



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO



# EFFORT CERTIFICATION AND REPORTING TECHNOLOGY

Effort Certification and Reporting Technology, or eCRT, is designed to help you comply with the provisions of TTUHSC El Paso's effort reporting policies, federal policy OMB Circular A-21 section J.10., NIH Salary Limitation on Grants and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. TTUHSC El Paso's effort certification process is simplified and standardized as a result of this technology.

As part of federal requirements regarding the use of grants and other sponsored funds, Texas Tech University Health Sciences Center El Paso must report 100 percent of the salary earnings used during the sponsored project. The eCRT system is a software tool used to facilitate the Effort Certification and Reporting Technology process.



# COMPENSATION REPORTING REQUIREMENTS

The process by which the salary charged to a sponsored project is reviewed **after-the-fact** to assure such charges **reasonably reflect** the work expended on that project.

Effective Dec. 26, 2014, the OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (the Uniform Guidance) regulates the compensation reporting requirements for recipients of federal funding. Like Circular A-21, the Uniform Guidance requires an **after-the-fact review of charges** made to Federal awards **that were based on budget estimates**.



# EFFORT REPORTING: THE BASIC IDEA

## IN A GRANT PROPOSAL:

- We offer effort.
- At award time, we make a commitment of effort.
- Throughout the project, we charge salary to the sponsor.

## PERIODICALLY,

## SPONSORS WANT TO KNOW:

- Have we devoted enough effort to justify the salary charges?
- Even in cases where we are not charging salary to the sponsor, have we fulfilled our commitments?



# WHAT IS A COMMITMENT?

A statement in the proposal or project application

- Specific and quantified
- Effort for a PI regardless of whether salary is charged

An obligation that the university must fulfill:

- Example – Professor Jones proposes 30 percent of her effort for 12 months and requests 10 percent salary support:
  - Professor Jones has committed 30 percent of her effort for that 12 month period, regardless of the entity that pays for it.



# RISKS OF NONCOMPLIANCE

Risks of not complying with Circular A-21's effort reporting requirements:

- In recent years, federal auditors have become much more active in their review of effort reporting requirements, and a number of universities have received large audit disallowances that have resulted in serious financial penalties. Institutional disallowances can result if:
  - The effort report was certified by an individual other than the employee or someone who has “first-hand knowledge of 100 percent of the employee’s time.”
  - The effort report does not encompass all of the activities performed by the employee under the terms of their employment.
  - The levels of effort reported do not appear reasonable, given the responsibilities of the individual.
- Audit disallowances have also resulted in criminal charges brought against university personnel. Individual disallowances can result if:
  - The effort report certified by the individual is found to be falsified.
  - The levels of effort reported do not appear reasonable, given the responsibilities of the individual.



# EFFORT REPORTING ROLES

Effort Coordinator – Distributes effort reports in a timely manner. Provides assistance to Principal Investigators, faculty and staff as they certify efforts and ensure reviews in a timely manner. Effort Coordinators also coordinate labor distribution adjustments that are necessary based upon discrepancies by those certifying effort reports.

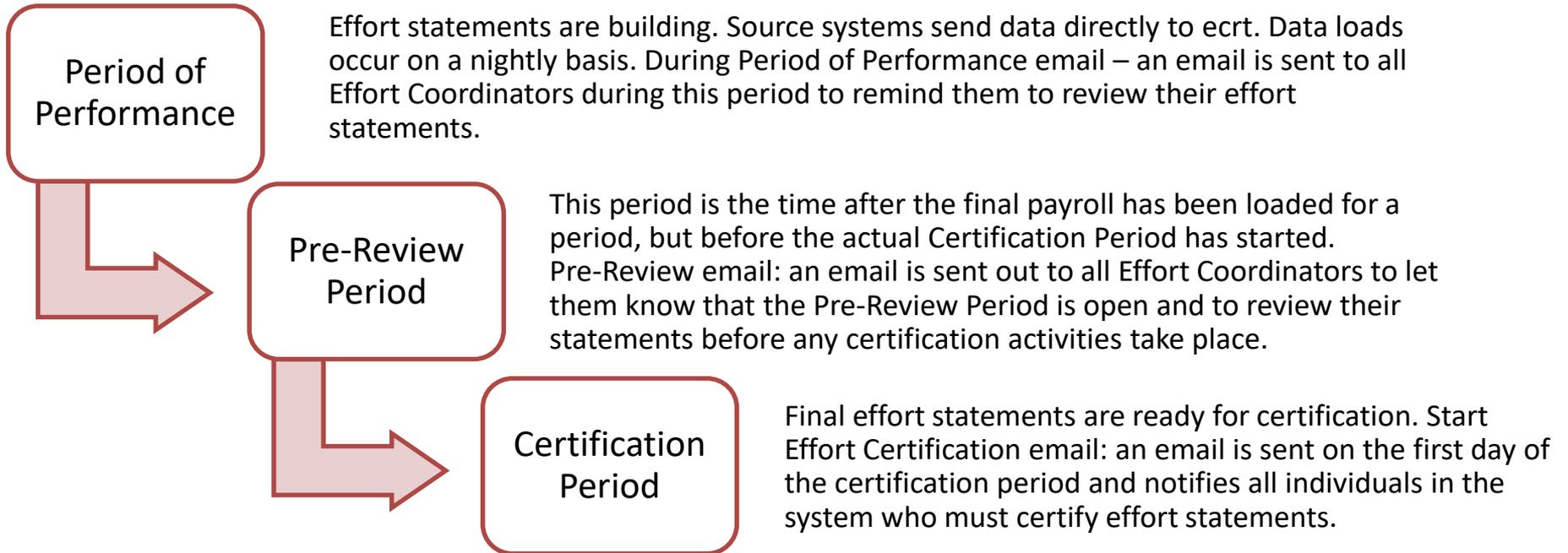
Principal Investigator – Held accountable for the proper fiscal management and conduct of the project. The PI is also responsible for:

- Completing the effort reporting program
- Certifying his/her effort in accordance with the guidelines established by TTUHSC El Paso.
- Management of the project within the funding limitations and to ensure the accuracy of all salary and wages charged to the project.



