error and each category and paste the information in the Description section of your JIRA. Complete and submit.

**Note:** HSC-EP has a recurring Payroll Error every day and no action is necessary. The error is a system generated error to help with the auto-processing function of **ecrt**. This is specific to HSC EP and is needed due to three institutions (TTU, HSC, and HSC EP) sharing the same **ecrt** server.

The Date and Message of this error will appear in duplicates and will state the following in the Message for the error: **The Payroll failed to load because Certifier dummyload does not exist in the ecrt database.**

The **Manual Data Loading** tab allows you to upload files manually. This step is necessary to reload payroll files that did not load properly or when the auto-processing function of **ecrt** fails to load the payroll files because of network issues. The payroll file will need to be manually loaded and the cache refreshed so that the auto processing will trigger. The Manual Data Loading tab is the second tab on the Data Load Management page.

Click on the **“Manual Data Loading”** tab to initiate the data load processes.



Home Certify Manage Reports Administration Links

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

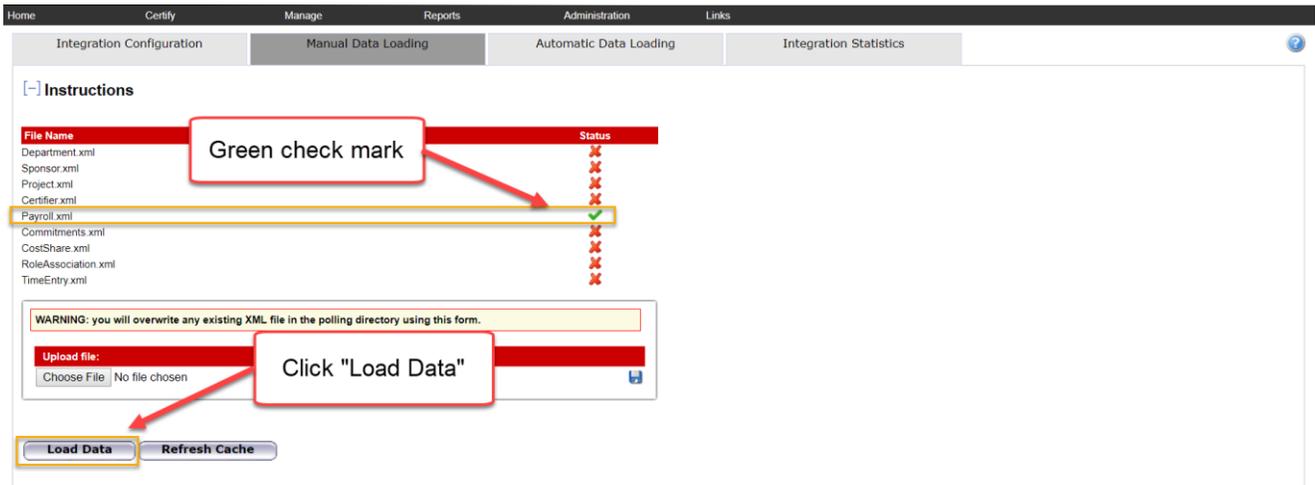
Integration Configuration **Manual Data Loading** Automatic Data Loading Integration Statistics

[-] Instructions

Data Integration Category	Date / Time	Load Statistics	Rate	Action
Department	12/28/2018 5:00 AM	302 0	n/a	
Sponsor	1/5/2019 5:00 AM	2 0	n/a	
Projects	1/7/2019 5:00 AM	667 0	n/a	
Certifiers	1/7/2019 5:05 AM	8497 0	n/a	
Payroll	1/7/2019 11:00 AM Total Payroll: \$ 0.00, Failed Payroll: \$ 0.00	4838 62	n/a	
Cost Share	No file available for load	0 0	n/a	
Commitment	No file available for load	0 0	n/a	
Email	1/7/2019 7:01 AM	178 0	n/a	
Role Association	No file available for load	0 0	n/a	
Time Entry	No file available for load	0 0	n/a	

Recalculate

For data files to be loaded manually into the ecrt system, the files must first be loaded into the polling directory. This will be done by TTUS programmers. When the file is loaded in the polling directory, you will see a green check mark in the **Status** column of the **File Name**. Click on the **“Load Data”** button.



Home Certify Manage Reports Administration Links

Integration Configuration **Manual Data Loading** Automatic Data Loading Integration Statistics

[-] Instructions

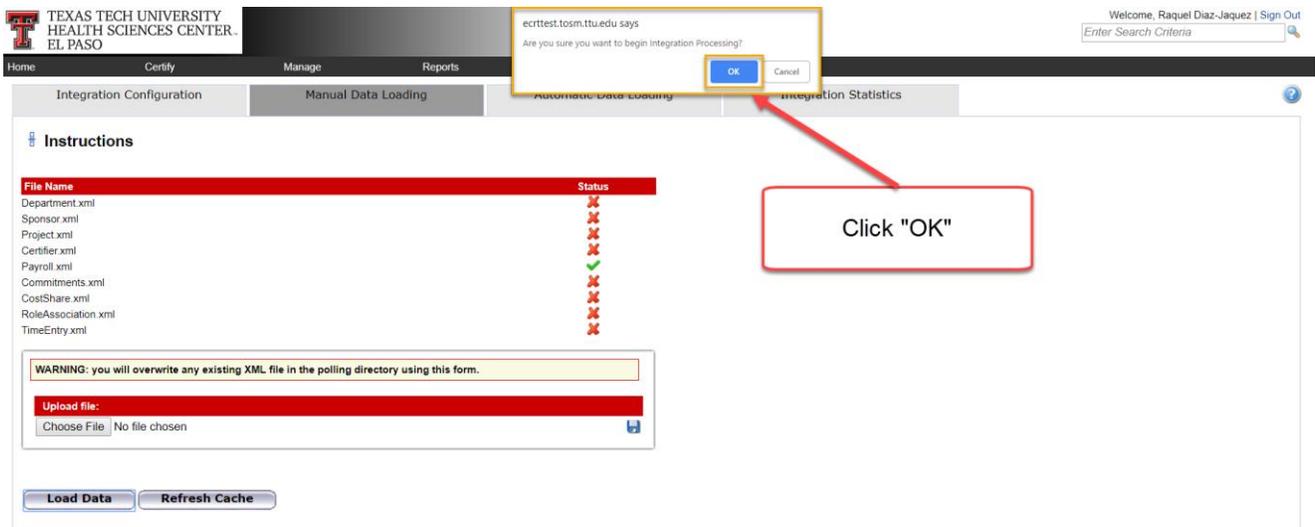
File Name	Status
Department.xml	✗
Sponsor.xml	✗
Project.xml	✗
Certifier.xml	✗
<b>Payroll.xml</b>	<b>✓</b>
Commitments.xml	✗
CostShare.xml	✗
RoleAssociation.xml	✗
TimeEntry.xml	✗

WARNING: you will overwrite any existing XML file in the polling directory using this form.

Upload file: Choose File | No file chosen

Load Data Refresh Cache

A pop-up message is displayed confirming your intention to begin a data load; click on “OK”.



Home Certify Manage Reports Administration Links

Integration Configuration Manual Data Loading **Automatic Data Loading** Integration Statistics

ecrtest.tosm.ttu.edu says  
Are you sure you want to begin integration Processing?

OK Cancel

[-] Instructions

File Name	Status
Department.xml	✗
Sponsor.xml	✗
Project.xml	✗
Certifier.xml	✗
Payroll.xml	✓
Commitments.xml	✗
CostShare.xml	✗
RoleAssociation.xml	✗
TimeEntry.xml	✗

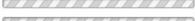
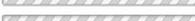
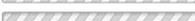
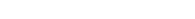
WARNING: you will overwrite any existing XML file in the polling directory using this form.

Upload file: Choose File | No file chosen

Load Data Refresh Cache

Once the data load process has been initiated, you will see status bars that allow you to monitor the progress of the data load.

[+] Instructions

File Name	Reader progress	Writer progress
Department.xml	 0%	 0%
Sponsor.xml	 0%	 0%
Project.xml	 0%	 0%
Certifier.xml	 0%	 0%
Payroll.xml	 0%	 0%
Commitments.xml	 0%	 0%
CostShare.xml	 0%	 0%
RoleAssociation.xml	 0%	 0%
TimeEntry.xml	 0%	 0%

 ... Data Integration Process Executing

Please be patient as the Data Load Engine has been started. An email regarding the status of the data load will arrive in your email box upon completion. Please refer to the status indicators above for current data load status.

**Cancel**

File upload functionality disabled while the data integration process is executing.

Once the process is complete, you will see all red **X**'s in the **Status** column. You should then click on the "**Refresh Cache**" button to populate the system with the data that was just loaded. The system will not be updated with the data that was just loaded without refreshing the cache.

Home Certify Manage Reports Administration Links

Integration Configuration Manual Data Loading Automatic Data Loading Integration Statistics

**Instructions**

WARNING: Cannot Load Data until at least one file is present in the polling directory

File Name	Status
Department.xml	✘
Sponsor.xml	✘
Project.xml	✘
Certifier.xml	✘
Payroll.xml	✘
Commitments.xml	✘
CostShare.xml	✘
RoleAssociation.xml	✘
TimeEntry.xml	✘

WARNING: you will overwrite any existing XML file in the polling directory using this form.

**Upload file:**  
Choose File No file chosen

**Refresh Cache**

Click "Refresh Cache"

A pop-up message is displayed confirming your intention to refresh the cache; click on "OK".

Home Certify Manage Reports Administration Links

Integration Configuration Manual Data Loading Automatic Data Loading Integration Statistics

ecrtest.tosm.ttu.edu says  
Please confirm refresh of the Cache.

OK Cancel

**Instructions**

File Name	Status
Department.xml	✘
Sponsor.xml	✘
Project.xml	✘
Certifier.xml	✘
Payroll.xml	✘
Commitments.xml	✘
CostShare.xml	✘
RoleAssociation.xml	✘
TimeEntry.xml	✘

WARNING: you will overwrite any existing XML file in the polling directory using this form.

**Upload file:**  
Choose File No file chosen

**Refresh Cache**

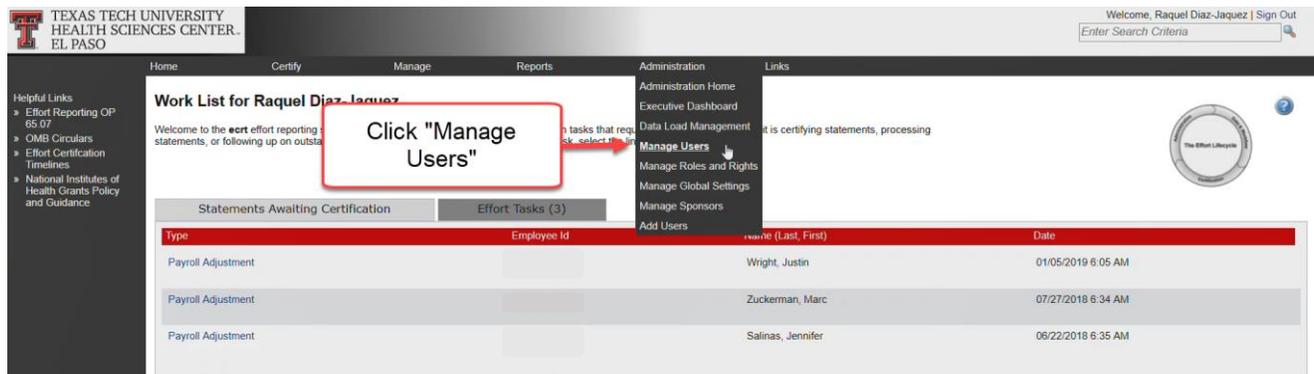
The integration engine has finished running. Please refresh the application cache by clicking on the "Refresh Cache" button.

Click "OK"

## Manage Users:

The Central Administrator has the ability to manage certain data about users in the **ecrt** system from the Manage Users page. The options include: editing the individuals system access settings, assigning individuals a role within the system, adding additional email addresses, assigning the individuals to a department(s), assigning additional department relationships for the Effort Coordinator, and assigning individuals with a Primary Effort Coordinator Override.

To access the Manage Users page, click on the **“Manage Users”** link from the **Administration** drop down list in the navigation menu bar.



The screenshot shows the system's navigation menu. The 'Administration' dropdown menu is open, and 'Manage Users' is highlighted with a red box and an arrow pointing to it. A text box above the arrow says 'Click "Manage Users"'. The main content area shows a 'Work List for Raquel Diaz-Jaquez' with a table of tasks.

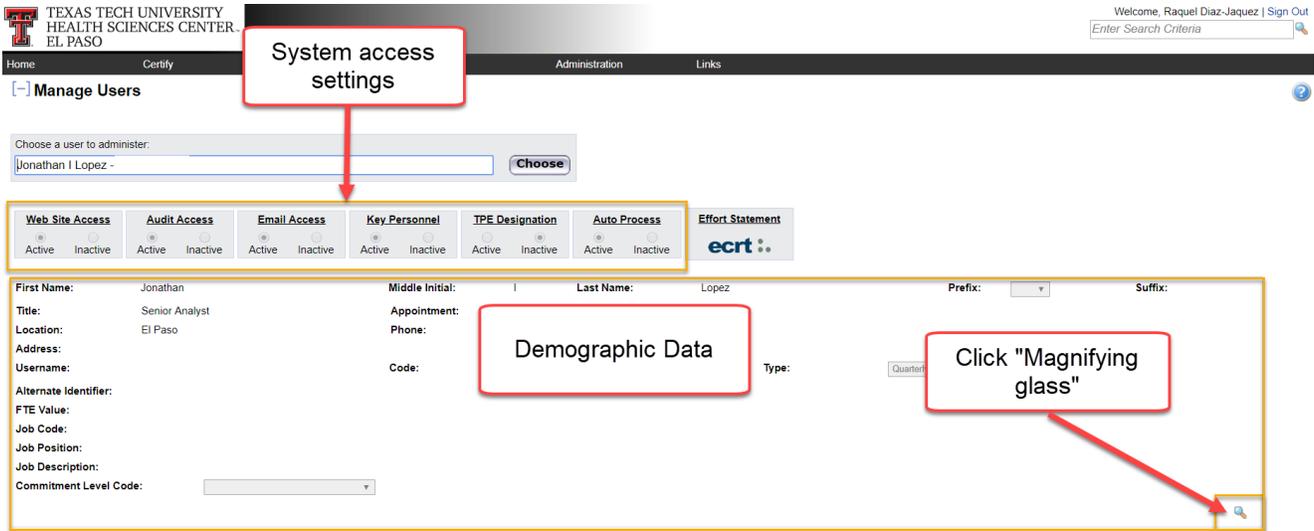
Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Wright, Justin	01/05/2019 6:05 AM
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

In the search field, 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”**.



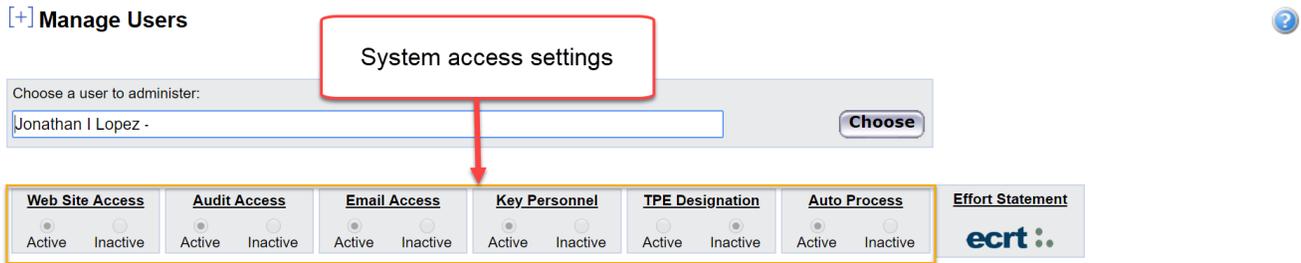
The screenshot shows the 'Manage Users' search interface. A search box contains the text 'Lopez Jonathan I'. Below the search box, a list of results is displayed. A red box highlights the 'Choose' button next to the first result. A text box above the arrow says 'Click on "Choose"'. The interface also shows a navigation bar with 'Home', 'Certify', 'Manage', 'Reports', 'Administration', and 'Links'.

**User Data** - The individual's **system access settings** and **demographic information** can be seen in the top section. If any of the demographic data is not correct, a change needs to be made in Banner and it will download into ecr. You can edit the system access settings by clicking on the **"magnifying glass"** icon in the lower right corner of the demographic information box.



The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with 'Home', 'Certify', 'Administration', and 'Links'. Below this, the 'Manage Users' section is active. A search bar contains 'Jonathan I Lopez' and a 'Choose' button. Below the search bar, there are several tabs for system access settings: 'Web Site Access', 'Audit Access', 'Email Access', 'Key Personnel', 'TPE Designation', 'Auto Process', and 'Effort Statement'. Each tab has radio buttons for 'Active' and 'Inactive'. The 'Web Site Access' tab is currently selected. Below the tabs, there is a form for demographic data with fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Location', 'Address', 'Username', 'Appointment', 'Phone', 'Code', 'Type', 'Prefix', and 'Suffix'. A red box highlights the 'System access settings' section, and another red box highlights the 'Demographic Data' section with a magnifying glass icon.

Selecting the magnifying glass icon opens these fields in the system access settings to be edited: **Web Site Access, Audit Access, Email Access, Key Personnel, TPE Designation, and Auto Process.**



The screenshot shows the 'Manage Users' interface. At the top, there is a navigation bar with 'Home', 'Certify', 'Administration', and 'Links'. Below this, the 'Manage Users' section is active. A search bar contains 'Jonathan I Lopez' and a 'Choose' button. Below the search bar, there are several tabs for system access settings: 'Web Site Access', 'Audit Access', 'Email Access', 'Key Personnel', 'TPE Designation', 'Auto Process', and 'Effort Statement'. Each tab has radio buttons for 'Active' and 'Inactive'. The 'Web Site Access' tab is currently selected. Below the tabs, there is a form for demographic data with fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Location', 'Address', 'Username', 'Appointment', 'Phone', 'Code', 'Type', 'Prefix', and 'Suffix'. A red box highlights the 'System access settings' section, and another red box highlights the 'Web Site Access' tab.

Clicking on the appropriate radio button, **"Active"** or **"Inactive"**, allows you to set the individual's system access settings.

**Web Site Access** – set as **Active** to allow the individual web site access.

**Audit Access** - configures whether the individual can access audit trail and transaction history data.

**Email Access** – when set as **Active** the individual will receive any messages sent by the system - Certification Start, Certification Reminders, or within the system - emails sent using the group mail envelope icons.

**Key Personnel** – when set as **Active** the individual will receive the Certification Start and the Certification Reminder emails specifically.

**TPE Designation** – set the individual as **Inactive**. If you designate the individual as someone that has TPE (Total Professional Effort), this will override the automatic processing of statements with non-sponsored effort only at the start of the certification period.

**Auto Process** – set as **Active** to allow statements with non-sponsored effort only to Auto Approve at the start of the certification period.

To save the information, click on the “**disc**” icon in the lower right corner of the section. To avoid saving the changes, click on the “**arrow**” icon, which will close the section to prevent any further changes from being made.

[+] Manage Users ?

Choose a user to administer:  
Jonathan I Lopez -

Click "Active" or "Inactive"

Web Site Access	Audit Access	Email Access	Key Personnel	TPE Designation	Auto Process	Effort Statement
Active Inactive	ecrt					

First Name: Jonathan Middle Initial: Last Name: Lopez Prefix: Suffix:

Title: Senior Analyst Appointment:

Location: El Paso Phone:

Address:

Username: Code: Type: Quarterly

Alternate Identifier:

FTE Value: 1.0

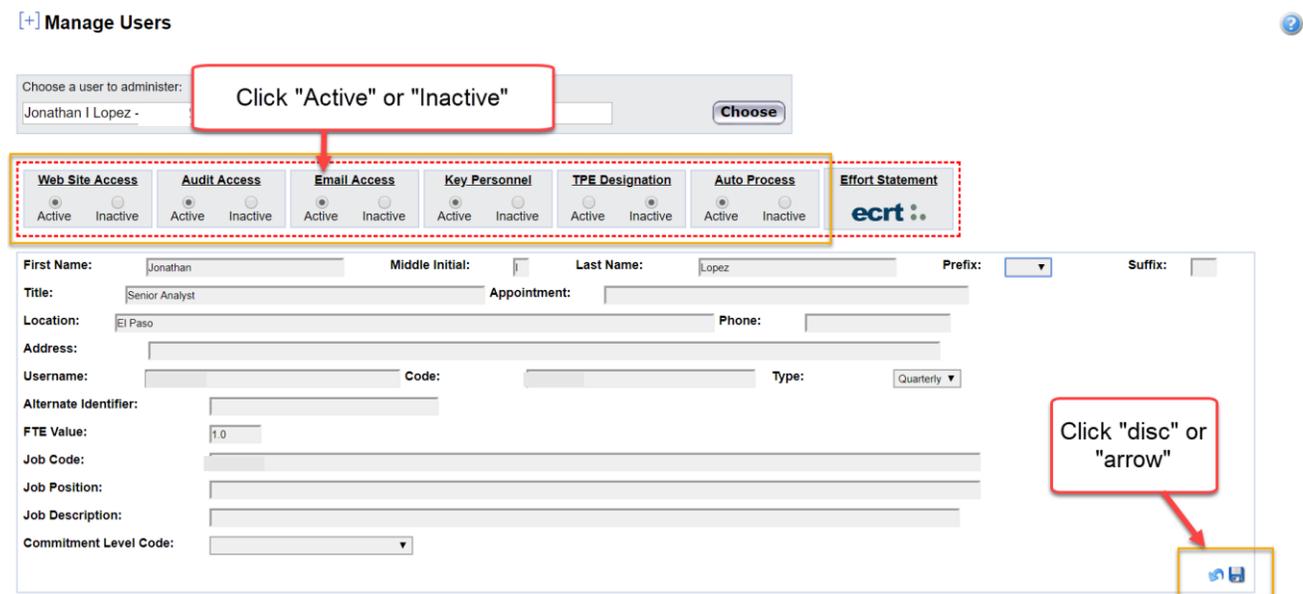
Job Code:

Job Position:

Job Description:

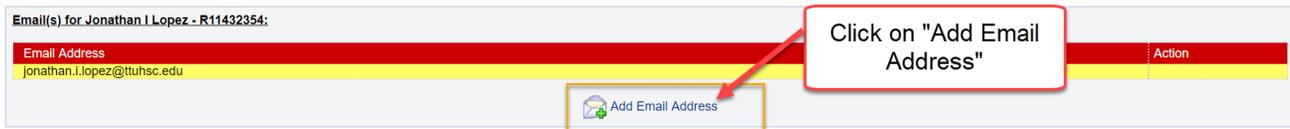
Commitment Level Code:

Click "disc" or "arrow"

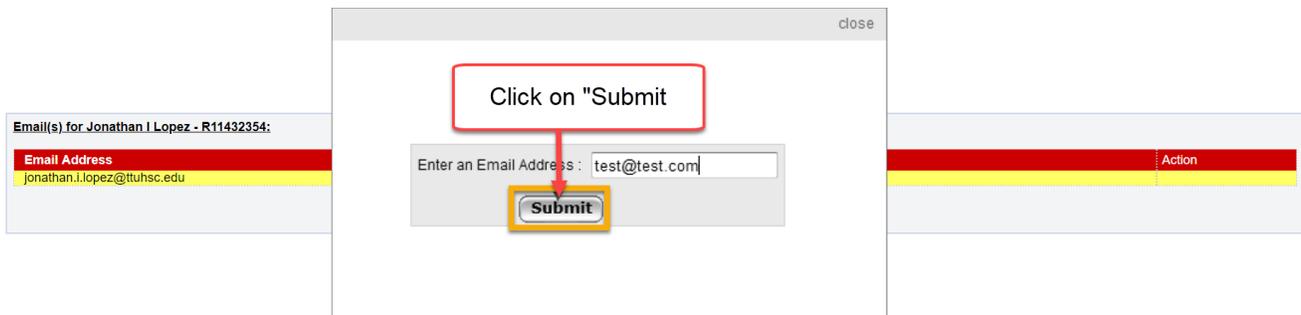


**User Email Addresses** - to receive notification messages from the system, each user must have an email address in the system. If there is only one address in the system, it is the primary email address and is highlighted in yellow in this list. This is the address to which the

system messages are sent. If you need to add additional email addresses for an individual, the email addresses can be added in the **Email(s)** section. Click on the **“Add Email Address”** link.



Enter the new address and then click on the **“Submit”** button. After submitting the email address, you will see a confirmation message and instructions about the next steps. If no further addresses need to be added, click on close to return to the Manage Users page.



**Note:** The **Add Email Address** feature is currently turned off in the Roles and Rights for the Central Administrator.

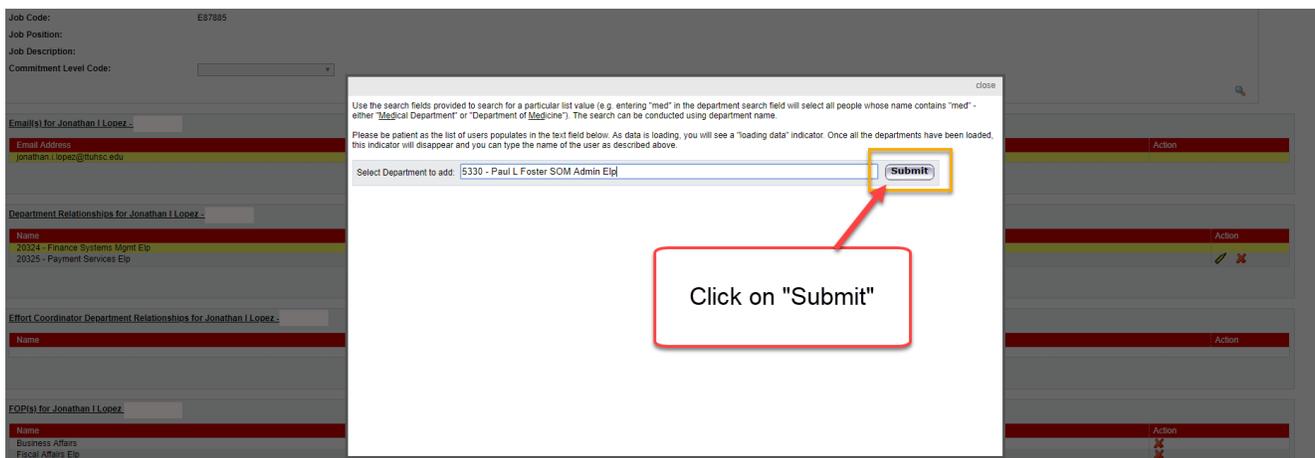
**Department Relationships** - this list shows all departments to which an individual is assigned. These relationships mean the employee will appear in the Covered Individuals list on the Department Dashboard page for each of the departments listed. The department that is highlighted in yellow is the primary or home department of the user and that department will be responsible for processing the user’s effort statements.

If the individual needs to be assigned to more departments you can add additional departments as necessary. This feature is most useful when an individual is assigned to a department with no Primary Effort Coordinator. A user cannot certify his effort statement if his department does not have a Primary Effort Coordinator assigned. This will be explained in more detail in the Reporting Functionality section of this document.

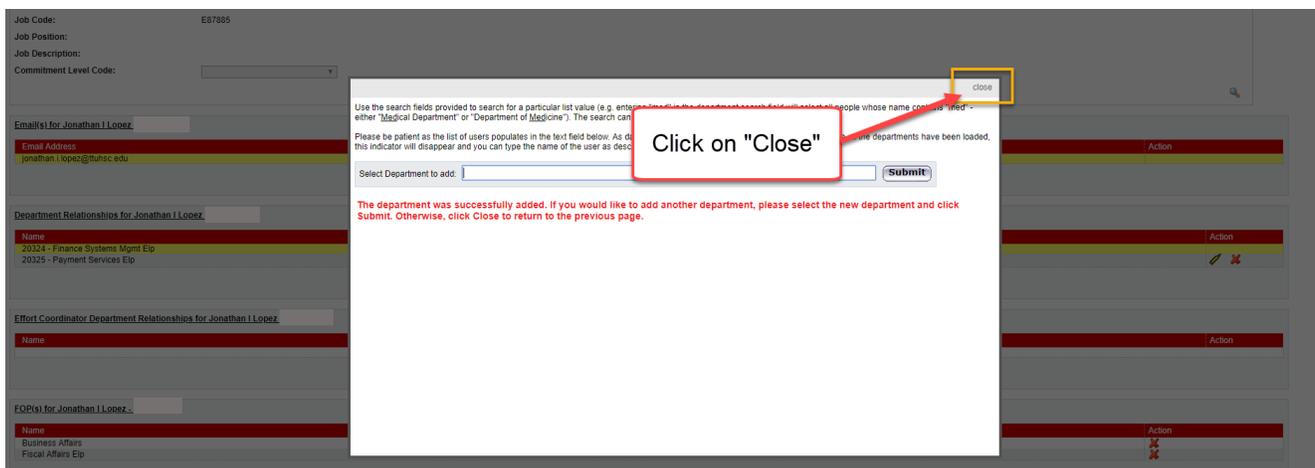
To add a department, click on **“Add Department”**.



A new pop-up box will appear. Enter the department information in the search field. Select the correct department from the drop down list and click on **“Submit”**.



A confirmation message is displayed and you are able to assign additional departments, if necessary. If no additional departments need to be added, you can click on the **“close”** link in the top right corner of the screen.



The Manage Users page will refresh and the added department will appear in the Department Relationships list. If there are multiple departments, you may need to assign a different home department for the individual. To do this, click on the **“yellow highlighter”** icon to make a department the home department. If the individual is no longer associated with a listed

department, you can remove the department by clicking the red “X” icon. This will remove the individual from that department’s Covered Individuals list on the Department Dashboard page, unless the person has a statement that is assigned to the department. In that case, the individual will continue to appear in the Non-Department section of the Covered Individuals list for that department.



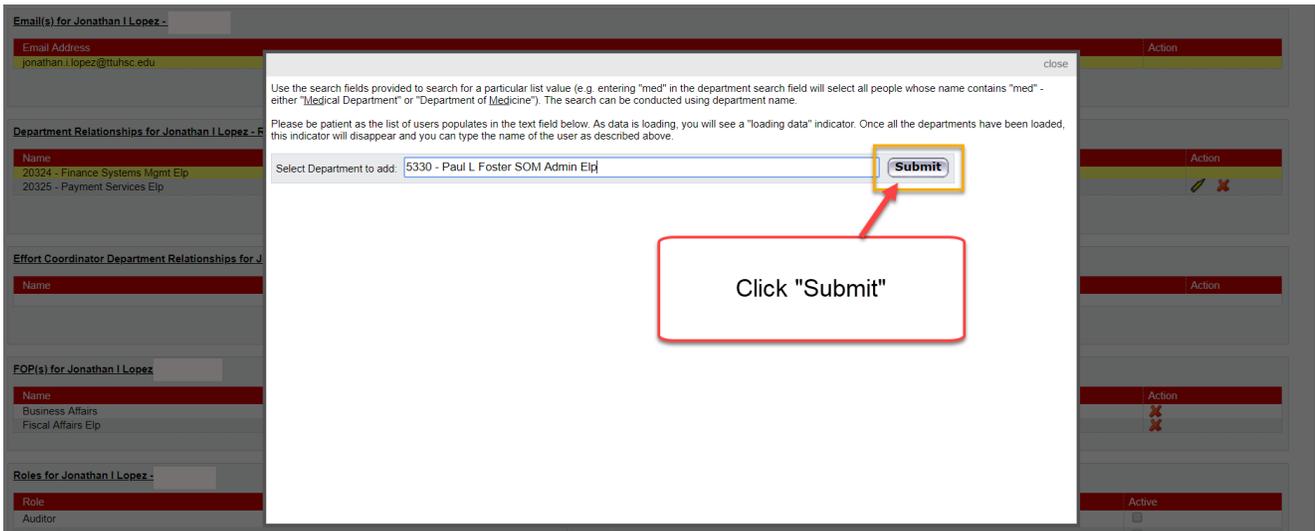
**Effort Coordinator Department Relationships** - this list shows all departments to which a user is assigned as an Effort Coordinator. These relationships mean the user can view the Department Dashboard page for each of the departments listed and, if marked as the primary effort coordinator for a department, generally will be responsible for processing the statements for the individuals assigned to the department.

If the individual needs to be assigned to more departments, you can add additional effort coordinator relationships to departments as necessary. This feature is most useful when you are setting up a Primary Effort Coordinator Override. This will be explained in more detail later in this section.

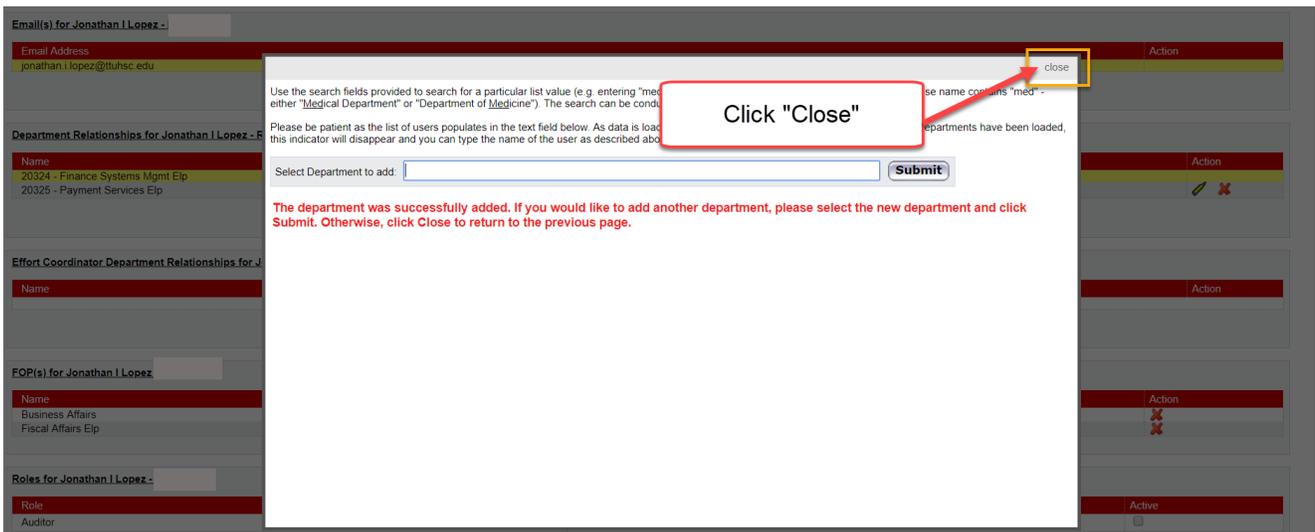
To assign additional departments, click on “**Add Department**”.



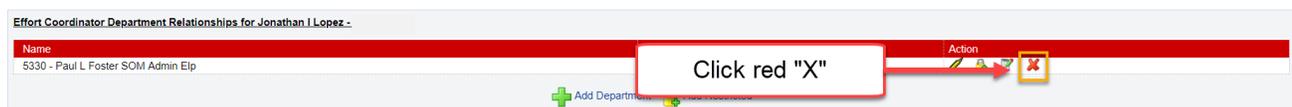
A new pop-up box appears. Enter the department information in the search field. Select the correct department from the drop down list and click on “**Submit**”.



A confirmation message is displayed and you are able to assign additional departments, if necessary. If no additional departments need to be added, you can click on the **“Close”** link in the top right corner of the screen.



The Manage Users page will refresh and the added department will appear in the Department Relationships list. To remove the assignment, click on the red **“X”** in the Action column.



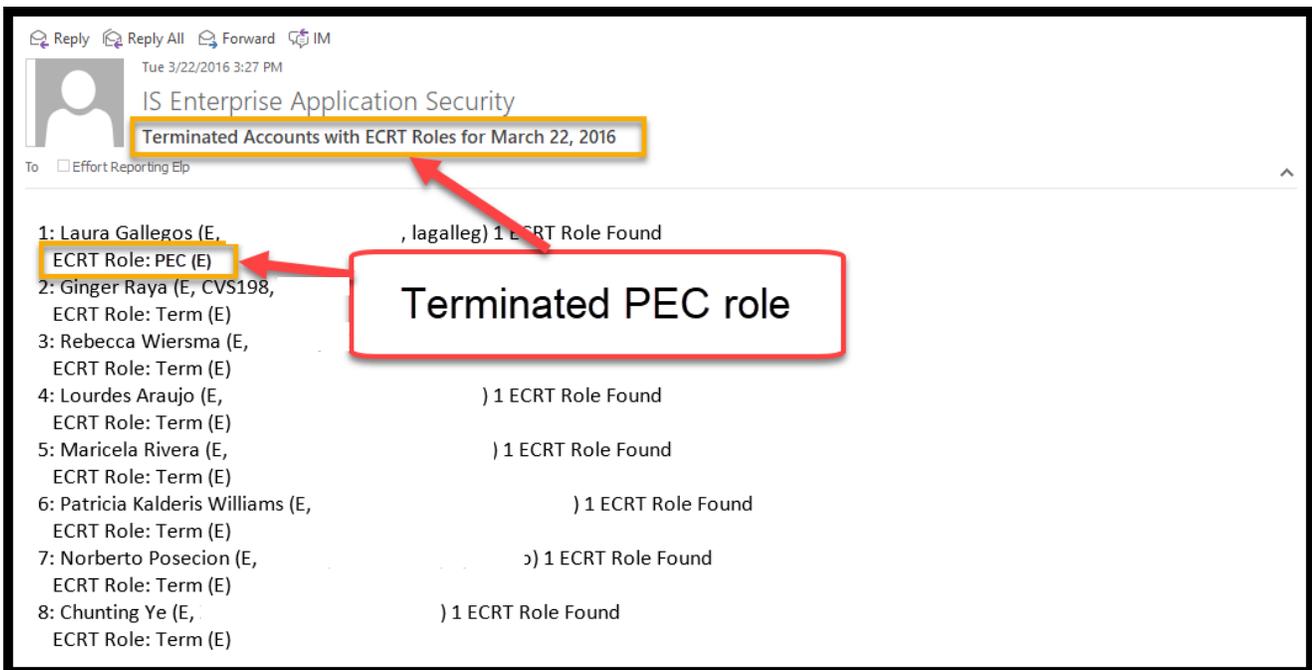
**User Roles** – Every individual that is loaded into the ecrt system is assigned at least one role. Roles are based on the organizational positions of those involved in effort reporting. Additional roles may be assigned to an individual in the Roles section of the Manage Users page. Assignments are made by clicking the checkbox in the **Active** column on the right side of the page that corresponds to the role in the **Role** column on the left side of the page.

Roles for Jonathan J. Lopez -

Role	Description	Active
Auditor	Auditor	<input type="checkbox"/>
Central Administrator	Central Administrator	<input checked="" type="checkbox"/>
Certifier	Certifier	<input type="checkbox"/>
Compliance Management	Compliance Management	<input type="checkbox"/>
Designee	Designee	<input type="checkbox"/>
IT Access	IT Access	<input type="checkbox"/>
PI	PI	<input type="checkbox"/>
Primary Effort Coordinator	Primary Effort Coordinator	<input type="checkbox"/>
Reporting	Reporting	<input type="checkbox"/>
Secondary Effort Coordinator	Secondary Effort Coordinator	<input type="checkbox"/>
Temporary Certifier Rights	Temporary Certifier Rights	<input type="checkbox"/>
Temporary PI	Temporary PI Rights	<input type="checkbox"/>
Terminated	Terminated	<input type="checkbox"/>

Click "Checkbox" →

When a new individual is loaded or when a role change or role termination occurs in the system, a confirmation email is sent from IS Enterprise Security to the Effort Reporting mailbox with the Subject: “ECRT Role Changes” or “Terminated Accounts with ECRT Roles”. The email is informational only but a role termination for a PI or Primary Effort Coordinator may require action by the Central Administrator to ensure that a new PI is assigned to the grant or a new PEC is assigned to the department.



Reply Reply All Forward IM  
Tue 3/22/2016 3:27 PM  
IS Enterprise Application Security  
Terminated Accounts with ECRT Roles for March 22, 2016  
To: Effort Reporting ELP

1: Laura Gallegos (E, lagalleg) 1 ECRT Role Found  
ECRT Role: PEC (E)  
2: Ginger Raya (E, CVS198, ECRT Role: Term (E)  
3: Rebecca Wiersma (E, ECRT Role: Term (E)  
4: Lourdes Araujo (E, ) 1 ECRT Role Found  
ECRT Role: Term (E)  
5: Maricela Rivera (E, ) 1 ECRT Role Found  
ECRT Role: Term (E)  
6: Patricia Kalderis Williams (E, ) 1 ECRT Role Found  
ECRT Role: Term (E)  
7: Norberto Posecion (E, ) 1 ECRT Role Found  
ECRT Role: Term (E)  
8: Chunting Ye (E, ) 1 ECRT Role Found  
ECRT Role: Term (E)

Terminated PEC role

**Primary Effort Coordinator Override** - The Primary Effort Coordinator Override allows you to assign an alternate effort coordinator that is not the certifier’s home department Primary

Effort Coordinator to process effort statements for that certifier. This allows a department to assign an effort coordinator from another department to individuals whose primary work may take place outside of the individual’s “home” department. It also allows departments to assign limited work flow responsibilities to secondary effort coordinators within a department to select individuals within the same department. In this scenario the alternate effort coordinator will only see the assigned individuals’ statements and payroll information. Primary Effort Coordinator Override relationships are assigned on an individual basis through the certifier’s Manage Users page.

To assign a Primary Effort Coordinator Override, you must first access the **Manage Users** page for the individual to be set as the override. If this individual is not associated to the certifier’s home department, you will need to add the appropriate department. You will add the department of the certifier for whom you are setting the override for in the **Effort Coordinators Department Relationship** section for this individual. Refer to the Effort Coordinators Department Relationship section in this document about adding a department. Scroll down to the **Roles** section for this individual and add the Primary Effort Coordinator role to this individual by clicking on the appropriate “checkbox” in the **Active** column.

Roles for Jonathan I Lopez -

Role	Description	Active
Auditor	Auditor	<input type="checkbox"/>
Central Administrator	Central Administrator	<input type="checkbox"/>
Certifier	Certifier	<input type="checkbox"/>
Compliance Management	Compliance Management	<input type="checkbox"/>
Designee	Designee	<input type="checkbox"/>
IT Access	IT Access	<input type="checkbox"/>
PI	PI	<input type="checkbox"/>
Primary Effort Coordinator	Primary Effort Coordinator	<input checked="" type="checkbox"/>
Reporting	Reporting	<input type="checkbox"/>
Secondary Effort Coordinator	Secondary Effort Coordinator	<input type="checkbox"/>
Temporary Certifier Rights	Temporary Certifier Rights	<input type="checkbox"/>
Temporary PI	Temporary PI Rights	<input type="checkbox"/>
Terminated	Terminated	<input type="checkbox"/>

Click "Checkbox" →

Next, you will access the **Manage Users** page for the certifier you are setting the override for. Scroll down to the Primary Effort Coordinator Override section at the bottom of the page and enter the last name of the override individual in the search box. Select the user’s name from the drop down list and click on “**Save**”.