# EFFORT REPORTING TIMELINE

Effort Reporting for Texas Tech University Health Sciences Center El Paso is done quarterly, based on the Fiscal Year for all individuals paid through a sponsored project.





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

The screenshot shows the HSC Finance El Paso web portal. The navigation bar includes links for Home, HSC Employee El Paso, Available Budget, News, F&A Work Tools, Payroll & Tax, HSC HR El Paso, HSC Finance El Paso (selected), My Content, and Cognos. The main content area is divided into several sections: El Paso Business Affairs Announcements, Accounting, Budget, Finance Systems Management (FSM), Applications Development, Procurement Services, and Student Business Services. In the Accounting section, under 'Helpful Links', the 'Effort Certification and Reporting Technology (eCrt)' link is highlighted with a yellow box and a red arrow. A red box with a red arrow points to the text '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!

The bottom of the page shows two buttons: 'Continue' (highlighted with a yellow box) and 'Click Continue' (highlighted with a red box). A red arrow points from the 'Click Continue' button to the 'Continue' button.



# LOGIN SCREEN NAVIGATION

Work List for Valeria Valencia

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

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

The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The Left Navigation Bar that is available on the Work List page contains useful links to training documents and other reference material. The Home menu on the far left returns the user to the Work List from anywhere in the application.

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

Work List for Valeria Valencia

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

Statement Owner	Department	Due Date	Type	Status	PI
Wise, Joshua C -	53338 - 53338 - Biomedical Sciences Elp	10/22/2018	Base	Effort Statement Building	
Zeng, Mingtao -	53338 - 53338 - Biomedical Sciences Elp	7/22/2018	Base	Not Certified, Not Processed	



# CERTIFY MY STATEMENT

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

[\[-\] Effort Statement Instructions](#)

**Work List**

▼ Statements Requiring Certification

Wise, Joshua C	53338 - Biomedical Sciences Elp
Zeng, Mingtao	53338 - Biomedical Sciences Elp

Work List Pane

▶ In Progress

▶ Recently Completed

**Valencia, Valeria**

- ▶ Statement Owner
- ▼ Effort Statements ★
  - ▶ Needing certification
  - ▼ In progress ★
    - Base 10/22/2018 ▶ Effort Statement Building
    - ▶ Historical ★

Statement Information Pane

**Valencia, Valeria**      Effort Period: 06/01/2018 to 08/31/2018      Status: Effort Statement Building

WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements.  
INFO - This Effort Statement cannot be certified because it is in the Effort Statement Building status.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Non Sponsored					
103069-533048-40 BMS State Fund Non Research	100.00%	0.00%	100.00%	100% <span style="color: yellow;">⚠</span>	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	

Effort Statement Pane

▶ Notes



The **Work List** is subdivided into three groupings: In Progress, Statements Requiring Certification and Recently Completed.

[-] Effort Statement Instructions

Work List

In Progress

Abdullah, Akeel	53430 - Psychiatry Elp
Abedin, Zainul	53370 - Internal Medicine Elp
Acosta, Irma L	53370 - Internal Medicine Elp
Acosta Mireles, Diana P	53370 - Internal Medicine Elp
Aguirre, Jessica N	53370 - Internal Medicine Elp
Aguirre, Markus	53370 - Internal Medicine Elp
Ahmad, Adeel	53370 - Internal Medicine Elp

Recently Completed

Statements Requiring Certification

[+] Effort Statement Instructions

Work List

Statements Requiring Certification

Franco, Carlos F	53370 - Internal Medicine Elp
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In Progress

Recently Completed

[+] Effort Statement Instructions

Work List

Recently Completed

There are no completed Effort statements associated to you.

In Progress

Statements Requiring Certification

The **Statement Information** pane has multiple expandable/collapsible lists.

Valencia, Valeria -

Statement Owner

Title: **Senior Analyst** Effort Coordinator:

Department: **20324 - Finance Systems Mg...** Email: [valeria.valencia@ttuhsc.edu](mailto:valeria.valencia@ttuhsc.edu)

Effort Statements ★

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

Statement Owner List



The third pane displays your Effort Statement. The Effort Statement Header displays your name and R number, the employee type, statement type, Period of Performance dates, the due date and the status of the statement. The body of the effort statement contains the data that is critical to the certification:

- **Grant/FOP** column displays a list of all the Grants/FOPS that the certifier was paid from.
- The **Payroll** column shows the percentage that the certifier was paid from a FOP for the period.
- The **Cost Share** column shows the total cost share recorded for the certifier for that FOP for the period.
- The **Computed Effort** column shows the sum of the **Payroll** and **Cost Share** columns. This is the total effort for the period.
- The **Certified Effort** column is where the certifier can make adjustments to their effort. It is prepopulated with a best guess based on their payroll distribution, but the certifier should certify based on how they actually spent their time. To change a percentage, click in the **Certified Effort** box and type the percentage of effort spent working on the sponsored project related to the FOP.