Primary Effort Coordinator Override for Jonathan I Lopez

Name	Action
There is no Primary Effort Coordinator Override for this user.	
Please select a user from the type ahead whom you wish to assign as Primary Effort Coordinator Override for this user.	
Primary Effort Coordinator Override: Wise Joshua C	<input type="button" value="Save"/>

Click "Save" →

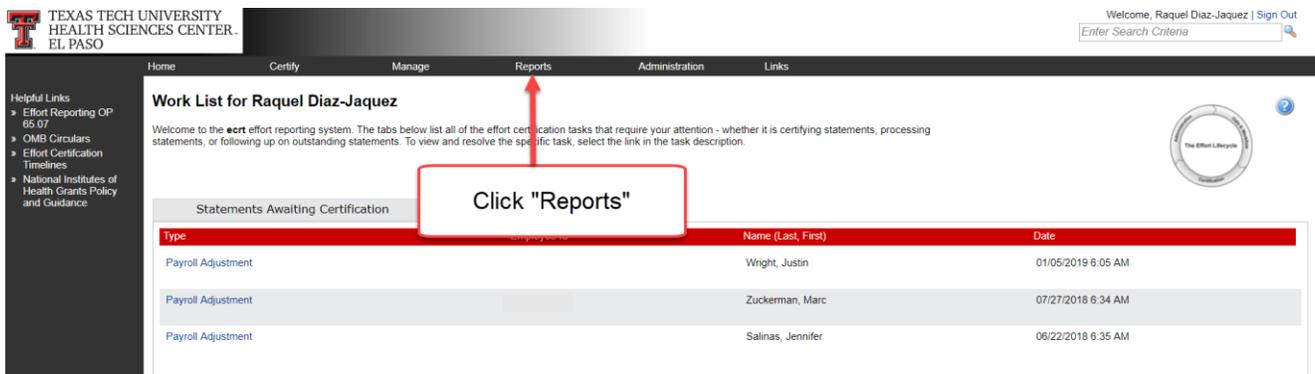
The individual is now assigned as the Primary Effort Coordinator Override. To remove the assignment, you can click on the red “X” in the Action column.



The Primary Effort Coordinator Override is responsible for processing the effort statements for the individuals that are assigned. Unlike effort tasks associated to a department’s Primary Effort Coordinator, once a Primary Effort Coordinator Override receives a processing task for an individual, the task remains in that PEC Override’s task list until it is resolved. If the PEC Override is removed before the task is processed the task will remain with that Override; the tasks will not transfer to the new Primary Effort Coordinator. Additionally, only effort processing tasks are sent to the PEC Override. All other tasks pertaining to the certifier, such as payroll adjustment reconciliations, labor redistribution notifications, and sponsor notifications are still sent to the Primary Effort Coordinator of the individual’s department.

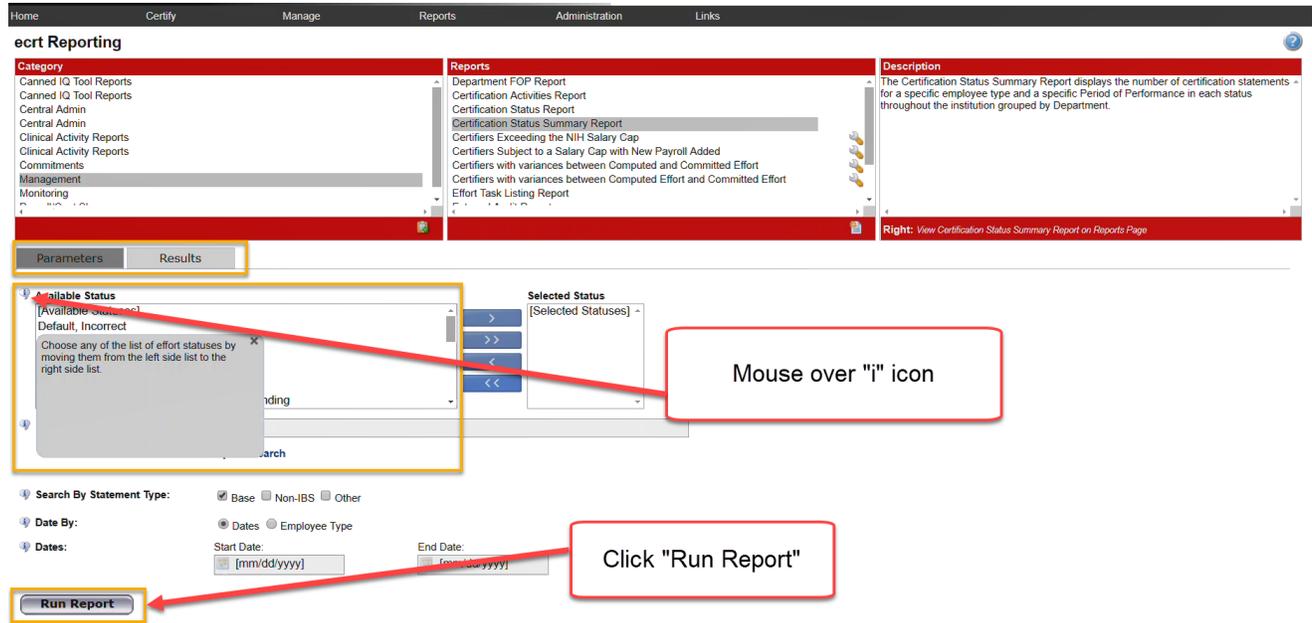
## Reporting Functionality:

There are several reports available on the **ecrt Reporting** page that will assist the Central Administrator in the effort reporting and certification process. The **ecrt Reporting** page can be accessed by clicking on the “**Reports**” label in the navigation menu bar.



The **ecrt Reporting** page contains three window panes across the top that show the report **Category**, **Reports**, which shows the list of reports associated to the selected category, and a brief **Description** of the selected report. To access a report, select the type of report from the **Category** pane. The list of reports available for the category selected will appear in the Reports pane. Click on the report name in the list of reports in the **Reports** pane. Below the three panes are two tabs – **Parameters** and **Results**. On the Parameters tab you input the variables influencing the report – the **Date** range, the **Employee Type**, the **School/Department** or **Employee** name, whatever is relevant to the report. A pop-up window appears with more information about each parameter when you mouse over the “i”

icon next to the parameter's name. Once the correct parameters have been input, click on the **“Run Report”** button to view the results in the **Results** tab.



The screenshot shows the 'Cert Reporting' interface. The 'Parameters' tab is active, displaying a list of 'Available Status' and 'Selected Status' with arrows for moving items between them. A 'Run Report' button is highlighted at the bottom. Annotations include a red box around the 'Run Report' button with the text 'Click "Run Report"', and a red box around the right arrow button with the text 'Mouse over "i" icon'.

**Certification Status Report** - The **Certification Status Report** can be used by the Central Administrator to see a list of all certification statements that have a specified status at the time the report is run. This list of statement statuses provides an effective method for the Central Administrator to monitor the certification process during a certification period.

To view the **Certification Status Report**, click on **“Management”** in the **Category** pane list and then click on **“Certification Status Report”** in the **Reports** pane list.

There are six input fields for parameter selections to run this report. The first section sets the statuses for which you would like to run the report. To do this, use the right arrow to move a status from the **Available Status** into the **Selected Status**. You can move all statuses into the **Selected Status** to provide a broad list of results or you can move only one status to provide a more refined results list. For this example, we will move all **Available Status** to **Selected Status** except **Manual Certification, Processed; No Certification Required, Processed; Certified, Processed; and Auto Approved**. These are the statuses that require no further action in the certification process.

No selection will be entered in the **School/Department:** field. By selecting no school or department, the report will return results for all departments in the institution, including the TTU Cross-Institution Employees to HSC’s environment.

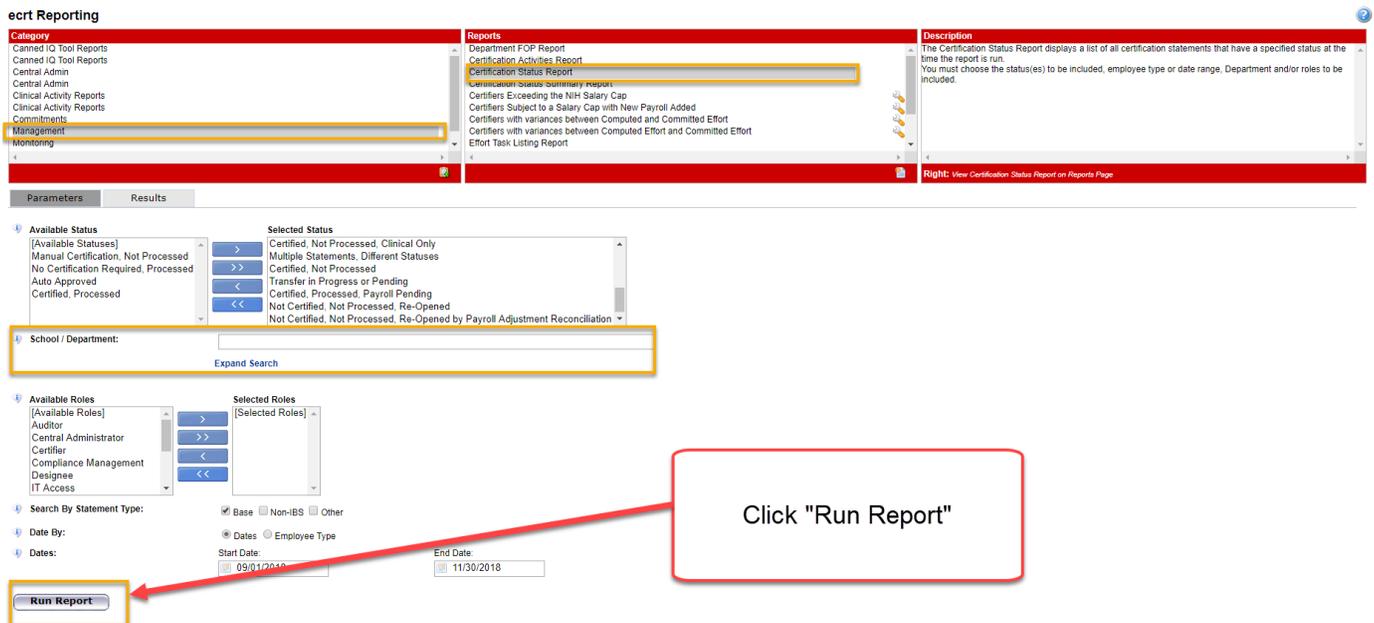
For this example, no role is selected.

The **Search By Statement Type**: defaults correctly to **Base**.

Finally, you enter the date parameters. The first input field is the **Date By**: field which correctly defaults to **Dates**. The range of dates for the **Start Date** and **End Date** in the **Dates**: section can be set in one of two ways. You can input the start/end dates or select the calendar icon for each to select a date range. The date range used is the start/end dates for the Period of Performance(s).

The alternative way of setting the date range is to select **Employee Type** in the **Date By**: field. This will prompt you to select the **Employee Type** from the drop down list – select **Quarterly**, which will in turn determine the Periods of Performance that can be viewed and selected in the drop down list for **Period**:

When the correct parameters are entered, click on **“Run Report”**.



The screenshot shows the 'Report Reporting' interface. At the top, there are three tabs: 'Category', 'Reports', and 'Description'. The 'Category' tab is active, showing a list of categories with 'Monitoring' selected. The 'Reports' tab shows a list of reports with 'Certification Status Report' selected. The 'Description' tab shows the report's details. Below the tabs, there are two main sections: 'Parameters' and 'Results'. The 'Parameters' section contains several fields: 'Available Status' (with a list of statuses and a 'Selected Status' dropdown), 'School / Department' (with an 'Expand Search' button), 'Available Roles' (with a list of roles and a 'Selected Roles' dropdown), 'Search By Statement Type' (with radio buttons for 'Base', 'Non-IBS', and 'Other'), 'Date By' (with radio buttons for 'Dates' and 'Employee Type'), and 'Dates' (with 'Start Date' and 'End Date' fields). A red arrow points from a box labeled 'Click "Run Report"' to the 'Run Report' button at the bottom left of the 'Parameters' section.

The report results appear in the **Results** tab. The results display the user’s **Name**, primary **Department**, primary **Effort Coordinator** and **Email** address, **Certifier Email** address, **Certification Period** (Period of Performance dates), and the **Current Status** of the statement. You can sort the results by clicking on the column headers. The icons at the bottom of the report will allow you to view the results in a different format and print the report.

**ecert Reporting**

Category	Reports	Description
Canned IQ Tool Reports	Department FOP Report	The Certification Status Report displays a list of all certification statements that have a specified status at the time the report is run. You must choose the status(es) to be included, employee type or date range, Department and/or roles to be included.
Canned IQ Tool Reports	Certification Activities Report	
Central Admin	<b>Certification Status Report</b>	
Central Admin	Certification Status Summary Report	
Clinical Activity Reports	Certifiers Exceeding the NIH Salary Cap	
Clinical Activity Reports	Certifiers Subject to a Salary Cap with New Payroll Added	
Commitments	Certifiers with variances between Computed and Committed Effort	
Management	Certifiers with variances between Computed Effort and Committed Effort	
Monitoring	Effort Task Listing Report	

Right: View Certification Status Report on Reports Page

Parameters Results

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

Name	Department	Effort Coordinator	Effort Coordinator Email	Proxy Assignment	Certifier Email	Certification Period	Current Status
Abdullah, Akeel	53430 - Psychiatry Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed
Ahmad, Adeel -	53370 - Internal Medicine Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed
Alba, Israel -	53440 - Neurology Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed
Alhomosh, Alaaedin	53440 - Neurology Elp					09/01/2018 to 11/30/2018	Certified, Not Processed
Alomari, Adam -	53360 - Family Medicine Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed
Ardanowski, Nathan	53350 - Emergency Medicine Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed
Arellano, Diana	53390 - Orthopaedics Elp					09/01/2018 to 11/30/2018	Not Certified, Not Processed

Formatted PDF

Excel XML PDF RTF

**Executive Dashboard** – the **Executive Dashboard** page, although not a report, provides the Central Administrator with a tool to monitor the status of effort reporting across TTUHSC El Paso. This page aggregates certification information by statement type and individual type.

To view the **Executive Dashboard**, click on the **“Executive Dashboard”** link from the **Administration** label in the navigation menu bar.

The screenshot shows the web application interface. At the top, there is a navigation menu with tabs: Home, Certify, Manage, Reports, Administration, and Links. The Administration tab is active, and a dropdown menu is open, showing the following options: Administration Home, **Executive Dashboard** (highlighted with a red box and an arrow), Data Load Management, Manage Users, Manage Roles and Rights, Manage Global Settings, Manage Sponsors, and Add Users. Below the navigation, the main content area displays a 'Work List for Raquel' with a table of payroll adjustments. A red box with the text 'Click "Executive Dashboard"' is overlaid on the navigation menu.

You must first select the certification statistics by employee type. Click on **“Quarterly”** from the **Employee Type:** drop down list.

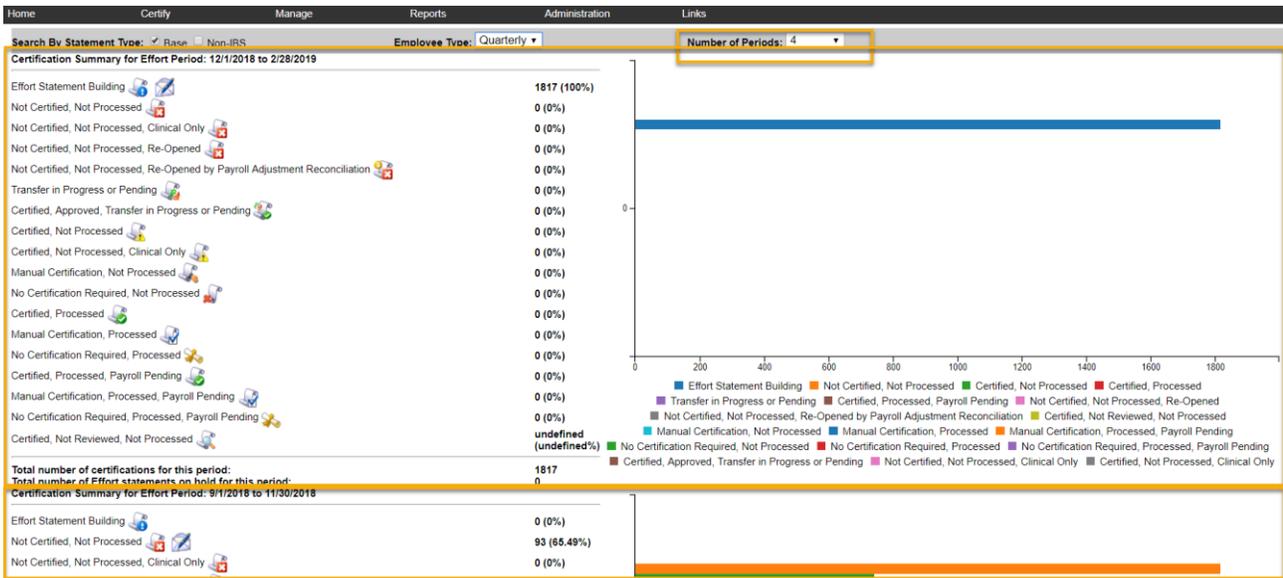
Home    Certify    Manage    Reports    Administration    Links  
 Search By Statement Type:  Base  Non-IBS    Employee Type: [Select]    Number of Periods: 4

- [Select]
- Annual
- Quarterly

Click "Quarterly"

You are able to determine the number of periods to review by making your selection from the **Number of Periods:** drop down list. You can display information from anywhere between one (1) and twenty-four (24) periods, beginning with the most recent period first, assuming the system contains that much information. Once you have completed your selection, the system will display separate summary charts for the number of certification periods that were selected.

The summary chart shows the dates of the certification period, the total number of certification statements for the employee type for the period, and the number of statements in each status.



**Departments with No Primary Coordinators Report** – this report shows all departments that have sponsored certifiers but either do not have a Primary Effort Coordinator assigned or have an inactive Primary Effort Coordinator assigned. This report is used to ensure that all departments have a PEC to process the department's certified effort statements. A user cannot certify his effort statement if his department does not have a Primary Effort Coordinator assigned.

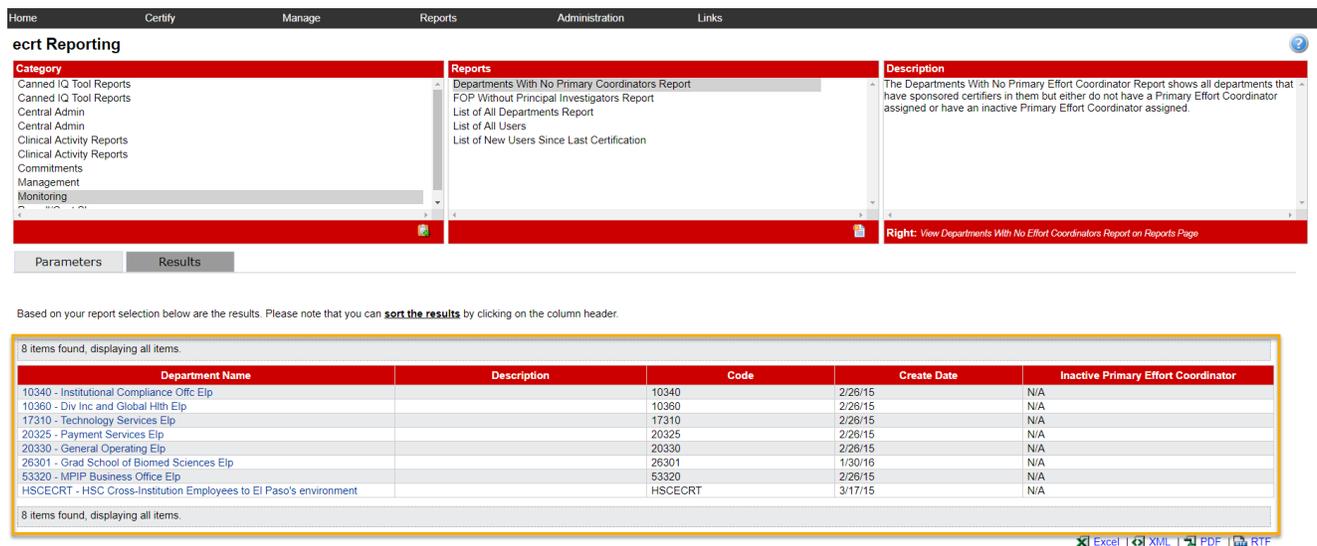
To view the **Departments with No Primary Coordinators Report**, click on **“Monitoring”** in the **Category** pane list and then click on **“Departments with No Primary Coordinators**

**Report”** in the **Reports** pane list. This report contains no parameters; to run the report click on **“Run Report”**.



The screenshot shows the 'eCRT Reporting' interface. The 'Reports' pane is open, and the 'Run Report' button is highlighted with a red box. A red arrow points from a text box containing 'Click "Run Report"' to the button. The interface includes a navigation bar with 'Home', 'Certify', 'Manage', 'Reports', 'Administration', and 'Links'. Below the navigation bar, there are tabs for 'Parameters' and 'Results'. The 'Reports' pane lists various report categories, and the 'Run Report' button is located at the bottom of the pane.

The **Results** shows the **Department Name**, **Description**, **Code** (department number), and the **Create Date** – the date the department was created in the system. If the department has an inactive Primary Effort Coordinator assigned, the name of the inactive coordinator will appear in the last column. For the departments listed, it is possible there are individuals in the department who need a Primary Effort Coordinator (PEC) assigned. This can be accomplished in eCRT by changing the individual’s primary department to the department that holds the grant the individual is working on. If the department holding the grant and the individuals department are the same, a new PEC will need to be assigned to the department. Assigning a new PEC or changing the PEC assignment for a department is done in the **TEAM Application**. Refer to the TEAM training documentation.



The screenshot shows the 'eCRT Reporting' interface with the 'Results' pane open. The table below displays the results of the report, showing 8 items found. The table has columns for Department Name, Description, Code, Create Date, and Inactive Primary Effort Coordinator.