Sponsored		FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
E213028	Comparative Effectiveness of Fecal Immunochemical Tests with Optical Colonoscopy		20.00%	0.00%	20.00%	20%	<input type="checkbox"/>
213028-533601-20	Comparative Effectiveness of Fecal	Grant/FOP					
Award Total:			20.00%	0.00%	20.00%	20%	
E223023	Southwest Coalition for Colorectal Cancer Screening		25.00%	0.00%	25.00%	25%	<input type="checkbox"/>
223023-533601-20	CPRIT Southwest Coalition Yr 1 3					0%	<input type="checkbox"/>
223023-533601-30	CPRIT Southwest Coalition Yr 1 3		0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
Award Total:			25.00%	0.00%	25.00%	25%	
E243127	Phase IIa Trial Evaluating the Safety of Intratumoral Injection of NanoPac in Subjects with Locally Advanced Pancreatic Adenocarcinoma		55.00%	0.00%	55.00%	55%	<input type="checkbox"/>
243127-533701-20	NANOPAC 2016 05					55%	
Award Total:			55.00%	0.00%	55.00%	55%	
<b>Sponsored Total:</b>			<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	
<b>Grand Total:</b>			<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input type="checkbox"/>



# COMPLETE CERTIFICATION

To complete the certification of an effort statement, the certifier should review the percentages in the **Certified Effort** column and make adjustments as necessary.

The **Grand Total** of the **Certified Effort** column must be between 99 percent and 101 percent.

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

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E243329 RTP Hogg Program Transforming Psych Yr 1-4					
243329-533322-20 RTP Hogg Transforming Psych Yr1-4	90.00%	0.00%	90.00%	90%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	90.00%	0.00%	90.00%	90%	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>	<b>90.00%</b>	<b>0.00%</b>	<b>90.00%</b>	<b>90%</b>	<input checked="" type="checkbox"/>
<b>Non Sponsored</b>					
183087-53332A-20 IDC COE Neurosciences Eip PI Use	10.00%	0.00%	10.00%	10%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>10.00%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>10%</b>	<input checked="" type="checkbox"/>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input checked="" type="checkbox"/>

Click "Certify Check-boxes"

Grand Total → 100%

Click "Certify"

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



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

Attestation

**Certification Attestation Effort 09/01/2012 - 11/30/2012**

Frequency: Quarterly  
Due Date: 1/22/2013 Past Due

Covered Individual:	Jamie L Haynes - R00242201	Location:	Lubbock
Title:	Assistant Professor	Effort Coordinator:	Evelyn L McPherson
Department:	51220 - 51220 - Family Medicine I	Period of Performance:	09/01/2012 to 11/30/2012
Email:			
Status:	Not Certified, Not Processed		

*I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.*

**I Agree**

**Click "I Agree"**



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

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

**Valencia, Valeria**

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

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

**In Progress List Updates**



# CERTIFY MY PI'S PERSPECTIVE

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

Work List for Valeria Valencia

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

Statements Awaiting Certification

Statement Owner	Department	Due Date	Type	Status	PI
Wise, Joshua C -	53338 - 53338 - Biomedical Sciences Elp	10/22/2018	Base	Effort Statement Building	
Zeng, Mingtao -	53338 - 53338 - Biomedical Sciences Elp	7/22/2018	Base	Not Certified, Not Processed	

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

Work List for Valeria Valencia

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

Statements Awaiting Certification (1)    Effort Tasks (2)

Statement Owner	Department	Due Date	Type	Status	PI
Wise, Joshua C -	53338 - 53338 - Biomedical Sciences Elp	10/22/2018	Base	Effort Statement Building	
Zeng, Mingtao -	53338 - 53338 - Biomedical Sciences Elp	7/22/2018	Base	Not Certified, Not Processed	



The PI has the ability to select all the related people in the Statements Requiring Certification list at one time. This tool is most useful when the PI wishes to review and/or certify multiple statements at one time. The Select All icon is the first icon to the right of the Active label.

Selecting this icon highlights all the people in the Active list that have statements that are in a Not Certified status. The selected individuals are loaded in the Covered Individuals list in the top right pane. The PI can review and certify all available lines on the Not Certified statements, which includes their own statement and those for related individuals.

The screenshot shows the 'Effort Statement Instructions' interface. At the top, there are navigation tabs: Home, Certify, Manage, Reports, Administration, and Links. Below the navigation is a section titled 'Effort Statement Instructions' with a 'Select All' button. The main area is divided into two panes. The left pane, 'Work List', has a sub-section 'In Progress' with a 'Select All' icon (a square with a plus sign) highlighted by a red box and an arrow. Below this are several rows of individuals and their associated projects. The right pane, 'Covered Individuals', contains a list of the same individuals, with a red box and an arrow pointing to it from the 'Select All' icon. Below the panes, there is a warning message: 'WARNING - You cannot certify this Effort Statement because you do not have the right to certify Statements. INFO - This Effort Statement cannot be certified because it is in the Effort Statement Building status.' At the bottom, there is a table with columns: FOPs [-], Payroll, Cost Share, Computed Effort, Certified Effort, and Certify?.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
Non Sponsored					
103069-533048-40 BMS State Fund Non Research	100.00%	0.00%	100.00%	100%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	