Department Name	Description	Code	Create Date	Inactive Primary Effort Coordinator
10340 - Institutional Compliance Offic Elp		10340	2/26/15	N/A
10360 - Div Inc and Global Hlth Elp		10360	2/28/15	N/A
17310 - Technology Services Elp		17310	2/26/15	N/A
20325 - Payment Services Elp		20325	2/26/15	N/A
20330 - General Operating Elp		20330	2/26/15	N/A
26301 - Grad School of Biomed Sciences Elp		26301	1/30/16	N/A
53320 - MPIP Business Office Elp		53320	2/26/15	N/A
HSCECRT - HSC Cross-Institution Employees to El Paso's environment		HSCECRT	3/17/15	N/A

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

8 items found, displaying all items.

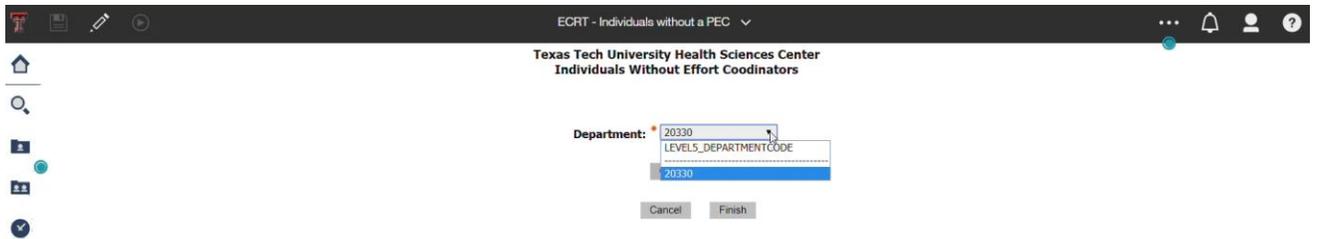
8 items found, displaying all items.

Excel | XML | PDF | RTF

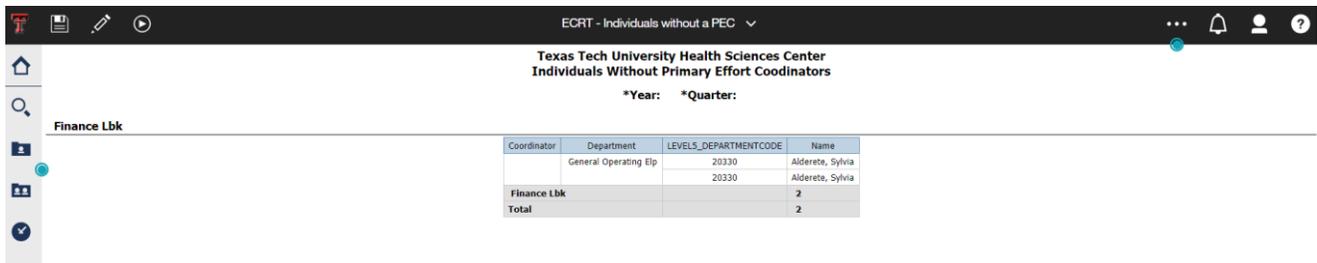
To identify the individuals for the departments that do not have a PEC assigned, you can run the Cognos report, **Individuals without a PEC**. The link to Cognos can be found under the Business Affairs channel on the HSC Finance El Paso tab of the WebRaider portal. Use the following path to access the report: Public Folders > El Paso Business Affairs > Accounting > Grants. After clicking on the report, select the value of the department number from the drop down list that matches the result from the Departments With No Primary Coordinators Report in ecrt.



On the next screen the Department number should be displayed in the Department box. Click on **“Finish”**.



The results will display the individual(s) for the department that currently do not have a PEC.

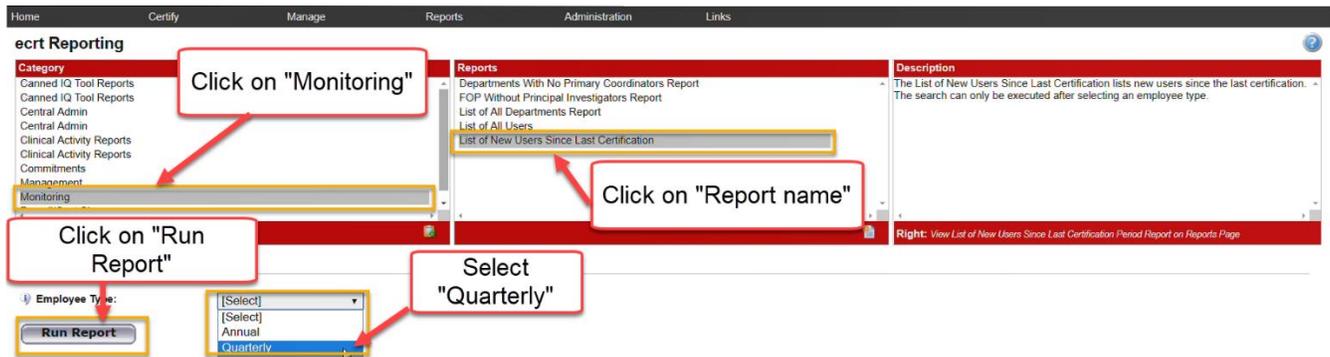


To assign a PEC, in the Manage Users page, you need to change the individual(s) primary department to the department that holds the grant the individual is working on. Refer to

Manage Users, Department Relationships section of this document. To identify the correct department, access the most recent effort statement for the individual(s) and click on the sponsored FOP name link for the FOP Summary. The department will be listed in the Department Code section of the FOP Summary page. After adding the department, you will assign this department as the primary department for the individual(s) by selecting the yellow highlighter icon.

**List of New Users Since Last Certification** – this report generates a list of all users (employees) that have been loaded into the system since the completion of the last certification period. This report can be used by the Central Administrator to verify that all new users have a valid email address in the system. Each user must have a valid email address to receive notification messages from the system. This is especially important for new Certifiers and PIs because a valid email is needed to receive the Certification Period Start email and Certification Reminder emails. A new user must activate their eRaider account to have a valid email. If a new user has not activated their eRaider account, their email will default to EffortReporting@ttuhsc.edu. This default email must be corrected with a valid email before the start of the Certification Period.

To view the **List of New Users Since Last Certification** report, click on “**Monitoring**” in the **Category** pane list and then click on “**List of New Users Since Last Certification**” in the **Reports** pane list. Select “**Quarterly**” from the **Employee Type:** drop down menu and click on “**Run Report**”.



The **Results** displays the employee’s **Name**, primary **Email Address**, **Date Created** which is the date the employee was added to the system, and **Action** column for each new user. The magnifying glass icon in the **Action** column provides a link to view the **Manage Users** page for the individual.

Parameters Results

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

36 items found, displaying all items.

Name	Email Address	Date Created	Action
Anders ,Jonathan		12/12/2018	
Bahling , John R .		12/07/2018	
Chavez , Martha E		12/07/2018	
Crosien , Margaret		12/08/2018	
Dandam , Yachit R		12/08/2018	
Dominguez , Dora		12/22/2018	
Dominguez , Maria		12/20/2018	
Flores , Alfonso L .		12/08/2018	
Gonzalez , Bianca		12/06/2018	
Gonzalez , Iris M .		12/06/2018	
Guerrero , Erica P		12/08/2018	
Gutierrez , Amber		01/05/2019	
Hagar , Andrew P		12/21/2018	
Krouse , Raeshaur		12/06/2018	
Laos , Carla M - R		12/21/2018	
Longhurst , Melani		01/04/2019	
Lopez , Amanda M		12/12/2018	
Lopez , Isabel - R1		12/13/2018	
Lopez , Melinda - f		01/03/2019	
Marin , Jose A - R		12/07/2018	
Martinez , Mercedi		01/03/2019	
Morales , April - R		12/06/2018	
Mota Segoviano , J		12/06/2018	
Nino , Diego F - R		12/07/2018	
Ocampo , Veronic		12/12/2018	
Paez-Requenes , :		12/08/2018	
Penuliar , Jubalee		12/12/2018	
Piedra , Jacquelin		12/12/2018	
Porras , Jessica A		12/07/2018	
Sanchez , Gilbert		01/05/2019	
Schultz , Skye A -		12/06/2018	
Shaleen , Nikki J -		01/05/2019	

Employee Names

Email Address

Click on the **"Email Address"** column header to sort the results. The page refreshes with the default email `EffortReporting@ttuhsc.edu`, listed first in the **Results**. Click on the **"magnifying glass"** icon in the **Action** column to view the **Manage Users** page for the individual.

Parameters Results

Based on your report selection below are the results. Please note that you can **sort the results** by clicking on the column header.

36 items found, displaying all items.

Name	Email Address	Date Created	Action
Anders ,Jonathan		12/12/2018	
Bahling , John R .		12/07/2018	
Chavez , Martha E		12/07/2018	
Crosien , Margaret		12/08/2018	
Dandam , Yachit F		12/08/2018	
Dominguez , Dora		12/22/2018	
Dominguez , Maria		12/20/2018	
Flores , Alfonso L .		12/08/2018	
Gonzalez , Bianca		12/06/2018	
Gonzalez , Iris M .		12/06/2018	
Guerrero , Erica P		12/08/2018	
Gutierrez , Amber		01/05/2019	
Hagar , Andrew P		12/21/2018	
Krouse , Raeshau		12/06/2018	
Laos , Carla M - R		12/21/2018	
Longhurst , Melan		01/04/2019	
Lopez , Amanda h		12/12/2018	
Lopez , Isabel - R		12/13/2018	
Lopez , Melinda - i		01/03/2019	
Marin , Jose A - R		12/07/2018	
Martinez , Merced		01/03/2019	
Morales , April - R		12/06/2018	
Mota Segoviano ,		12/06/2018	
Nino , Diego F - R		12/07/2018	
Ocampo , Veronic		12/12/2018	
Paez-Requenes ,		12/08/2018	
Penuliar , Jubalee		12/12/2018	
Piedra , Jacquelin		12/12/2018	
Porras , Jessica A		12/07/2018	
Sanchez , Gilbert		01/05/2019	
Schultz , Skye A -		12/06/2018	
Shaleen , Nikki J -		01/05/2019	

Click on "Email Address" column header

Click on "Magnifying glass" icon

Employee Names

Email Address

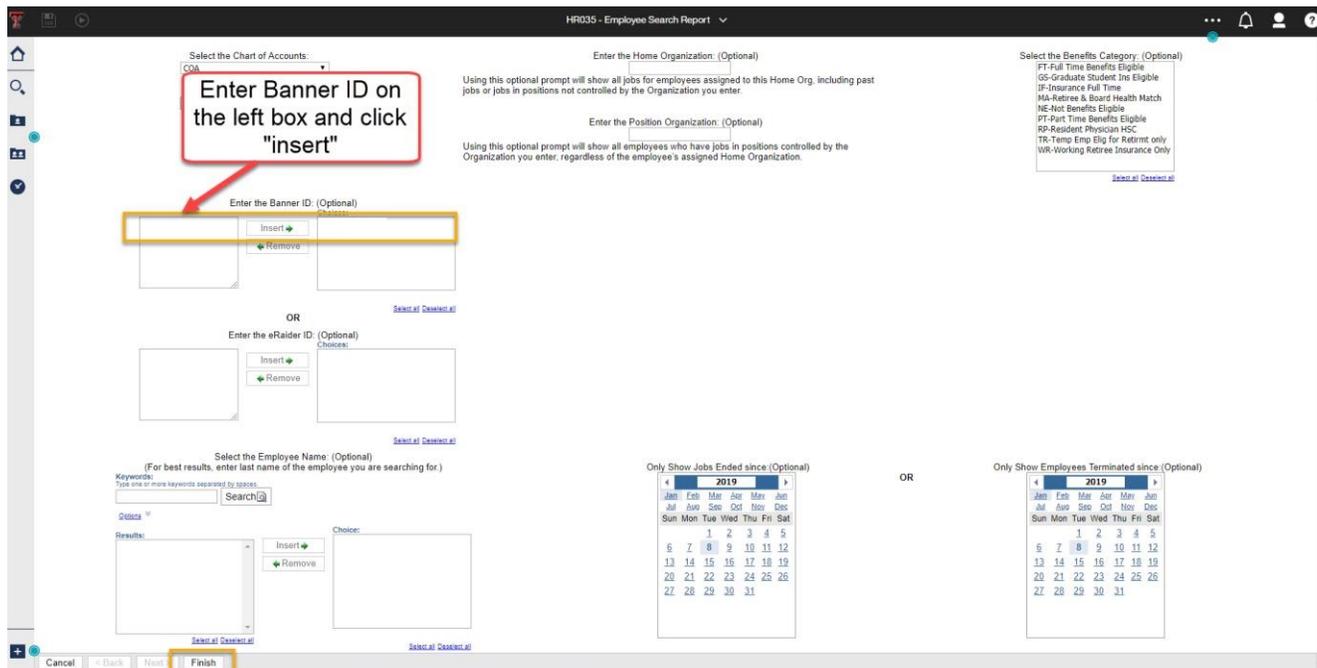
On the **Manage Users** page, scroll down to the **Roles** section to determine if this individual has been assigned the Certifier or PI role.

Roles for John R Bahling - R11640810:

Role	Description	Active
Auditor	Auditor	<input type="checkbox"/>
Central Administrator	Central Administrator	<input type="checkbox"/>
Certifier	Certifier	<input checked="" type="checkbox"/>
Compliance Management	Compliance Manager	<input type="checkbox"/>
Designee	Designee	<input type="checkbox"/>
IT Access	IT Access	<input type="checkbox"/>
PI	PI	<input type="checkbox"/>
Primary Effort Coordinator	Primary Effort Coordinator	<input type="checkbox"/>
Reporting	Reporting	<input type="checkbox"/>
Secondary Effort Coordinator	Secondary Effort Coordinator	<input type="checkbox"/>
Temporary Certifier Rights	Temporary Certifier Rights	<input type="checkbox"/>
Temporary PI	Temporary PI Rights	<input type="checkbox"/>
Terminated	Terminated	<input type="checkbox"/>

Roles assigned

Keep in mind that this is a new employee and the roles will not be assigned until the first payroll loads for this individual which usually occurs at the end of the month. For this reason, it is important to monitor the **List of New Users Since Last Certification** report after payroll has loaded and before the Certification Period opens. If an individual appears on this report with an invalid email and has been assigned a Certifier or PI role, you should contact the individual's supervisor to notify the individual and have them activate their eRaider account. To determine the individual's supervisor, run the **HR035-Employee Search Report** that is available in Cognos > Public Folders > Human Resources > Departmental Users > Employee Appointment Reports. Type the individual's R number in the **Enter the Banner ID** field and click on **"Finish"**.



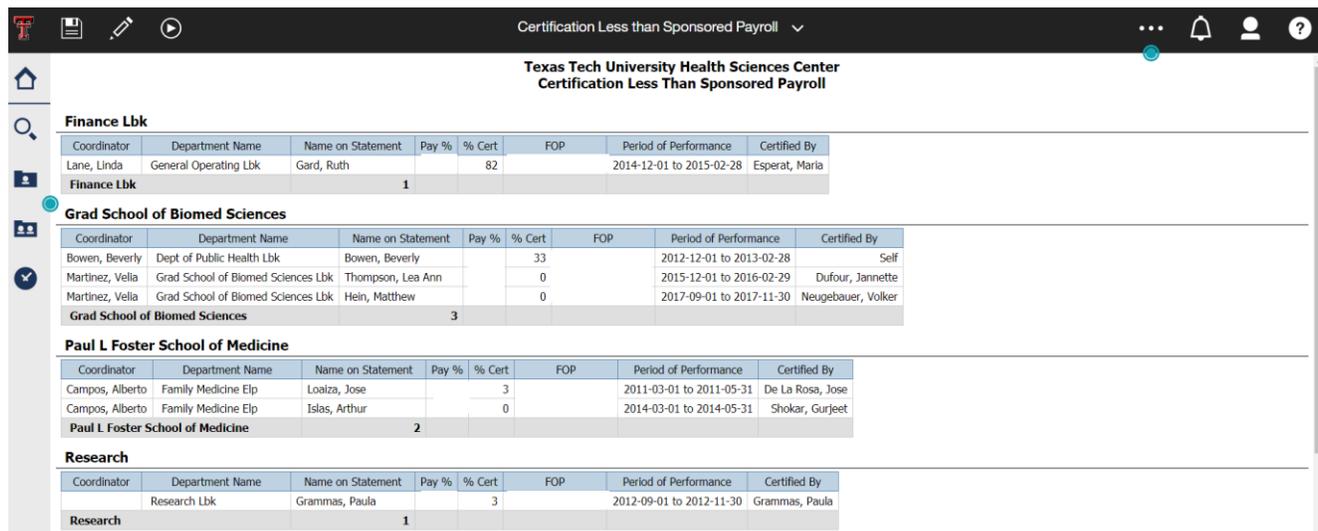
The individual's supervisor will appear in the **Supervisor's Name** column.



Employee ID	Employee Name	eRaider	FTE	Employee Class	Benefit Category	Job Type	Pay Code	Original Hire Date	Current Hire Date	Job Begin Date	Job End Date	Date of Termination	Job	Job Status	Supervisor's Name	
Home Organization Chart: E - Texas Tech Univ Hlth Sci Ctr El Paso																
Home Organization: 534001 - Pediatrics Elp																
Budgeted Organization: 534001 - Pediatrics Elp																
Jonathan																
														Professor HSC	A	

**Certification Less Than Sponsored Payroll** – this Cognos report lists all certifiers who have certified effort which is less than the Sponsored payroll paid on a FOP. This scenario should be detected by the effort coordinator during their review of the statement for appropriateness of the effort certified. The **Do Not Process** button should be selected to return the statement to the certifier. If the statement is processed with this scenario, the certifier will appear on the **Certification Less Than Sponsored Payroll** report and a Labor Redistribution will need to be processed to remove the payroll overage.

The link to Cognos can be found under the Business Affairs channel on the HSC Finance El Paso tab of the WebRaider portal. Use the following path to access the report: Public Folders > HSC El Paso Finance > Grants.



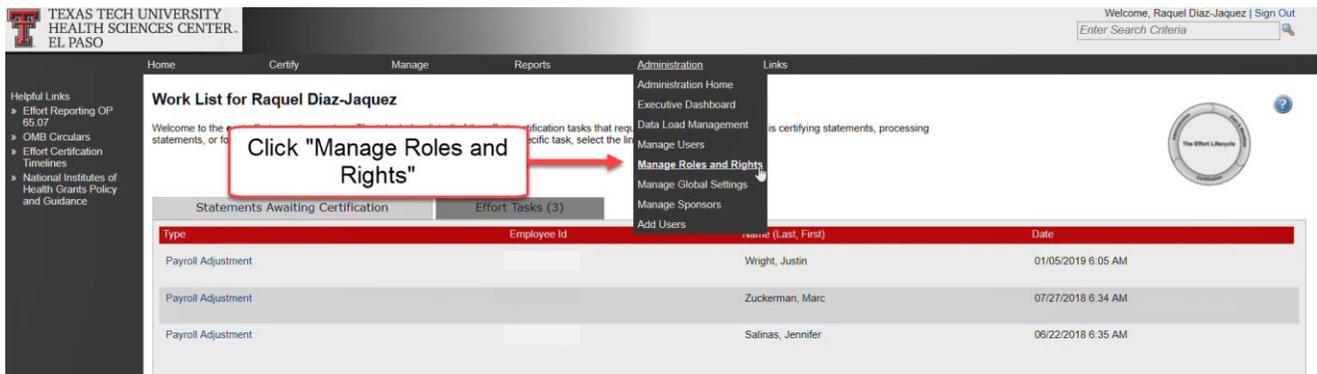
Coordinator	Department Name	Name on Statement	Pay %	% Cert	FOP	Period of Performance	Certified By
<b>Finance Lbk</b>							
Lane, Linda	General Operating Lbk	Gard, Ruth		82		2014-12-01 to 2015-02-28	Esperat, Maria
<b>Finance Lbk</b>			<b>1</b>				
<b>Grad School of Biomed Sciences</b>							
Bowen, Beverly	Dept of Public Health Lbk	Bowen, Beverly		33		2012-12-01 to 2013-02-28	Self
Martinez, Vella	Grad School of Biomed Sciences Lbk	Thompson, Lea Ann		0		2015-12-01 to 2016-02-29	Dufour, Jannette
Martinez, Vella	Grad School of Biomed Sciences Lbk	Hein, Matthew		0		2017-09-01 to 2017-11-30	Neugebauer, Volker
<b>Grad School of Biomed Sciences</b>			<b>3</b>				
<b>Paul L Foster School of Medicine</b>							
Campos, Alberto	Family Medicine Elp	Loaliza, Jose		3		2011-03-01 to 2011-05-31	De La Rosa, Jose
Campos, Alberto	Family Medicine Elp	Islas, Arthur		0		2014-03-01 to 2014-05-31	Shokar, Gurjeet
<b>Paul L Foster School of Medicine</b>			<b>2</b>				
<b>Research</b>							
	Research Lbk	Grammas, Paula		3		2012-09-01 to 2012-11-30	Grammas, Paula
<b>Research</b>			<b>1</b>				

## Manage Roles and Rights:

The Roles and Rights Management page is where TTUHSC El Paso has defined the roles in the system, to which every employee that is loaded into the system must be assigned at least one. Roles are assigned rights that determine what pages and actions an employee

that is assigned that role may see and do within the application. As a result, roles are based on the responsibilities and tasks to be performed by the users involved in the effort reporting process. Each role, and its corresponding rights, is created to ensure that each user is able to view and access only those pages that are necessary for the user to be able to complete the work expected of the user and no more. This prevents any individual from accessing any sensitive data that the individual should not be allowed to view.

The rights for a role can be modified at any time by a Central Administrator. It is important to note that once a right change is made to a role, then any user associated to that role loses or gains that right. Certain rights may be administrative in nature, so make sure the rights are associated to the correct roles. You must use care when changing the rights assigned to a role to ensure that only the necessary rights are assigned. To access the Roles and Rights Management page, click on the **“Manage Roles and Rights”** link from the **Administration** drop down list on the navigation menu bar.



The screenshot shows the application's navigation menu bar with the following items: Home, Certify, Manage, Reports, Administration, and Links. The 'Administration' dropdown menu is expanded, showing options: Administration Home, Executive Dashboard, Data Load Management, Manage Users, **Manage Roles and Rights**, Manage Global Settings, Manage Sponsors, and Add Users. A red box highlights 'Manage Roles and Rights' with a red arrow pointing to it from the text 'Click "Manage Roles and Rights"'. Below the navigation bar, a table titled 'Work List for Raquel Diaz-Jaquez' is visible, showing a list of payroll adjustments with columns for Type, Employee Id, Name (Last, First), and Date.

Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Wright, Justin	01/05/2019 6:05 AM
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

You can perform three actions from this page by selecting the appropriate icon from the **Action** column. Selecting the **magnifying glass** icon displays the list of all of the rights in the system and allows the user to assign or remove rights from the role. The red **X** icon allows you to delete a role in the system. The roles were defined and configured by the effort implementation team and should not be deleted. The **envelope** icon allows you to quickly and easily send an email to all users that possess that role. When the envelope icon is selected, a new window is displayed, allowing the user to create the Subject line and the text of the message to be sent.

To assign the rights for a role, click on the **“magnifying glass”** icon in the **Action** column associated with the desired role.

Home Certify Manage Reports Administration Links

[-] Manage Roles and Rights Instructions ?

Roles and Rights Settings

Role	Role Code	Description	Effort Coordinator Role	Action
Auditor	Auditor (E)	Auditor	<input type="checkbox"/>	
Central Administrator	Central Admin (E)	Central Administrator	<input checked="" type="checkbox"/>	
Certifier	Certifier (E)	Certifier	<input type="checkbox"/>	
Compliance Management	Compliance (E)	Compliance Management	<input type="checkbox"/>	
Designee	Designee (E)	Designee	<input type="checkbox"/>	
IT Access	IT (E)	IT Access	<input type="checkbox"/>	
PI	PI (E)	PI	<input type="checkbox"/>	
Primary Effort Coordinator	PEC (E)	Primary Effort Coordinator	<input type="checkbox"/>	
Reporting	Reporting (E)	Reporting	<input type="checkbox"/>	
Secondary Effort Coordinator	SEC (E)	Secondary Effort Coordinator	<input type="checkbox"/>	
Temporary Certifier Rights	Temp Certifier	Temporary Certifier Rights	<input type="checkbox"/>	
Temporary PI	Temp PI (E)	Temporary PI Rights	<input type="checkbox"/>	
Terminated	Term (E)	Terminated	<input type="checkbox"/>	

Add Refresh

Click "Magnifying glass"

The role for which the list of rights is being displayed is highlighted in yellow at the top while the tabs grouping the rights are displayed below the roles. The list of rights is grouped in the following tabs:

- Grant & FOP
- Certification
- Commitment
- Cost Share
- Labor Redistribution
- Reporting
- Department
- Admin
- Dynamic

To assign a right to this role, select the appropriate tab and mark the checkbox in the **Active** column on the right side of the screen. If the right should not be granted to the role, the checkbox should remain empty. When the rights have been finalized for the role, click on **Refresh**. The page will reset and reflect the changes that were made.

Home Certify Manage Reports Administration Links

[-] Manage Roles and Rights Instructions

Roles and Rights Settings

Role	Role Code	Description	Effort Coordinator Role	Action
Auditor	Auditor (E)	Auditor	<input type="checkbox"/>	
Central Administrator	Central Admin (E)	Central Administrator	<input checked="" type="checkbox"/>	
Certifier	Certifier (E)	Certifier	<input type="checkbox"/>	
Compliance Management	Compliance (E)	Compliance Management	<input type="checkbox"/>	
Designee	Designee (E)	Designee	<input type="checkbox"/>	
IT Access	IT (E)	IT Access	<input type="checkbox"/>	
PI	PI (E)	PI	<input type="checkbox"/>	
Primary Effort Coordinator	PEU (E)	Primary Effort Coordinator	<input type="checkbox"/>	
Reporting	Reporting (E)	Reporting	<input type="checkbox"/>	
Secondary Effort Coordinator	SEC (E)	Secondary Effort Coordinator	<input type="checkbox"/>	
Temporary Certifier Right		Temporary Certifier Rights	<input type="checkbox"/>	
Temporary PI		Temporary PI Rights	<input type="checkbox"/>	
Terminated		Terminated	<input type="checkbox"/>	

Static Rights for PI:

Grant & FOP Certification Commitment Cost Share Labor Redistribution Reporting Department Admin Dynamic

Award and Account Management Rights	Description	Active
Activate Account Exception Flag	Allows a user to turn on or off the exception flag on the Account / Award Summary page for those accounts that are designated by the institution as exception or suspended accounts. The share charges on the account.	<input type="checkbox"/>
Assign 'K' Award Flag on Award / Account Summary Page	Allows a user to set the 'K' award flag on the Account / Award Summary page for anyone with the View Account / Award Summary page.	<input type="checkbox"/>
Edit ARRA Account Details	Allows a user to edit the ARRA information on the Account / Award Summary Page. There are three fields that can be edited to assist with tracking information on ARRA awards - whether the award/account is an ARRA award (checkbox), the number of full-time jobs that were created by this award (data entry box and save button), and the number of full-time jobs that were retained as a result of this award (data entry box and save button).	<input type="checkbox"/>

## Manage Global Settings:

The Global Settings control the appearance of the application, the presentation of the data, the settings and thresholds regarding the certification and monitoring processes, and the workflow. A Central Administrator is the only system user that has the appropriate right(s) to configure these settings.

To access the Global Settings Configuration page, click on the “**Manage Global Settings**” link from the **Administration** drop down list in the navigation menu bar.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO

Welcome, Raquel Diaz-Jaquez | Sign Out

Home Certify Manage Reports Administration Links

Helpful Links

- Effort Reporting OP 85.07
- OMB Circulars
- Effort Certification Timelines
- National Institutes of Health Grants Policy and Guidance

**Work List for Raquel Diaz-Jaquez**

Welcome to the effort reporting system. The tabs below list all of the effort certification tasks that require statements, or following up on outstanding statements. To view and resolve the specific task, select the link.

State Effort Tasks (2)

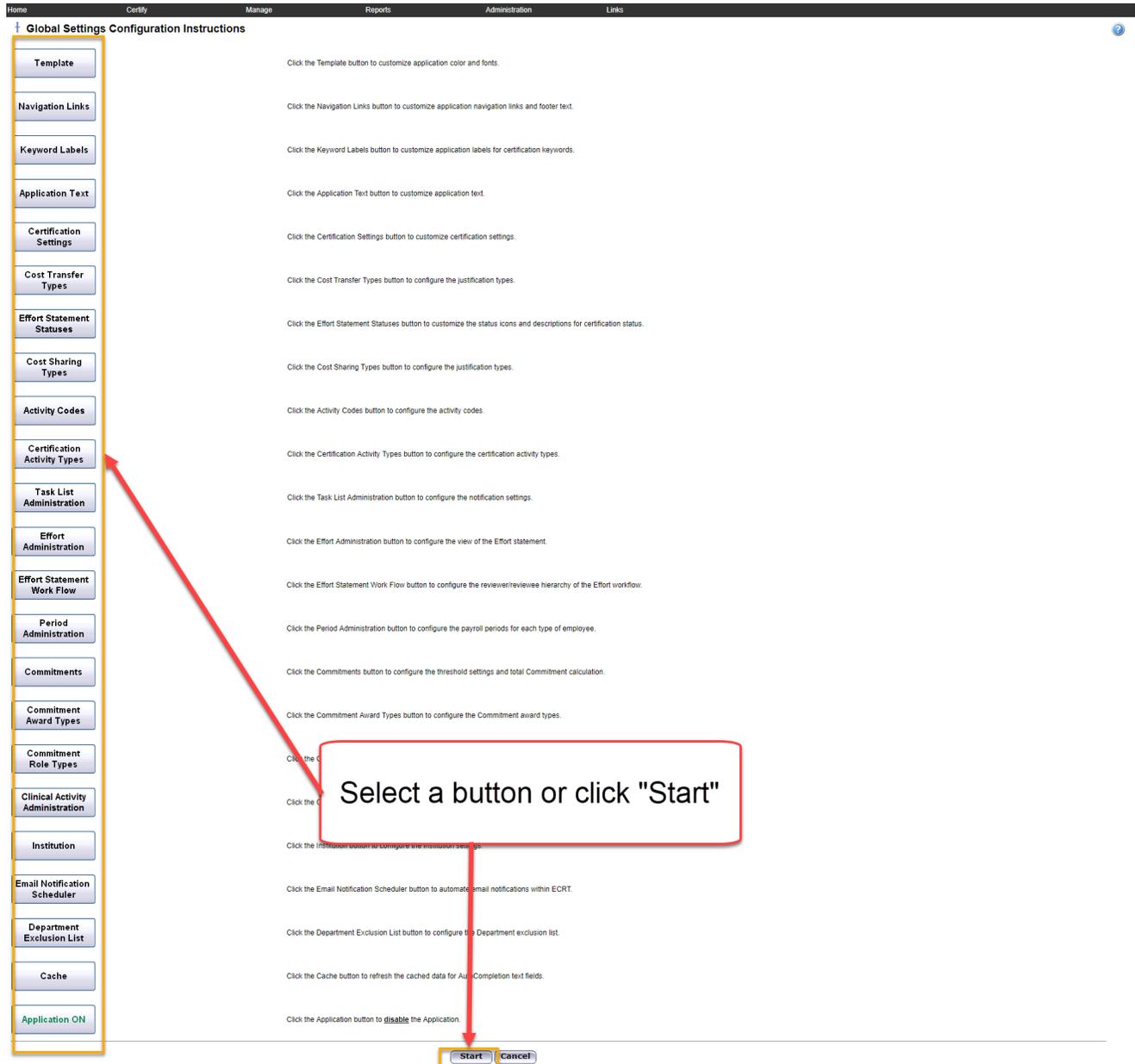
Click "Manage Global Settings"

Administration Home Executive Dashboard Data Load Management Manage Users Manage Roles and Rights **Manage Global Settings** Manage Sponsors Add Users

Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM
Payroll Adjustment		Salinas, Jennifer	06/22/2018 6:35 AM

You can navigate directly to a specific settings category from this page by selecting the button for the desired page. To activate the settings that are entered, you must select the appropriate button at the bottom of the page that was changed. On some pages this is the **Submit** button while on others it is labeled **Next** or **Next Page**. Navigating away from the page without selecting an appropriate button will not activate the changes that were entered.

If you click on **Start**, the application leads you through all the categories in the order in which they appear on the initial Global Settings page. The first is the **Template** category.



Home Certify Manage Reports Administration Links

† Global Settings Configuration Instructions

Template	Click the Template button to customize application color and fonts.
Navigation Links	Click the Navigation Links button to customize application navigation links and footer text.
Keyword Labels	Click the Keyword Labels button to customize application labels for certification keywords.
Application Text	Click the Application Text button to customize application text.
Certification Settings	Click the Certification Settings button to customize certification settings.
Cost Transfer Types	Click the Cost Transfer Types button to configure the justification types.
Effort Statement Statuses	Click the Effort Statement Statuses button to customize the status icons and descriptions for certification status.
Cost Sharing Types	Click the Cost Sharing Types button to configure the justification types.
Activity Codes	Click the Activity Codes button to configure the activity codes.
Certification Activity Types	Click the Certification Activity Types button to configure the certification activity types.
Task List Administration	Click the Task List Administration button to configure the notification settings.
Effort Administration	Click the Effort Administration button to configure the view of the Effort statement.
Effort Statement Work Flow	Click the Effort Statement Work Flow button to configure the reviewer/revisee hierarchy of the Effort workflow.
Period Administration	Click the Period Administration button to configure the payroll periods for each type of employee.
Commitments	Click the Commitments button to configure the threshold settings and total Commitment calculation.
Commitment Award Types	Click the Commitment Award Types button to configure the Commitment award types.
Commitment Role Types	Click the Commitment Role Types button to configure the Commitment role types.
Clinical Activity Administration	Click the Clinical Activity Administration button to configure the Clinical Activity Administration settings.
Institution	Click the Institution button to configure the Institution settings.
Email Notification Scheduler	Click the Email Notification Scheduler button to automate email notifications within ECRT.
Department Exclusion List	Click the Department Exclusion List button to configure the Department exclusion list.
Cache	Click the Cache button to refresh the cached data for Auto-Completion text fields.
Application ON	Click the Application button to <b>disable</b> the Application.

Start Cancel

**Template** – this setting allows you to customize the look of the application to meet specific TTUHSC El Paso requirements. You can load TTUHSC El Paso's own images to appear at the top of every screen in the system, determine the color of the pages, menus, text, and set the font of the text.

**Navigation Links** – this setting allows you to configure the links that are available from the column on the left side of the home screen and the Links menu on the navigation bar. This will allow users to open a new browser for the link that is selected. You can determine the number and types of links offered.

**Keyword Labels** – this setting allows you to customize some of the terms that are used throughout the system to reflect the terminology that is used by TTUHSC El Paso.

**Application Text** – this setting allows you to set and update the text that appears on the Login/Welcome page and the legal text that appears on the certification confirmation screen.

**Certification Settings** – this setting allows you to customize most of the settings that impact the certification process.

**Cost Transfer Types** – As part of the labor redistribution (cost transfer) process, TTUHSC El Paso can use labor redistribution justification types to standardize information related to labor redistributions. Since labor redistributions are exported to our source system, it is crucial for the information to be standardized to ensure successful exporting. The labor redistribution justification types will ensure the information is standardized.

**Effort Statement Statuses** - The **ecrt** application includes default images and descriptions for the status icons that are used throughout the system. TTUHSC El Paso is able to modify the name of the status for each icon to fit our terminology preferences. We can customize both the image and the label for any and all status icons.

**Cost Sharing Types** – this setting allows TTUHSC El Paso to track cost sharing data by categorizing the different types of cost sharing that is used. The types that are entered in the Global Settings page must correspond to the cost sharing types being used in the Cost Share data extract that is loaded, as well. If the types are not consistent, non-fatal errors will appear during the data load process and the cost share data that is loaded will not be able to be tracked.

**Activity Codes** – this setting is currently not being used by TTUHSC El Paso.

**Certification Activity Types** - this setting is currently not being used by TTUHSC El Paso.

**Task List Administration** - this setting is currently not being used by TTUHSC El Paso.

**Effort Administration** – the settings on this page affect the appearance of the Effort Statement. The settings include the formula used as the starting point for certification, the columns that appear on the effort statement, and other information that appears on the statement.

**Effort Statement Workflow** - this setting is currently not being used by TTUHSC El Paso.

**Period Administration** – this setting is used to enter the base effort Periods of Performance and Certification Periods.

**Commitments** - this setting allows TTUHSC El Paso to configure how the commitment status functionality will be used and to set a commitment review threshold to notify administrators of individuals that may be unable to satisfy their effort commitments.

**Commitment Award Types** - this setting is currently not being used by TTUHSC El Paso.

**Role Types** - this setting is currently not being used by TTUHSC El Paso.

**Clinical Activity Administration** - this setting is currently not being used by TTUHSC El Paso.

**Institution** - this setting is currently not being used by TTUHSC El Paso.

**Email Notification Scheduler** – this setting determines at what time the **ecrt** system sends system-generated messages and triggers the Pre-Review Period and the Certification Period opening process.

**Department Exclusion List** - this setting is currently not being used by TTUHSC El Paso.

**Cache** - This button refreshes the stored information within the application after a data load. If the memory is not refreshed, any new or changed data that was loaded into the system will not be available.

**Application On/Off** - This button prevents the application from being accessed by any users that do not have the 'Disable **ecrt**' right. If a user is in the application when the system is turned off, the next action taken by a user will render a new screen stating the application is down.

## **Escalation Process:**

Hands on Training has been conducted for certain users and training documents are available for all users to educate and train TTUHSC El Paso employees on how to use the **ecrt** system successfully. Although a combination of hands on training and training documents will serve to answer a majority of the questions surrounding the use of the **ecrt** system, there are additional questions and issues that may arise. The Escalation Process section will explain the responsibilities of specific individuals and departments associated to the **ecrt** system to assist with answering questions and resolving issues submitted by users.

### **Who do I contact if I have questions or need additional information?**

Within each department, Effort Coordinators are responsible for facilitating the entire effort certification process for their department(s). The Effort Coordinator is the first person to ask questions related to effort certification. They can provide assistance on specific questions related to grants, FOPs, percentages/amounts and use of the **ecrt** system.

For information regarding effort reporting or grant compliance, contact the Office of Research Resources at 915-215-4814.

For questions about a specific grant, contact the Office of Sponsored Programs (OSP) at [sponsoredprograms.ep@ttuhsc.edu](mailto:sponsoredprograms.ep@ttuhsc.edu), or by phone at 915-215-4988.

If there are additional questions or issues, the **ecrt** Central Administrator may be contacted at [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu).

If the **ecrt** Central Administrator is not able to answer a question or resolve an issue, then Huron's **ecrt** Help Line may be used for a resolution by calling 866-769-3977 or email to [EcrtHelp@HuronConsultingGroup.com](mailto:EcrtHelp@HuronConsultingGroup.com)

HSCEP OP: 65.07 Effort Reporting: Certifying Time and Effort on Sponsored Projects provides the responsibilities of specific individuals and departments associated to the **ecrt** system.

### **Principal Investigators (PIs) shall:**

- Monitor and review their projects' time and effort on a regular basis to ensure the accuracy and appropriateness of all salary charged to a sponsored project.
- Ensure that the reported level of effort is reasonable and necessary to carry out the proposed project.
- Ensure that other activities will not conflict with any proposed effort commitment.
- Ensure that certifications are made in an accurate and timely manner.
- Maintain sufficient documentation showing reasonable means of verifying the effort expended. (Examples: Outlook Calendar, Notebook, Journal, etc.).
- Ensure effort devoted is commensurate with commitments to sponsors.

### **Primary Effort Coordinators shall:**

- Be responsible for facilitating the entire effort certification process for their department(s).
- Review the payroll data within **ecrt** and verify accuracy compared to estimated employee effort.



- Process Labor Redistributions as needed, including sufficient justification for the adjustment.
- Assist PIs and Certifiers with the certification process. Process all certified statements. Notify the Office of Sponsored Programs if the certified effort of an individual will fall short of their committed effort by more than 25% to determine if sponsor notification is required.
- Monitor effort statements to identify employees whose pay have exceeded specified salary cap limitations and prepare necessary labor redistributions to a companion cost sharing fund that has been established by the department to cover the salary over the salary cap.

**Accounting Services shall:**

- Determine when effort certification is required on funds that are not routed through the Office of Sponsored Programs.
- Assure that data elements that affect effort certification are accurately reflected in Banner so that they feed appropriately to ect.

**Office of Sponsored Programs shall:**

- Determine which projects require effort certification.
- Provide Accounting Services with cost share percentages.
- Act as the liaison between internal and external parties related to the project.
- Populate and maintain a list of individual commitments made to the sponsor(s).
- Facilitate the processes related to Manual Certifications as needed at the discretion of the Office of Sponsored Programs.

**Office of Research Resources shall:**

- Assist Effort Coordinators, PIs and Certifiers with the certification process.
- Monitor the certification process and ensure all effort statements are certified and processed according to the established timeline.
- Initiate and impose the escalation of non-compliance in accordance with HSCEP OP 65.07.

**Executive Vice President for Research shall:**

- Ensure an effective monitoring process exists at TTUHSC El Paso.
- Establish effective processes and controls.
- Ensure compliance with effort reporting requirements and provide oversight for those processes and controls.
- Issue sanctions for noncompliance.

**Finance Systems Management shall:**

- Maintain the **ecrt** system through data verification and system control reporting.
- Provide training documentation and hands on training (where applicable) to all levels of users.
- Provide certification compliance statistics as needed.

For additional information, please contact Effort Reporting at [ECRTElp@ttuhsc.edu](mailto:ECRTElp@ttuhsc.edu)

**TEAM:**

The **TEAM Application** is the electronic registration process established for TTUHSC El Paso Financial Processes. This registration process will allow Financial Managers or their delegated Fund Manager to register those in their departments who they deem necessary to use online financial applications and access departmental reporting.

The Central Administrator for ecrt will use the TEAM Application to add a new Primary Effort Coordinator. To access the TEAM Financial Registration site, log into the WebRaider portal and select the HSC Finance El Paso tab. Under the Business Affairs channel, click on the “**TEAM Application**” link. You can also access the site by selecting the following link: <https://banapps.texastech.edu/team/QuickLinks.aspx>.

**HSC El Paso** > HSC Finance El Paso

**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 (SM01)

PCard

- Jan 4 - Expense report is available to print
- Jan 11 - FOAP allocations and description to be updated in Citi must be processed by 2 p.m.
- Jan 18 - Expense report with all supporting documentation due for review by 5 p.m.