If during this review, you need to change a percentage, select the Certified Effort box and enter the percentage of effort that was actually spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the Notes section. To leave a note, click the Add a Note icon. Enter your note in the **Create New Note** text box and click **Save Note**.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E213010 New Concepts for Advancing Knowledge in Basic Science, Clinical, and Therapeutic Aspects of Gastroparesis					
213010-533701-20 Therap Aspect Gastroparesis Yr6-10 ? CAP	9.84%	0.00%	9.84%	10%	<input type="checkbox"/>
103127-533701-20 CS McCallum NIH Non Mandatoy ✓ CAP	0.00%	6.45%	6.45%	6%	<input type="checkbox"/>
<i>Award Total:</i>	<b>9.84%</b>	<b>6.45%</b>	<b>16.29%</b>	<b>16%</b>	
<b>Sponsored Total:</b>					
<b>Non Sponsored</b>					
133009-533701-10 Int Medicine D	79.56%	0.00%	79.56%	80%	<input type="checkbox"/>
133009-533701-40 Int Medicine D	4.14%	0.00%	4.14%	4%	<input type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>83.70%</b>	<b>0.00%</b>	<b>83.70%</b>	<b>84%</b>	
<b>Grand Total:</b>	<b>93.54%</b>	<b>6.45%</b>	<b>93.54%</b>	<b>100%</b>	<input type="checkbox"/>

close

**Create New Note**

Note (max 4000 characters. Extra text will be truncated):

**Save Note**

Click in "Certified Effort" box

Click "Save Note"



The Grand Total of the Certified Effort Column must be between 99 percent and 101 percent for each effort statement you are reviewing. When you are comfortable with how the effort percentages are documented, click the **Certify Checkbox** for each line or select the **checkbox for all** located at the bottom of the certification lines. The Certify Checkboxes must be checked in order to certify that line of the effort statement. After you have reviewed all lines of all the statements and are ready to certify, click the **Certify** button.

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
<b>Sponsored</b>					
E243329 RTP Hogg Program Transforming Psych Yr 1-4					
243329-533322-20 RTP Hogg Transforming Psych Yr1-4	90.00%	0.00%	90.00%	90%	<input checked="" type="checkbox"/>
<i>Award Total:</i>	90.00%	0.00%	90.00%	90%	<input checked="" type="checkbox"/>
<b>Sponsored Total:</b>	<b>90.00%</b>	<b>0.00%</b>	<b>90.00%</b>	<b>90%</b>	<input checked="" type="checkbox"/>
<b>Non Sponsored</b>					
183087-53332A-20 IDC COE Neurosciences Eip PI Use	10.00%	0.00%	10.00%	10%	<input checked="" type="checkbox"/>
<b>Non Sponsored Total:</b>	<b>10.00%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>10%</b>	<input checked="" type="checkbox"/>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<input checked="" type="checkbox"/>

Click "Certify Check-boxes" (pointing to the checkboxes in the table)

Grand Total (pointing to the 100% in the Certified Effort column)

Click "Certify" (pointing to the Certify button at the bottom right)

Click "Certify" (pointing to the Certify button at the bottom right)

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



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

Attestation

**Certification Attestation Effort 09/01/2012 - 11/30/2012**

Frequency: Quarterly  
**Due Date: 1/22/2013 Past Due**

Covered Individual:	Jamie L Haynes - R00242201	Location:	Lubbock
Title:	Assistant Professor	Effort Coordinator:	Evelyn L McPherson
Department:	51220 - 51220 - Family Medicine I	Period of Performance:	09/01/2012 to 11/30/2012
Email:			
Status:	Not Certified, Not Processed		

*I certify the salary charged, salary transfers processed and effort certified this period reasonably reflect the work performed in the designated period, and that I have sufficient technical knowledge and/or I am in a position that provides me with suitable means of verification that the work was performed.*

Click "I Agree"

After you have certified, the In Progress List will update the status of your statement to Certified, Not Processed. Your effort statement has been routed to the effort coordinator for processing.



# EFFORT TASKS

The Effort Coordinator will have a number of effort tasks that need to be performed based on actions taken during the certification period.

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

Home   Certify   Manage   Reports   Administration   Links

Helpful Links  
 » OMB Circulars  
 » National Institutes of Health: Grants Policy and Guidance

**Work List for Valeria Valencia**

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

Statements Awaiting Certification (1)   **Effort Tasks (1)**   ←   Effort Tasks Tab

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

Click on the Task

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



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

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

Welcome, Valeria Valencia Sign Out  
Enter Search Criteria

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

**Process Base Effort Statement (09/01/2017 to 11/30/2017)**

**Frequency: Quarterly**  
**Due Date: 1/22/2018**

Covered Individual: Valeria Valencia Title: Faculty Associate Department: 53338 - 53338 - Biomedical Sciences Elp Email: valeria.valencia@ttuhsc.edu Status:  Certified, Not Processed	Location: El Paso Effort Coordinator: Jonathan Lopez Period of Performance: 09/01/2017 to 11/30/2017
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The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by Guohua Yi - 06/14/2018 4:24 PM