**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

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Contracts and Grants Accounting Home  
 Contacts  
 Forms  
 Helpful Links

- Effort Certification and Reporting Technology (eCrt)

Policies and Procedures  
 Reference Materials

**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

- Property Inventory

Policies and Procedures  
 Reference Materials

**Applications Development**

Applications Development Home  
 Contacts  
 Helpful Links  
 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

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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

**Contracting Services**

ASC Contracting System  
 Cash Receipts  
 Contracting A/R System  
 Laserfiche Weblink  
 Legacy Database  
 Vendor Search  
 Vendor Setup

**Business Affairs**

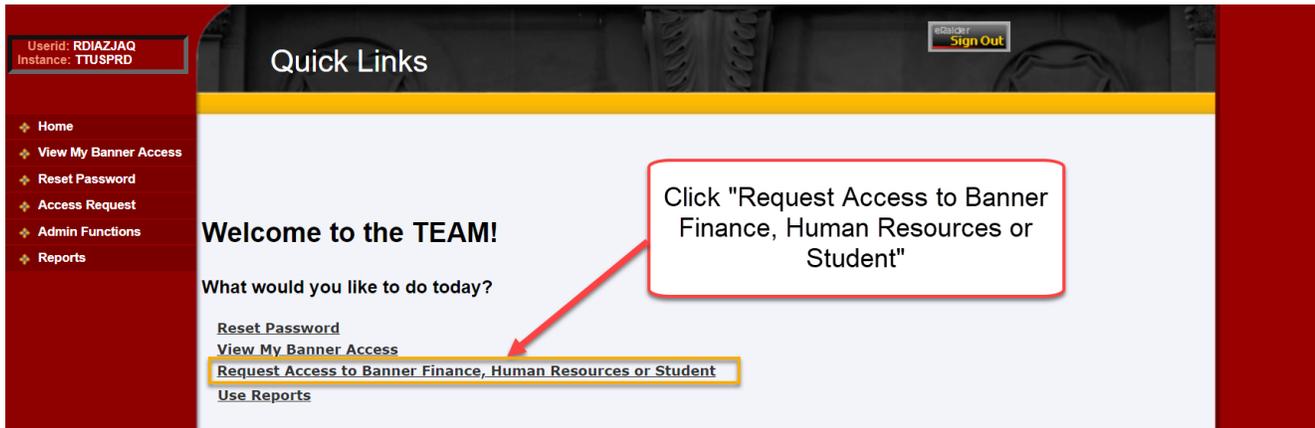
Business Affairs Home  
 Calendar  
 Contacts  
 Helpful Links

- Approval Tracking System (ATS)
- Cognos Connection
- Contract AR System
- ePrint
- Finance User Group
- Gateway
- Mail Stop Code (MSC) Listing
- MPIP Distribution
- Online Surplus
- Laserfiche Weblink
- TEAM App**
- Xtender
- Newsletter Subscription

Policies and Procedures  
 Reports

Go to the Business Affairs section, and click "Team App"

The Team Application **Home** page allows you to select applications from the links in the menu bar on the left side of the page or by selecting the applications in the **Quick Links** section. Click on **"Request Access to Banner Finance, Human Resources or Student"** link.



Userid: RDIAZJAO  
Instance: TTUSPRD

Quick Links

Home  
View My Banner Access  
Reset Password  
Access Request  
Admin Functions  
Reports

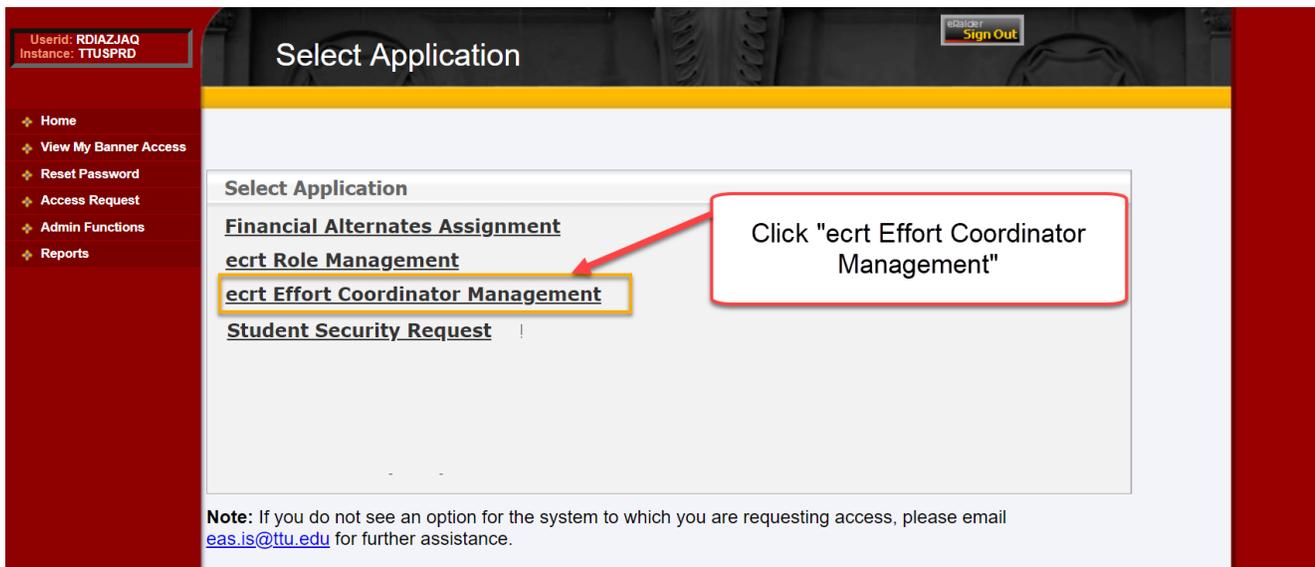
Welcome to the TEAM!

What would you like to do today?

[Reset Password](#)  
[View My Banner Access](#)  
[Request Access to Banner Finance, Human Resources or Student](#)  
[Use Reports](#)

Click "Request Access to Banner Finance, Human Resources or Student"

The **Select Application** page provides a list of various applications depending on your role assignments. Click on **“ecrt Effort Coordinator Management”**.



Userid: RDIAZJAO  
Instance: TTUSPRD

Select Application

Home  
View My Banner Access  
Reset Password  
Access Request  
Admin Functions  
Reports

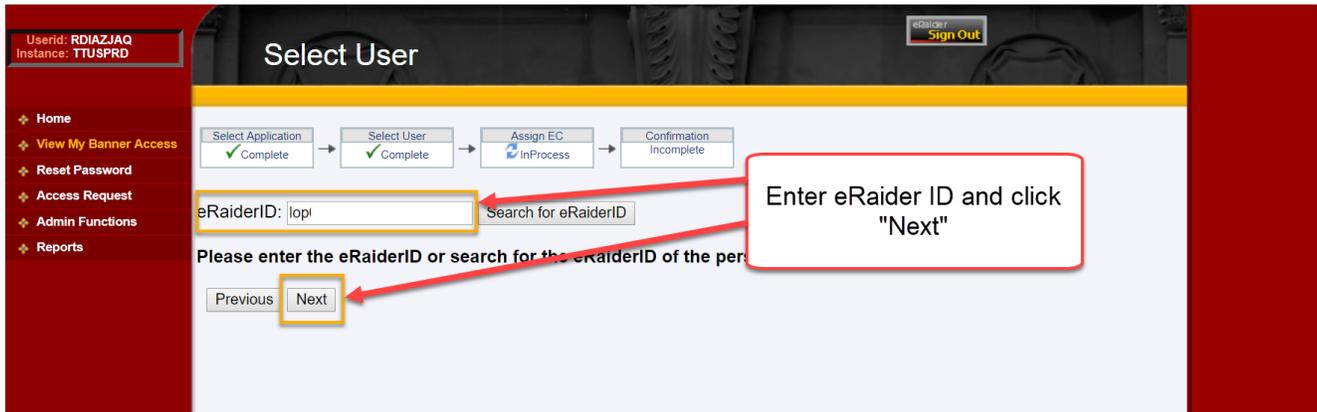
Select Application

[Financial Alternates Assignment](#)  
[ecrt Role Management](#)  
[ecrt Effort Coordinator Management](#)  
[Student Security Request](#)

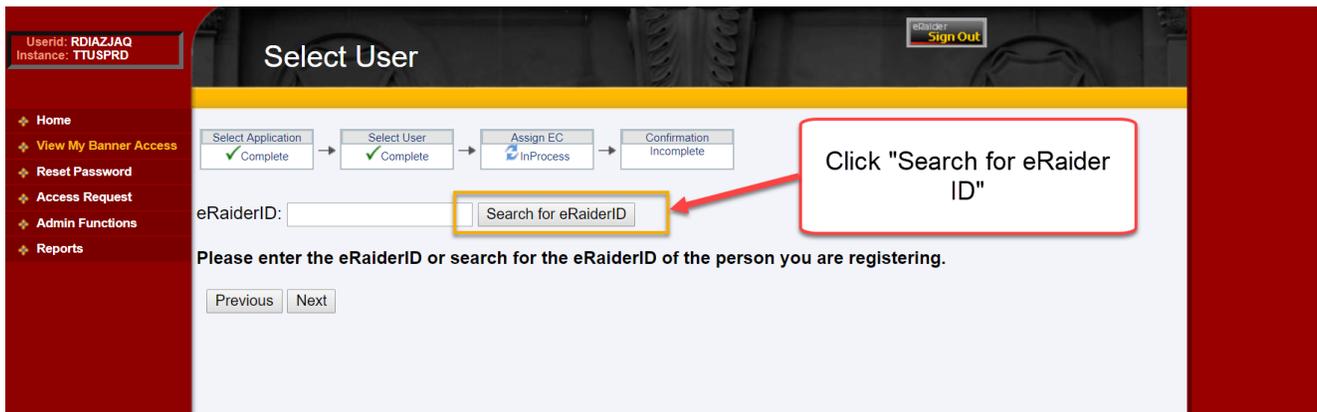
Click "ecrt Effort Coordinator Management"

**Note:** If you do not see an option for the system to which you are requesting access, please email [eas.is@ttu.edu](mailto:eas.is@ttu.edu) for further assistance.

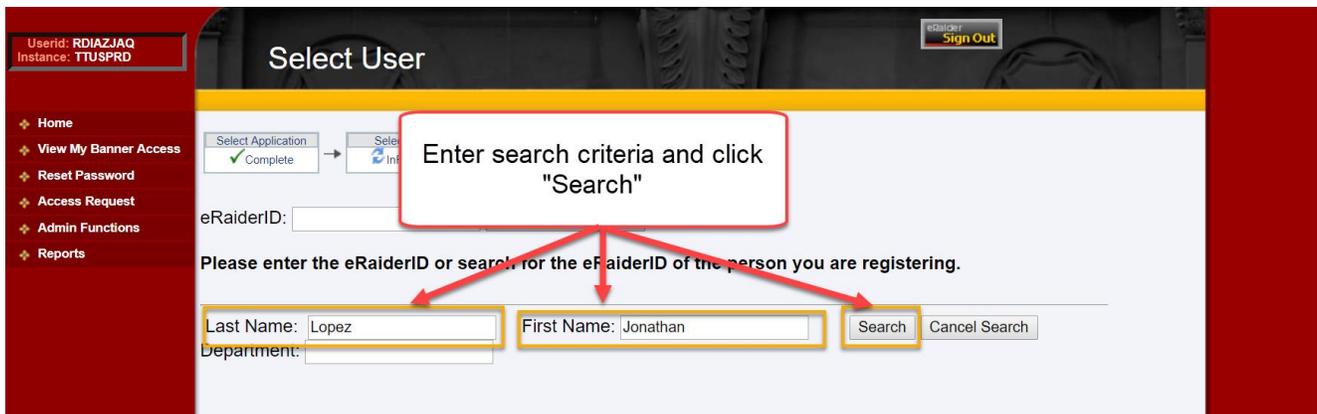
If known, enter the eRaider ID of the individual you wish to assign as the new Effort Coordinator and click on **“Next”**.



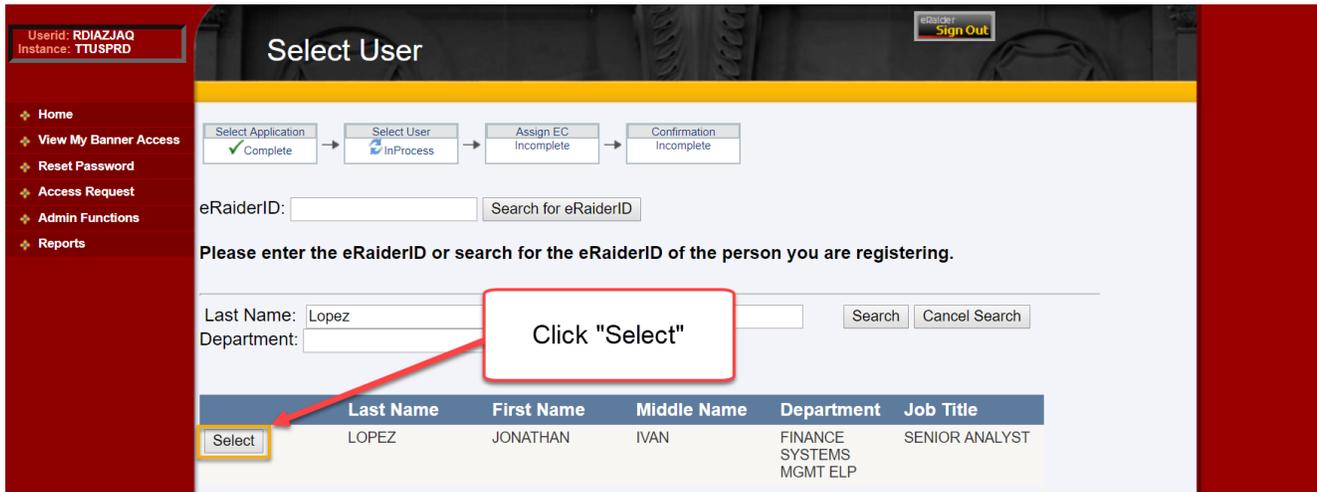
If you do not know the eRaider ID, click on the **“Search for eRaider ID”** button.



You must enter at least the last name of the employee you wish to register. Enter a first name and /or department to reduce the number of results from the search. Once you have entered your search criteria, click on **“Search”**.

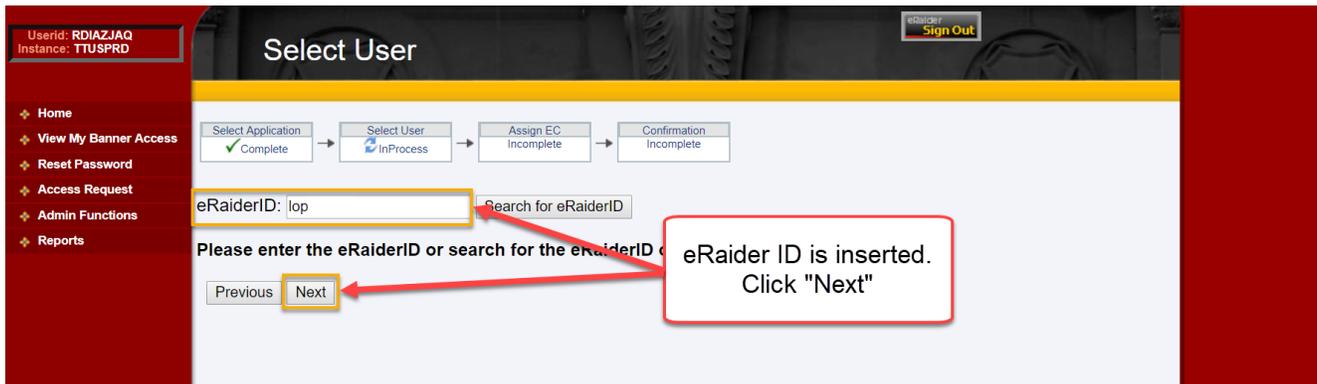


The results of the search should appear below the search parameters. Locate the appropriate employee and click the **“Select”** button to the left of their name. **Please make sure the employee you are selecting is in the correct department as there could be other employees with matching names.**

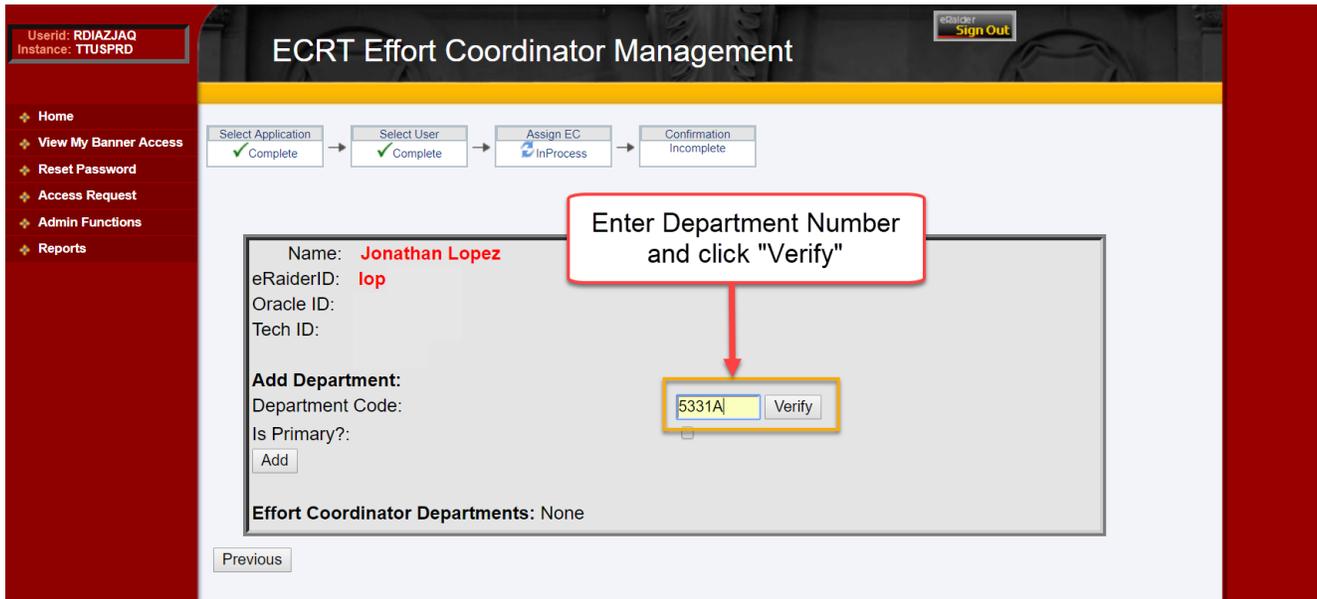


	Last Name	First Name	Middle Name	Department	Job Title
Select	LOPEZ	JONATHAN	IVAN	FINANCE SYSTEMS MGMT ELP	SENIOR ANALYST

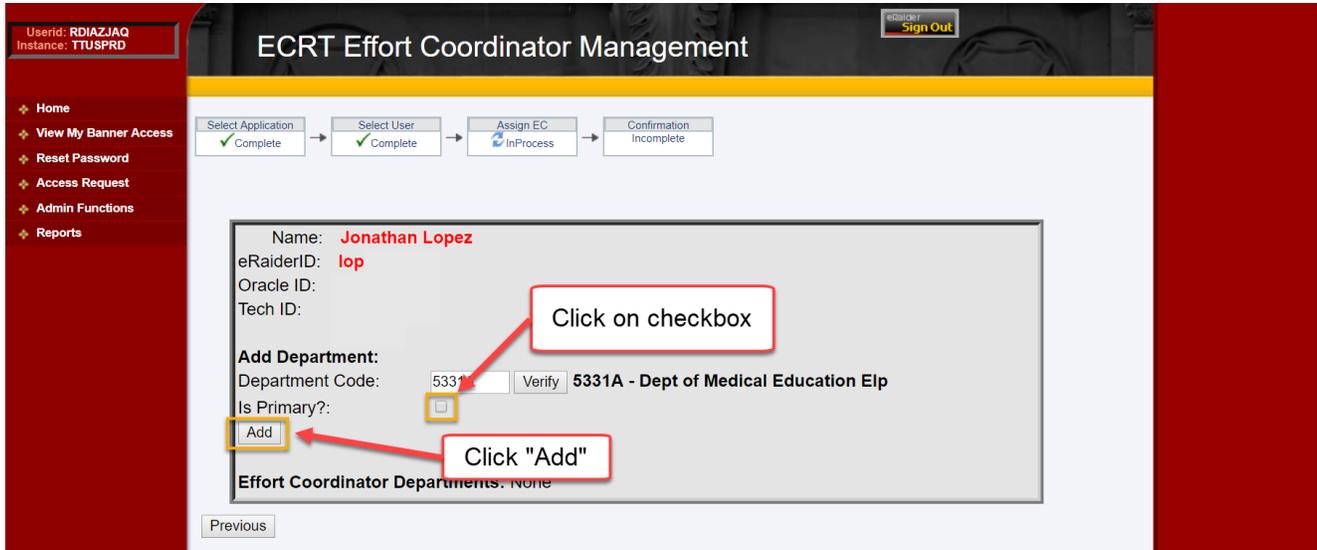
The eRaider ID of the selected employee will now be inserted into the **eRaider ID** field. Click on **“Next”**.



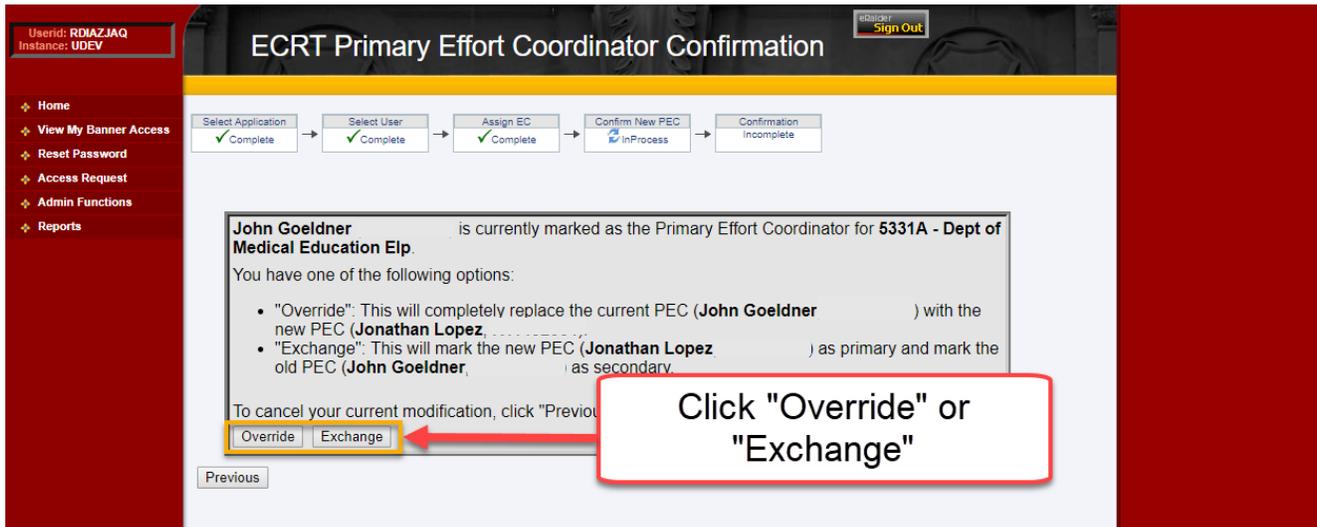
In the **Add Department:** section, enter the Department Code (Number) in the text box and click on **“Verify”**.