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Labor Redistribution Dollars	Labor Redistribution Percentage	Cost Share Is Labor Redistribution
<b>Sponsored</b>							
E213231 Role of PD-1H Mediated Monocyte Activation in HIV Pathogenesis Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0.0%
213231-533317-20 PD-1H HIV Pathogenesis Shankar Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0%
<i>Award Total:</i>							
E213253 Improved Zinc Finger Nuclease Delivery for HIV Gene Therapy Yr 1-2	31.33%	0.00%	31.33%	16%	\$ -2491.13		0.0%
213253-533317-20 Improved Zinc Finger Nuclease Yr1-2	31.33%	0.00%	31.33%	16%	\$ -2,491.13		0%
<i>Award Total:</i>							
<b>Sponsored Total:</b>	<b>93.83%</b>	<b>0.00%</b>	<b>93.83%</b>	<b>78%</b>	<b>\$ -2,572.38</b>		<b>0.00%</b>
<b>Non Sponsored</b>							
183122-533048-20 IDC BMS Dept Share	6.17%	0.00%	6.17%	22%	\$ 2572.38	15.83%	0.0%
<b>Non Sponsored Total:</b>	<b>6.17%</b>	<b>0.00%</b>	<b>6.17%</b>	<b>22%</b>	<b>\$ 2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>0.00%</b>

Cancel
Labor Redistribution Needed
Process
Do Not Process

Attachments: N/A  
 Use the text field below to enter an Effort note. (4000 character max.)  
  
Save Effort Note



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

TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
EL PASO

Home Certify Manage Reports

**Process Base Effort Statement (09/01/2017 to 11/30/2017)**

Frequency: Quarterly  
Due Date: 1/22/2018

Covered Individual: Valeria Valencia  
Title: Faculty Associate  
Department: 53338 - Biomedical Sciences Elp  
Email: [valeria.valencia@ttuhsc.edu](mailto:valeria.valencia@ttuhsc.edu)  
Status: Certified, Not Processed

ecrttest.tosm.ttu.edu says

This statement is being processed, you will return to your Effort Task List. Processing may take up to 30 seconds; there is no need to refresh this page.

**OK**

Welcome Valeria Valencia | Sign Out

Enter Search Criteria

Effort Statement PDF Payroll Report

Location: El Paso

Effort Coordinator: Jonathan Lopez

Period of Performance: 09/01/2017 to 11/30/2017

Click "OK"

The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by Guohua Yi on 06/14/2018 4:24 PM

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Labor Redistribution Dollars	Labor Redistribution Percentage	Cost Share is Labor Redistribution
<b>Sponsored</b>							
E213231 Role of PD-1H Mediated Monocyte Activation in HIV Pathogenesis Yr 1-4							
213231-533317-20 PD-1H HIV Pathogenesis Shankar Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0.0%
<i>Award Total:</i>	62.50%	0.00%	62.50%	62%	\$-81.25	-0.50%	0%
E213253 Improved Zinc Finger Nuclease Delivery for HIV Gene Therapy Yr 1-2							
213253-533317-20 Improved Zinc Finger Nuclease Yr1-2	31.33%	0.00%	31.33%	16%	\$ -2491.13	-15.33%	0.0%
<i>Award Total:</i>	31.33%	0.00%	31.33%	16%	\$-2,491.13	-15.33%	0%
<b>Sponsored Total:</b>	<b>93.83%</b>	<b>0.00%</b>	<b>93.83%</b>	<b>78%</b>	<b>\$ 2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Non Sponsored</b>							
183122-533048-20 IDC BMS Dept Share	6.17%	0.00%	6.17%	22%	\$ 2572.38	15.83%	0.0%
<b>Non-Sponsored Total:</b>	<b>6.17%</b>	<b>0.00%</b>	<b>6.17%</b>	<b>22%</b>	<b>\$2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>

Cancel Labor Redistribution Process Do Not Process



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

Welcome, Valeria Valencia Sign Out

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

**Process Base Effort Statement (09/01/2017 to 11/30/2017)**

 Effort Statement PDF   Payroll Report

**Frequency:** Quarterly  
**Due Date:** 1/22/2018

**Covered Individual:** Valeria Valencia  
**Title:** Faculty Associate  
**Department:** 53338 - 53338 - Biomedical Sciences Elp  
**Email:** valeria.valencia@ttuhsc.edu  
**Status:** Certified, Not Processed

**Location:** El Paso  
**Effort Coordinator:** Jonathan Lopez  
**Period of Performance:** 09/01/2017 to 11/30/2017

The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by Guohua YI - 06/14/2018 4:24 PM

		\$ Value						
FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Labor Redistribution Dollars	Labor Redistribution Percentage	Cost Share is Labor Redistribution	
<b>Sponsored</b>								
E213231 Role of PD-1H Mediated Monocyte Activation in HIV Pathogenesis Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0.0%	
213231-533317-20 PD-1H HIV Pathogenes Shankar Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0%	
<i>Award Total:</i>	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0%	
E213253 Improved Zinc Finger Nuclease Delivery for HIV Gene Therapy Yr 1-2	31.33%	0.00%	31.33%	16%	\$ -2491.13	-15.33%	0.0%	
213253-533317-20 Improved Zinc Finger Nuclease Yr1-2	31.33%	0.00%	31.33%	16%	\$ -2,491.13	-15.33%	0%	
<i>Award Total:</i>	31.33%	0.00%	31.33%	16%	\$ -2,491.13	-15.33%	0%	
<b>Sponsored Total:</b>	<b>93.83%</b>	<b>0.00%</b>	<b>93.83%</b>	<b>78%</b>	<b>\$ -2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>	
<b>Non Sponsored</b>								
183122-533048-20 IDC BMS Dept Share	6.17%	0.00%	6.17%	22%	\$ 2572.38	0.00%	0.0%	
<b>Non Sponsored Total:</b>	<b>6.17%</b>	<b>0.00%</b>	<b>6.17%</b>	<b>22%</b>	<b>\$ 2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>0.00%</b>	



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

ecrttest.tosm.ttu.edu says  
This statement is being processed, you will return to your Effort Task List. Processing may take up to 30 seconds; there is no need to refresh this page.

Welcome Valeria Valencia | Sign Out  
Enter Search Criteria

Home Certify Manage Reports

Process Base Effort Statement (09/01/2017 to 11/30/2017)  
Frequency: Quarterly  
Due Date: 1/22/2018

Covered Individual: Valeria Valencia  
Title: Faculty Associate  
Department: 53338 - 53338 - Biomedical Sciences Eip  
Email: valeria.valencia@ttuhsc.edu  
Status: Certified, Not Processed

Location: El Paso  
Effort Coordinator: Jonathan Lopez  
Period of Performance: 09/01/2017 to 11/30/2017

The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

Last Certified by Guohua Yi on 06/14/2018 4:24 PM

FOPs [-]	Payroll	Cost Share	Computed Effort	Certified Effort	Labor Redistribution Dollars	Labor Redistribution Percentage	Cost Share in Labor Redistribution
<b>Sponsored</b>							
E213231 Role of PD-1H Mediated Monocyte Activation in HIV Pathogenesis Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0.0%
213231-533317-20 PD-1H HIV Pathogenesis Shankar Yr 1-4	62.50%	0.00%	62.50%	62%	\$ -81.25	-0.50%	0%
<i>Award Total:</i>							
E213253 Improved Zinc Finger Nuclease Delivery for HIV Gene Therapy Yr 1-2	31.33%	0.00%	31.33%	16%	\$ -2491.13	-15.33%	0.0%
213253-533317-20 Improved Zinc Finger Nuclease Yr1-2	31.33%	0.00%	31.33%	16%	\$ -2,491.13	-15.33%	0%
<i>Award Total:</i>							
<b>Sponsored Total:</b>	<b>93.83%</b>	<b>0.00%</b>	<b>93.83%</b>	<b>78%</b>	<b>\$ 2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Non Sponsored</b>							
183122-533048-20 IDC BMS Dept Share	6.17%	0.00%	6.17%	22%	\$ 2572.38	15.83%	0.0%
<b>Non Sponsored Total:</b>	<b>6.17%</b>	<b>0.00%</b>	<b>6.17%</b>	<b>22%</b>	<b>\$ 2,572.38</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100%</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>0.00%</b>

Cancel Labor Redistribution needed Process Do Not Process

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



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

The screenshot shows the Texas Tech University Health Sciences Center El Paso system interface. The top navigation bar includes 'Home', 'Certify', 'Manage', 'Reports', 'Administration', and 'Links'. The main content area is titled 'Work List for Valeria Valencia' and contains a table of tasks. A red box highlights the 'Payroll Adjustment Reconciliation' link in the table, with a red arrow pointing to it. The table has columns for 'Type', 'Employee Id', 'Name (Last, First)', and 'Date'. The 'Payroll Adjustment' row is highlighted in yellow.

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

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



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

**Payroll Adjustment Reconciliation**

The Payroll Adjustment Reconciliation page presents to administrators payroll and cost share transactions that impact historical Effort statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the transaction summary, are determined by the institution's configured thresholds and the responsibilities assigned to the user's role.

Covered Individual: Valeria Valencia  
Title: Professor  
Department: 53370 - Internal Medicine Eip  
Email: valeria.valencia@ttuhsc.edu  
Location: Jonathan Lopez  
Appointment: Effort Coordinator

Period of Performance	FOP	Original Payroll \$	Original Cost Share \$	Original Computed Effort	Original Computed Effort %	Certified %	New Payroll \$	New Cost Share \$	Total Adjustment \$	New Computed Effort	New Computed Effort %
03/01/2018 to 05/31/2018	103147-533701-40	\$112.03	\$0.00	\$118.88	\$0.96	1.0	\$0.00	\$0.00	\$0.00	\$485.28	\$0.96
	183346-533701-20	\$0.00	\$1,102.89	\$1,102.89	\$1.51	2.0	\$0.00	\$0.00	\$0.00	\$1,102.89	\$1.51
	133009-533701-10	\$69,418.88	\$0.00	\$63,501.53	\$73.19	74.0	\$ (69,418.88)	\$0.00	\$ (69,418.88)	\$0.00	0
	103037-533371-10	\$0.00	\$0.00	\$0.00	0.0	0.0	\$69,418.88	\$0.00	\$69,418.88	\$69,418.88	\$73.19
	133009-533701-40	\$2,305.10	\$0.00	\$6,158.90	\$9.13	10.0	\$0.00	\$0.00	\$0.00	\$6,158.90	\$9.13
	213028-533601-20	\$6,231.00	\$0.00	\$2,032.90		2.0	\$0.00	\$0.00	\$0.00	\$2,032.90	\$1.31
		\$78,067.01	\$1,102.89	\$72,915.11			\$0.00	\$0.00	\$0.00		
	<b>Total</b>	\$78,067.01	\$1,102.89	\$72,915.11			\$0.00	\$0.00	\$0.00		