The department number and name will populate beside the **Verify** button. Check the **“Is Primary?”** checkbox and click on **“Add”**.



There are two options available to assign the new Effort Coordinator – **Override** or **Exchange**. Click on **“Override”** to completely replace the current PEC with the new PEC. Click on **“Exchange”** to mark the New PEC as primary and the old PEC as secondary.



Userid: RDIAZJAG  
 Instance: UDEV

### ECRT Primary Effort Coordinator Confirmation

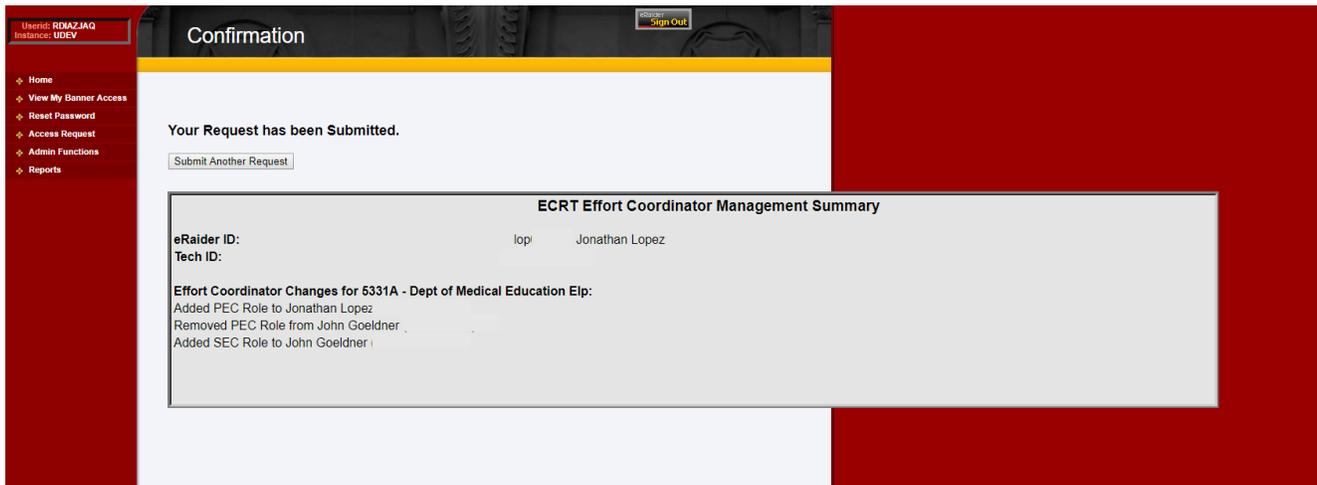
Select Application  Complete → 
 Select User  Complete → 
 Assign EC  Complete → 
 Confirm New PEC  InProcess → 
 Confirmation  Incomplete

**John Goeldner** is currently marked as the Primary Effort Coordinator for **5331A - Dept of Medical Education Elp.**  
 You have one of the following options:

- "Override": This will completely replace the current PEC (**John Goeldner**) with the new PEC (**Jonathan Lopez**).
- "Exchange": This will mark the new PEC (**Jonathan Lopez**) as primary and mark the old PEC (**John Goeldner**) as secondary.

To cancel your current modification, click "Previous"

Once you submit the request, you will receive a **Confirmation** screen. It will provide a one page summary of the assignment request.



Userid: RDIAZJAG  
 Instance: UDEV

### Confirmation

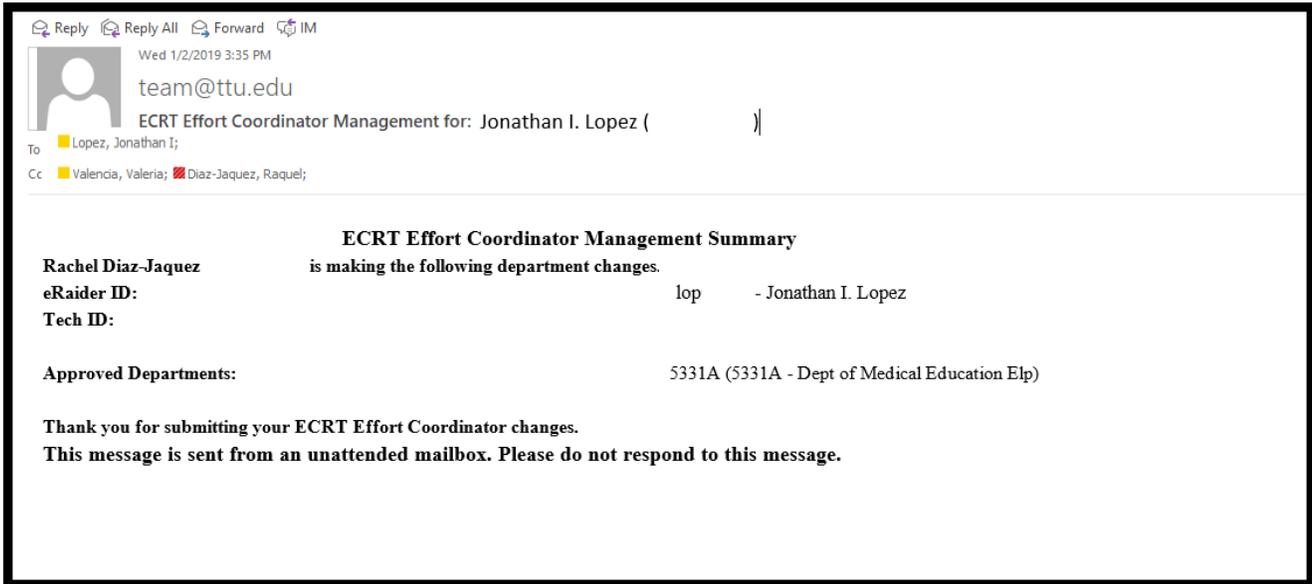
Your Request has been Submitted.

**ECRT Effort Coordinator Management Summary**

eRaider ID: lop      Jonathan Lopez  
 Tech ID:

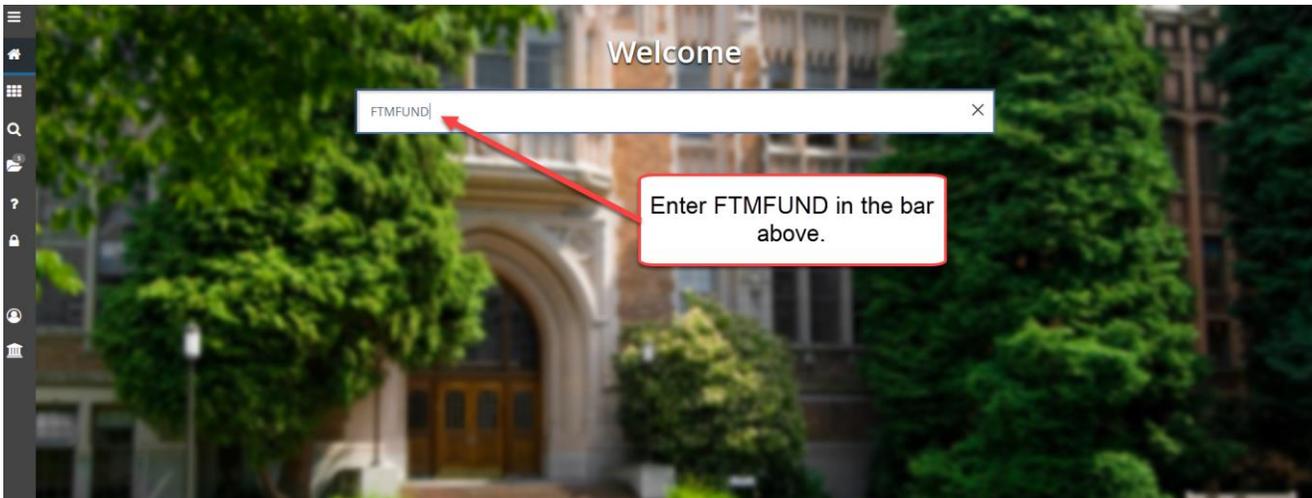
**Effort Coordinator Changes for 5331A - Dept of Medical Education Elp:**  
 Added PEC Role to Jonathan Lopez  
 Removed PEC Role from John Goeldner  
 Added SEC Role to John Goeldner

An automatic email verification will be sent to the person who set up the assignment and the individual that was set up.

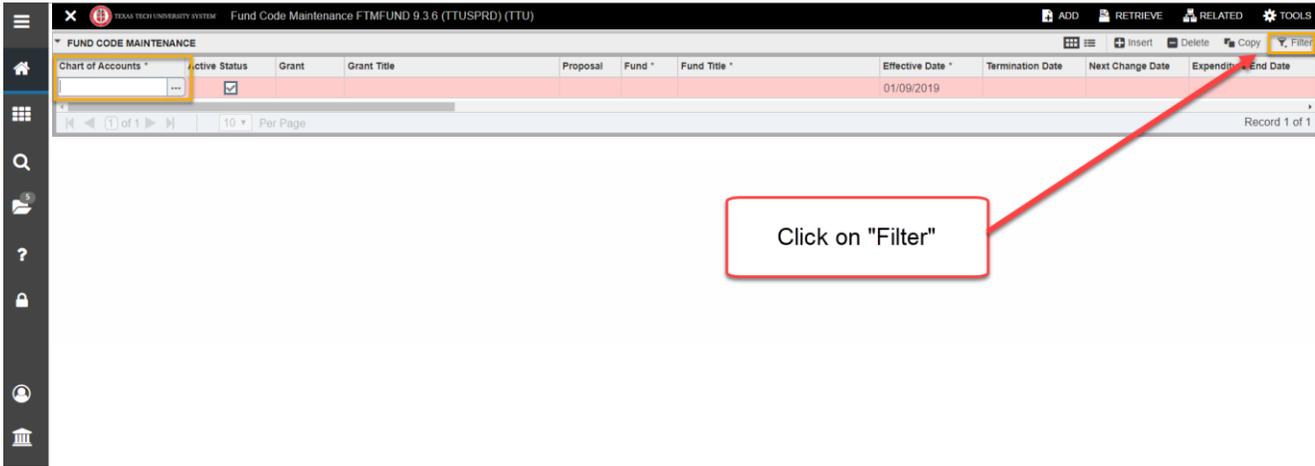


## Banner Queries:

**FTMFUND** – To query a fund in Banner Admin, enter FTMFUND in the field on the Banner Menu page and press enter on your keyboard.

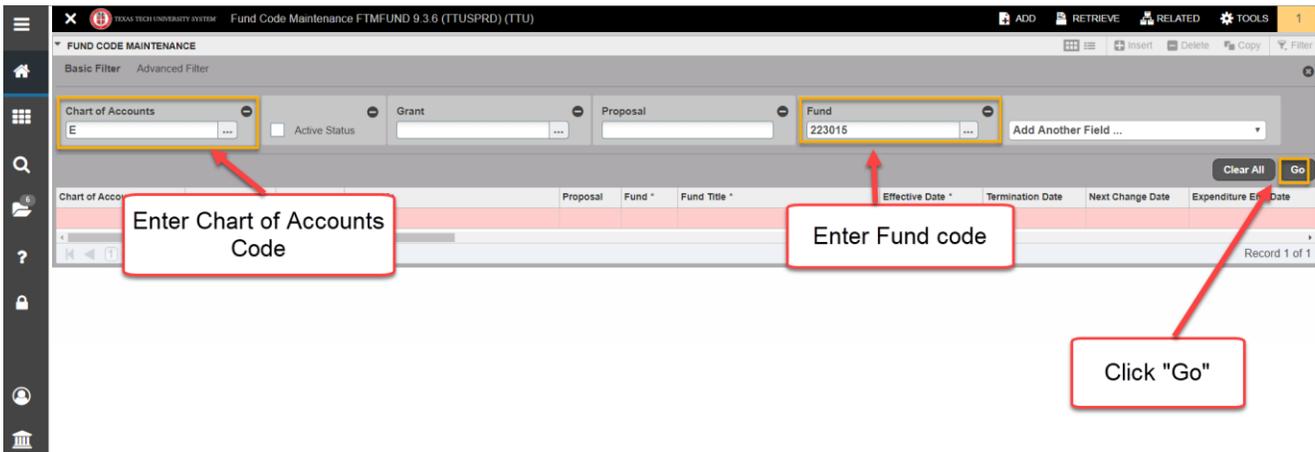


When the FTMFUND table comes up, your cursor should be in the “Chart of Accounts” field. Before you enter any information, click on the “**Filter**” icon in the menu bar or press F7 on your keyboard.

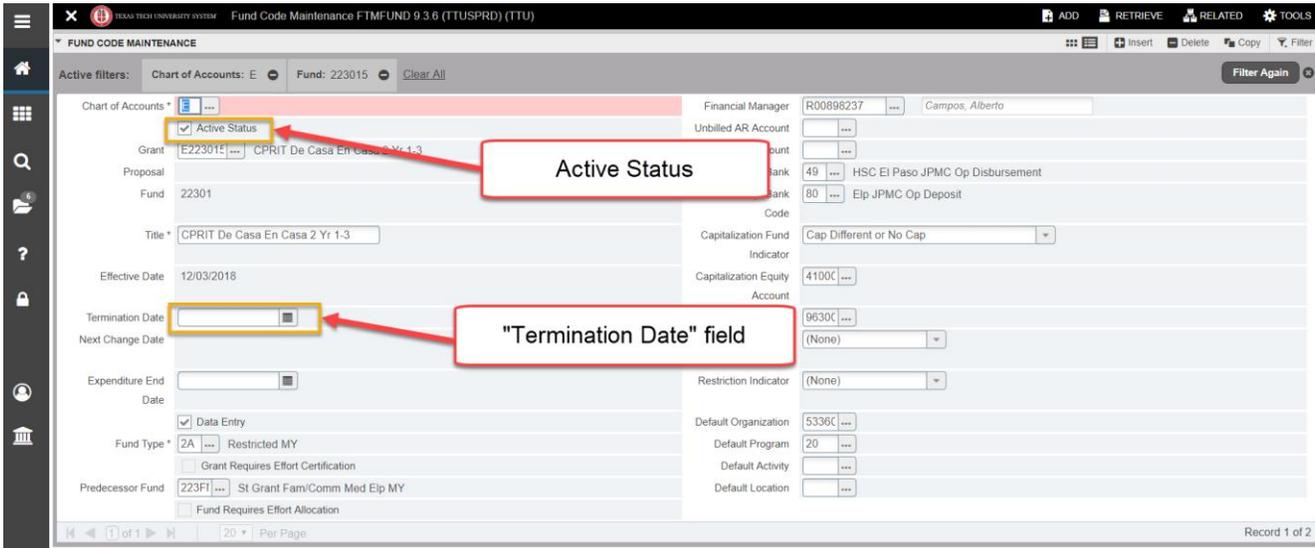


Enter the Chart of Accounts Code (E – HSC EP, H – HSC, T – TTU, S – TTUS) in the “Chart of Accounts:” field. Tab to the “Fund” field and enter the Fund code.

After entering the Chart of Accounts and the Fund code, click on the “Go” icon in the Icon menu bar or press F8 on your keyboard.



If there is no date in the “Termination Date:” field and the “Active Status” is checked, the fund is valid.

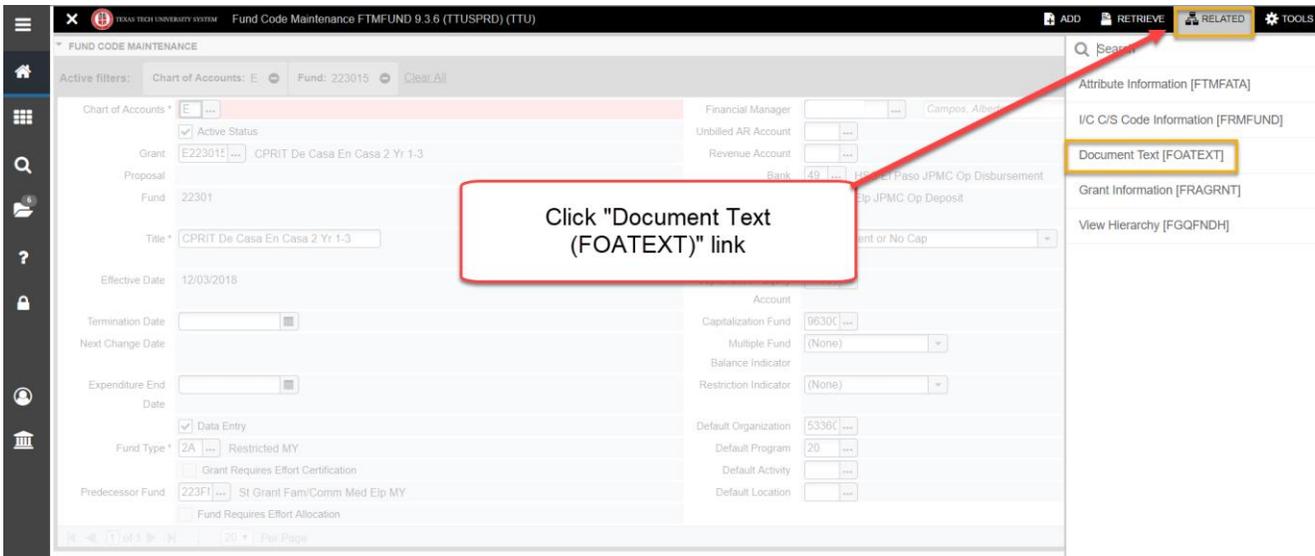


Fund Code Maintenance Form (FTMFUND 9 3.6 (TTUSPRD) (TTU))  
 Active filters: Chart of Accounts: E Fund: 223015 Clear All Filter Again

Chart of Accounts \* E Financial Manager R00898237 Campos, Alberto  
 Active Status Unbilled AR Account  
 Grant E223015 CPRIT De Casa En Casa 2 Yr 1-3 Bank  
 Proposal 49 HSC El Paso JPMC Op Disbursement  
 Fund 22301 Bank 80 Elp JPMC Op Deposit  
 Code  
 Title \* CPRIT De Casa En Casa 2 Yr 1-3 Capitalization Fund Cap Different or No Cap  
 Indicator  
 Effective Date 12/03/2018 Capitalization Equity 4100C  
 Account  
 Termination Date (None)  
 Next Change Date 9630C  
 Expenditure End Date (None)  
 Restriction Indicator (None)  
 Data Entry Default Organization 5336C  
 Fund Type \* 2A Restricted MY Default Program 20  
 Grant Requires Effort Certification Default Activity  
 Predecessor Fund 223FJ St Grant Fam/Comm Med Elp MY Default Location  
 Fund Requires Effort Allocation

Record 1 of 2

**FOATEXT** – To determine an associated Cost Share Fund, go to FOATEXT from FTMFUND. To access FOATEXT, click on the **“Document Text (FOATEXT)”** link from the **“Related”** drop down list on the menu bar.



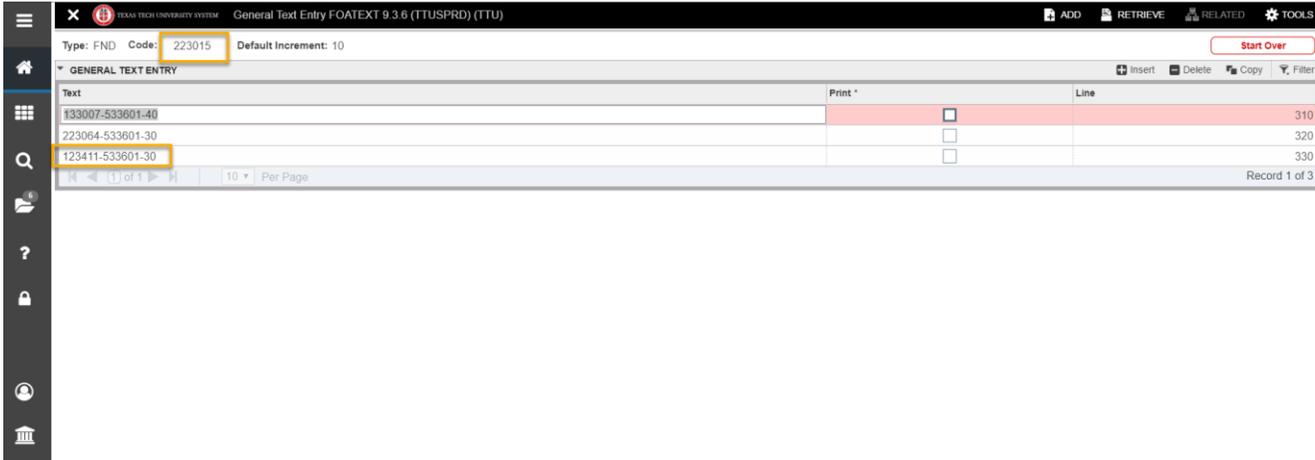
Fund Code Maintenance Form (FTMFUND 9 3.6 (TTUSPRD) (TTU))  
 Active filters: Chart of Accounts: E Fund: 223015 Clear All

Chart of Accounts \* E Financial Manager Campos, Alberto  
 Active Status Unbilled AR Account  
 Grant E223015 CPRIT De Casa En Casa 2 Yr 1-3 Revenue Account  
 Proposal 49 HSC El Paso JPMC Op Disbursement  
 Fund 22301 Bank 80 Elp JPMC Op Deposit  
 Code  
 Title \* CPRIT De Casa En Casa 2 Yr 1-3 Capitalization Fund  
 Indicator  
 Effective Date 12/03/2018 Capitalization Equity  
 Account  
 Termination Date 9630C  
 Next Change Date (None)  
 Expenditure End Date (None)  
 Restriction Indicator (None)  
 Data Entry Default Organization 5336C  
 Fund Type \* 2A Restricted MY Default Program 20  
 Grant Requires Effort Certification Default Activity  
 Predecessor Fund 223FJ St Grant Fam/Comm Med Elp MY Default Location  
 Fund Requires Effort Allocation

Search  
 Attribute Information [FTMFATA]  
 I/C/S Code Information [FRMFUND]  
**Document Text [FOATEXT]**  
 Grant Information [FRAGRNT]  
 View Hierarchy [FGQFNDH]

Click "Document Text (FOATEXT)" link

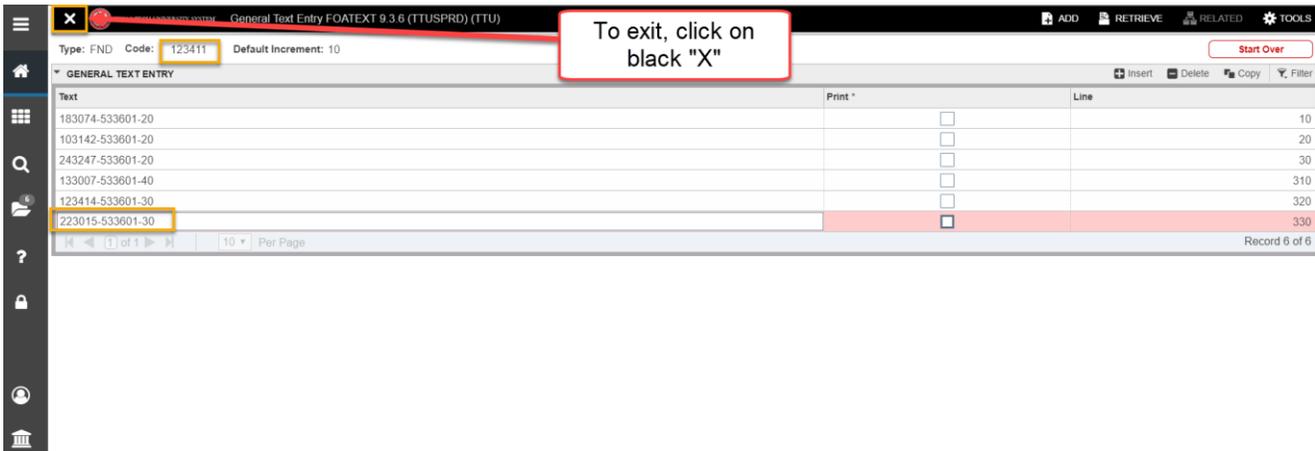
FOATEXT stores user defined information about the related Fund and Cost Share information is entered on Lines in the 330 range. In this case you can see that Fund 223015 is a Cost Share fund for 123411.



Text	Print *	Line
133007-533601-40	<input type="checkbox"/>	310
223064-533601-30	<input type="checkbox"/>	320
123411-533601-30	<input type="checkbox"/>	330

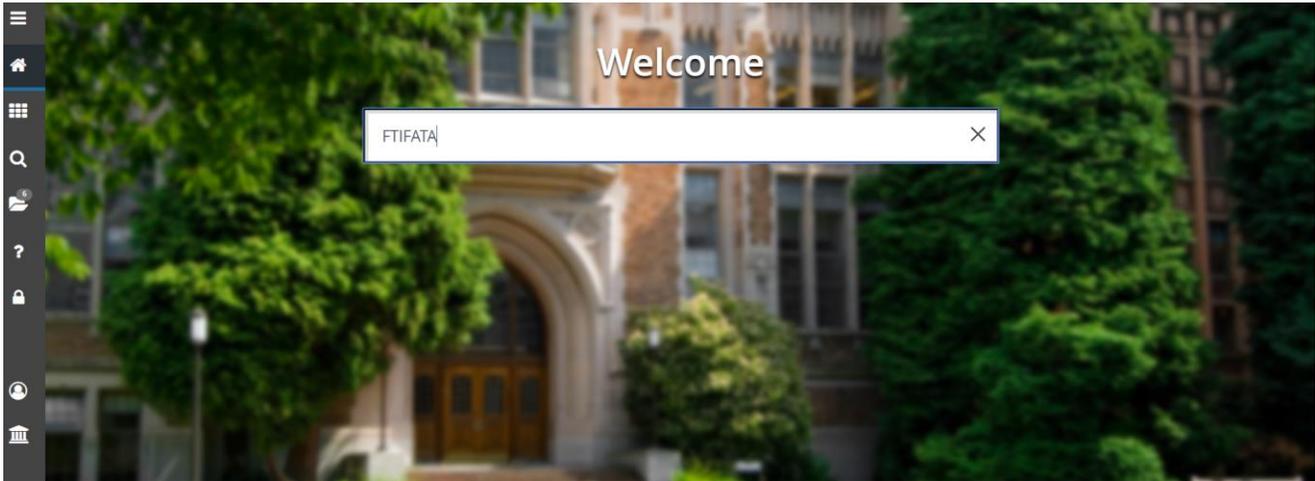
If you look at FTMFUND and then FOATEXT for 123411 you will see that 223015 is an associated Cost Share.

To exit out of any Banner form or screen, click on the black “X” in the Icon menu bar.

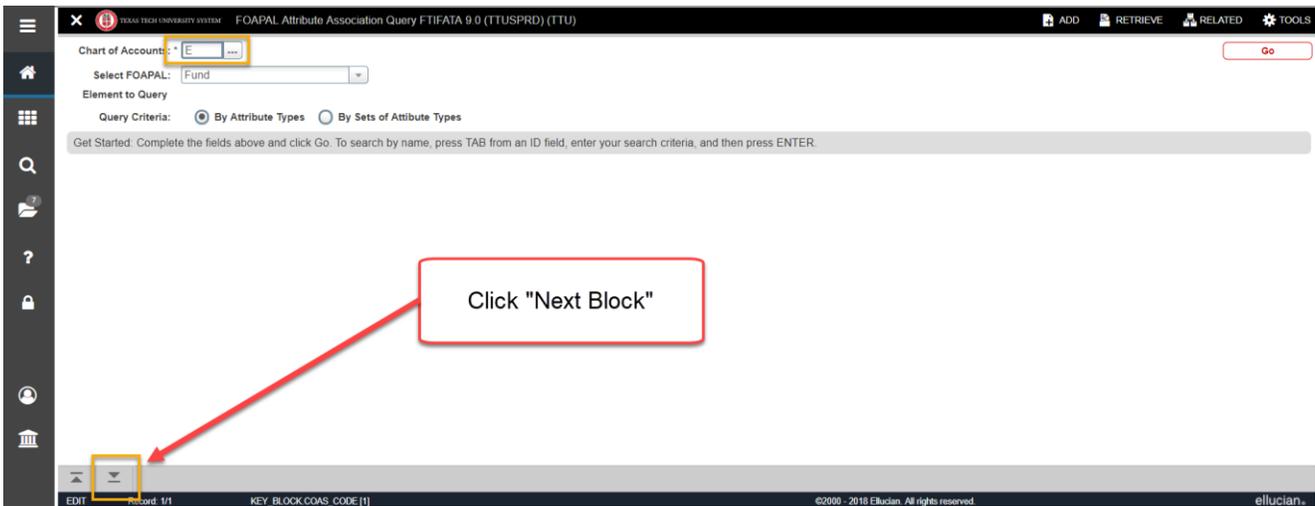


Text	Print *	Line
183074-533601-20	<input type="checkbox"/>	10
103142-533601-20	<input type="checkbox"/>	20
243247-533601-20	<input type="checkbox"/>	30
133007-533601-40	<input type="checkbox"/>	310
123414-533601-30	<input type="checkbox"/>	320
223015-533601-30	<input type="checkbox"/>	330

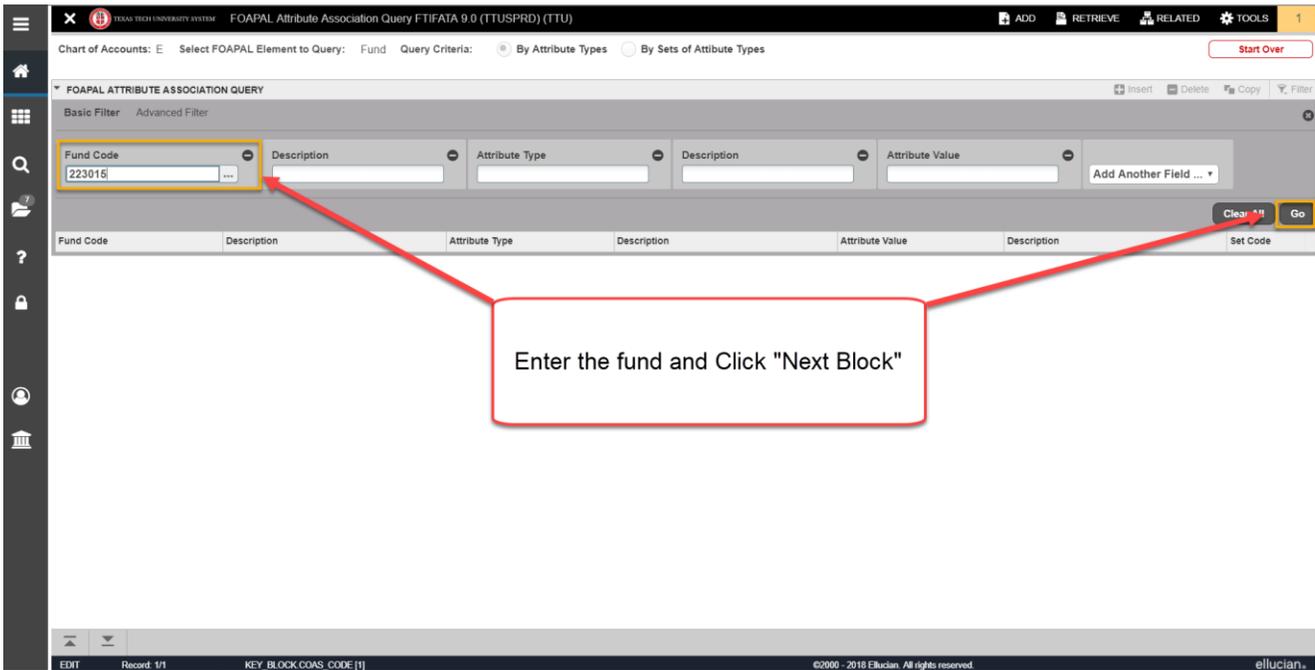
**FTIFATA** - To determine if a Fund and associated grant are required to report salaries paid from the fund you can see if the Fund has the ERSPROJ (HSCEP Effort Certification) Attribute Type and the SP (Effort Reporting) Attribute Value by going to FTIFATA.



Enter FTIFATA in the field box on the Banner Admin “Welcome” page and press Enter on your keyboard. “E” should default in the Chart of Accounts field, but if it does not, enter “E” and click on **“Next Block”** from the Icon Menu bar or click “Alt + Page down”.

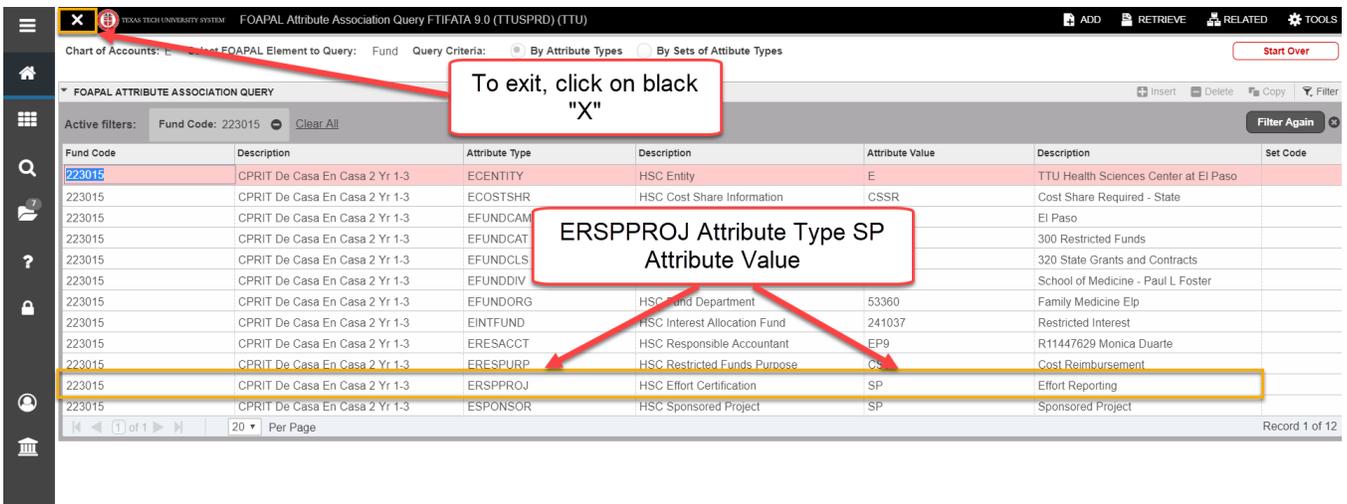


In the “Fund Code” field on the left side of the page, enter the fund that you wish to query and click on the **“Go”** icon in the Icon menu bar or press F8 on your keyboard.



The screen will populate with all of the Attributes associated to the Fund. Scroll down the list until you find the ERSPPROJ Attribute Type and the SP Attribute Value. If you do not find the ERSPPROJ Attribute Type in the list for the Fund you are querying, then the Fund and associated grant do not have to report any effort for salaries paid from the Fund.

To exit out of the screen, click on the black "X" in the Icon menu bar.



**FGIBAVL** - To determine if a Fund / Orgn / Prog is a valid FOP combination in Banner, enter FGIBAVL in the Main menu field box. You do not have to use the query menu icons with this form. The Chart (E) and Fiscal Year should default in this form. Enter the Fund, Organization,

Account Code of 6001 and the Program code. The Account Code 6001 is the Faculty Salaries expense budget pool. Once the fields are completed do a “Next Block” by clicking on the “**Next Block**” icon in the Icon Menu bar.

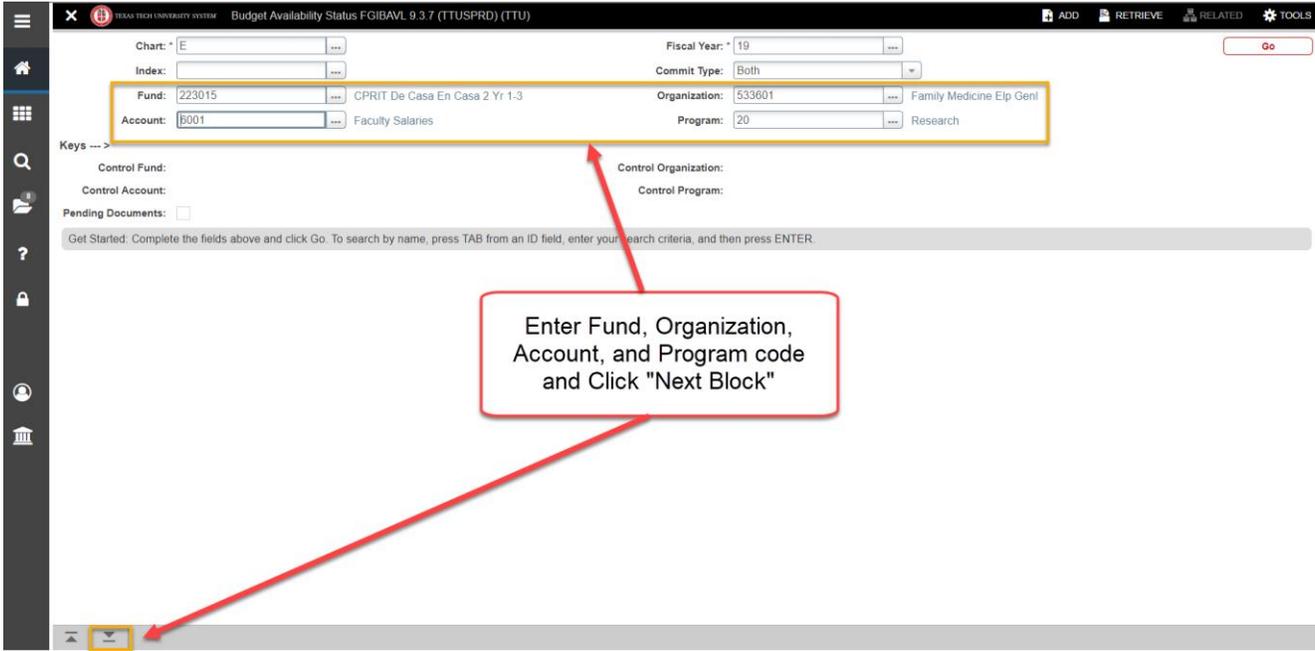


Chart: E Fiscal Year: 19 Index: Commit Type: Both Fund: 223015 CPRIT De Casa En Casa 2 Yr 1-3 Organization: 533601 Family Medicine EIp Genl  
 Account: 6001 Faculty Salaries Program: 20 Research

Control Fund: Control Organization: Control Account: Control Program: Pending Documents:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Enter Fund, Organization, Account, and Program code and Click "Next Block"

If information populates in the bottom section, the FOP is valid. If a budget has been established for salaries, you will see those in the 600... range is below in the example.

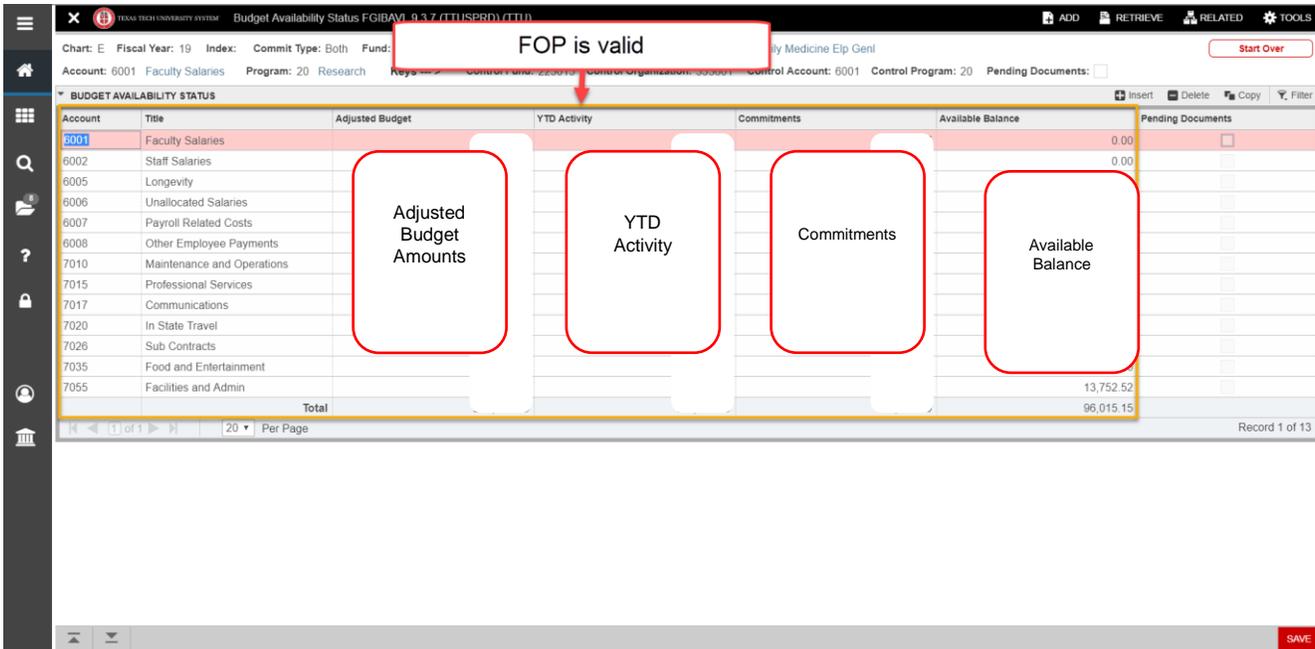


Chart: E Fiscal Year: 19 Index: Commit Type: Both Fund: Family Medicine EIp Genl  
 Account: 6001 Faculty Salaries Program: 20 Research Keys: Control Fund: 223015 Control Organization: 533601 Control Account: 6001 Control Program: 20 Pending Documents:

**FOP is valid**

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
6001	Faculty Salaries				0.00	
6002	Staff Salaries				0.00	
6005	Longevity					
6006	Unallocated Salaries					
6007	Payroll Related Costs					
6008	Other Employee Payments					
7010	Maintenance and Operations					
7015	Professional Services					
7017	Communications					
7020	In State Travel					
7026	Sub Contracts					
7035	Food and Entertainment				13,752.52	
7055	Facilities and Admin					
<b>Total</b>					96,015.15	

Adjusted Budget Amounts YTD Activity Commitments Available Balance

Record 1 of 13

To exit out of any Banner form or screen, click on the black “X” in the Icon menu bar.

If you have additional questions, please contact [FsmElp@ttuhsc.edu](mailto:FsmElp@ttuhsc.edu).