Click on "Post & Re-Open"

Original Payroll and Certification

Change from Labor Redistribution

Post & Re-open

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

- Helpful Links**
- » OMB Circulars
  - » National Institutes of Health, Grants Policy and Guidance

**Work List for Valeria Valencia**

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

Statements Awaiting Certification (1) **Effort Tasks (1)**

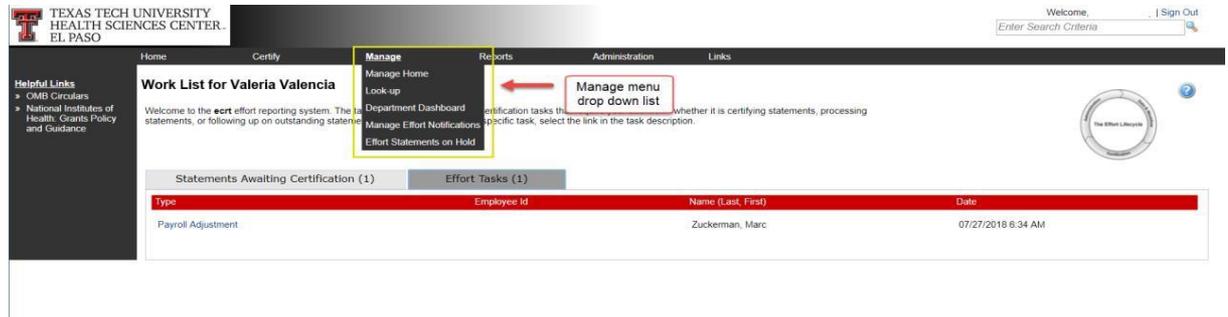
Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Zuckerman, Marc	07/27/2018 6:34 AM



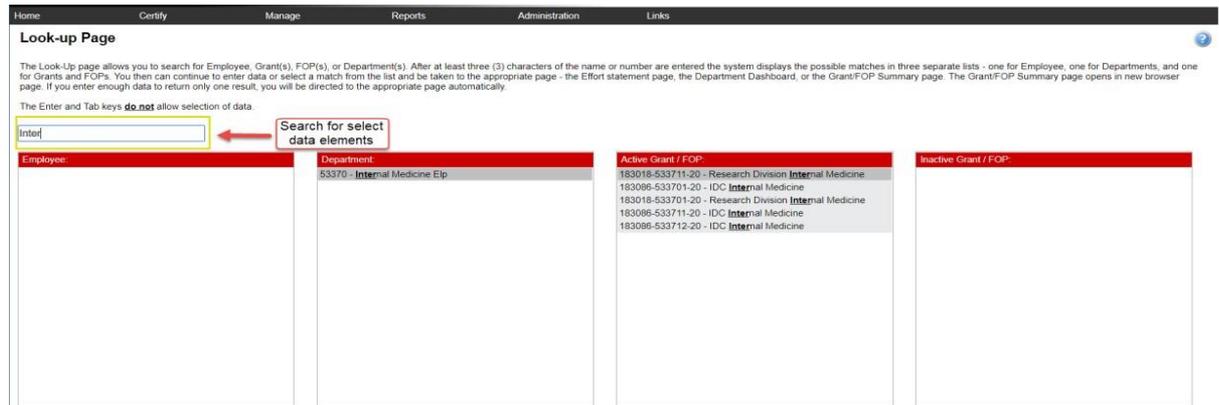


# MANAGE

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



**Look-Up page** - The **Look-up** page allows you to search for select data elements in the system, specifically people, departments, active and inactive Grants/FOPs. Users can enter employee name, employee R number, department name, department number, grant/FOP name, or grant/FOP number to see results.





The **Department Dashboard** page is broken into three tabs: People, Grants and FOPs and Department Information.

**People** – Contains information about all of the institution’s employees with a relationship to the department. The Certification Summary Chart allows you to define the statistics to review.

Home   Certify   Manage   Reports   Administration   Links

Department Dashboard - Internal Medicine ELP - 53370

Search for Department:

People   Grants and FOPs   Department Information

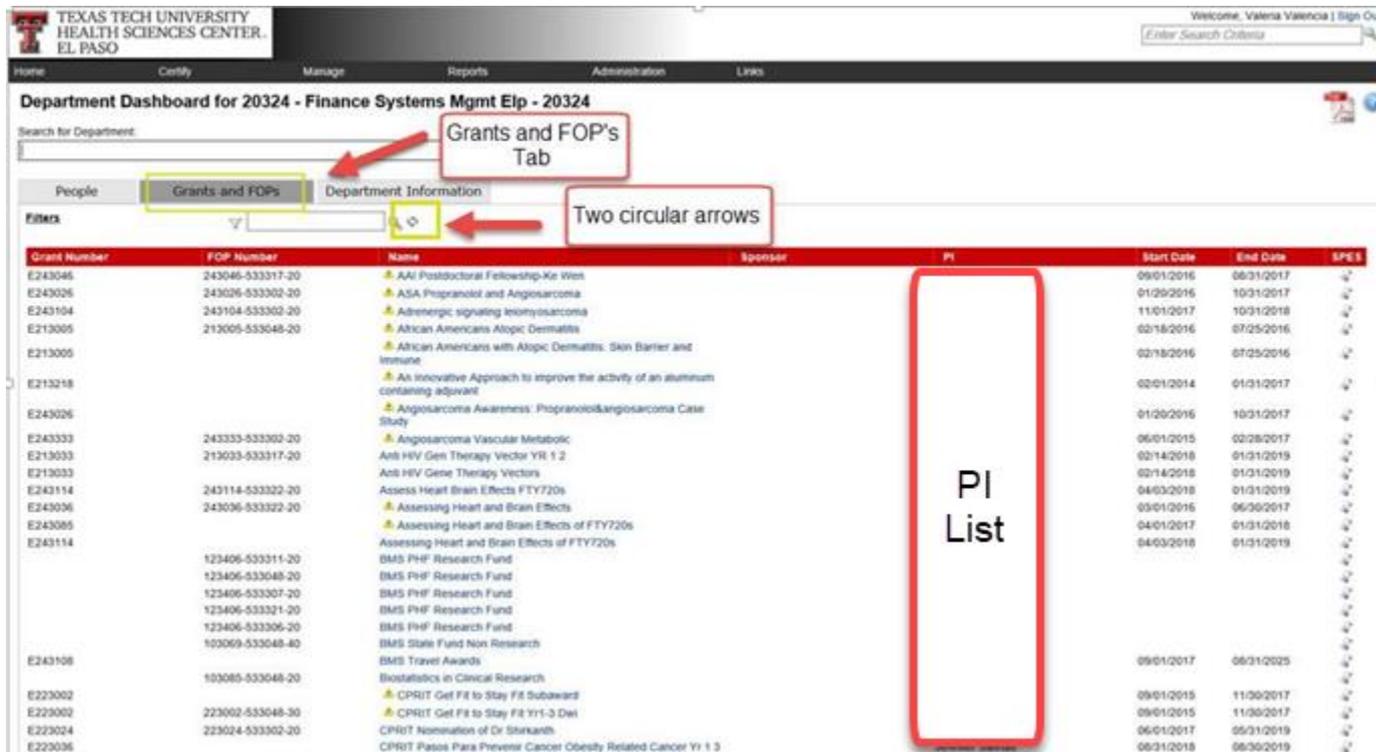
**Certification Summary Chart:** Statement Type  Base  Non-IBS Employee Type [Select] Period [Select]

The default search is for base Effort statements for all certifiers in this Department, for the current period of performance

Status	Quarterly
Effort Statement Building	160 100.0%

**Grants and FOPs** – Contains all of the Grants and FOPs that are assigned to the department. The Grant/FOP Number for each are shown along with Sponsor R Number, PI of the grant, and the Start/End Date.

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



Department Dashboard for 20324 - Finance Systems Mgmt Elp - 20324

Search for Department:

People **Grants and FOPs** Department Information

Filters

Grant Number	FOP Number	Name	Sponsor	PI	Start Date	End Date	SPEs
E243046	243046-533317-20	AAI Postdoctoral Fellowship-Ke Wen			09/01/2016	06/31/2017	
E243026	243026-533302-20	ASA Propranolol and Angiosarcoma			01/29/2016	10/31/2017	
E243104	243104-533302-20	Adrenergic signaling in leiomyosarcoma			11/01/2017	10/31/2018	
E213005	213005-533048-20	African Americans Atopic Dermatitis			02/18/2016	07/25/2016	
E213005	213005-533048-20	African Americans with Atopic Dermatitis, Skin Barrier and Immune			02/18/2016	07/25/2016	
E213218		An Innovative Approach to improve the activity of an aluminum containing adjuvant			02/01/2014	01/31/2017	
E243026		Angiosarcoma Awareness: Propranolol&angiosarcoma Case Study			01/20/2016	10/31/2017	
E243333	243333-533302-20	Angiosarcoma Vascular Metabolic			06/01/2015	02/28/2017	
E213033	213033-533317-20	Anti HIV Gene Therapy Vector YR 1 2			02/14/2018	01/31/2019	
E213033		Anti HIV Gene Therapy Vectors			02/14/2018	01/31/2019	
E243114	243114-533322-20	Assess Heart Brain Effects FTY720s			04/03/2018	01/31/2019	
E243036	243036-533322-20	Assessing Heart and Brain Effects			03/01/2016	06/30/2017	
E243085		Assessing Heart and Brain Effects of FTY720s			04/01/2017	01/31/2018	
E243114		Assessing Heart and Brain Effects of FTY720s			04/03/2018	01/31/2019	
	123406-533311-20	BMS PHF Research Fund					
	123406-533048-20	BMS PHF Research Fund					
	123406-533307-20	BMS PHF Research Fund					
	123406-533321-20	BMS PHF Research Fund					
	123406-533306-20	BMS PHF Research Fund					
	103069-533048-40	BMS State Fund Non Research					
E243108		BMS Travel Awards			09/01/2017	06/31/2025	
	103085-533048-20	Biostatistics in Clinical Research					
E223002		CPRIT Get Fit to Stay Fit Subaward			09/01/2015	11/30/2017	
E223002	223002-533048-30	CPRIT Get Fit to Stay Fit Y1-3 Del			09/01/2015	11/30/2017	
E223024	223024-533302-20	CPRIT Nominations of Dr Shikharth			06/01/2017	05/31/2019	
E223036		CPRIT Pasos Para Prevenir Cancer Obesity Related Cancer Y1 1 3			06/31/2018	06/30/2019	



**Department Information** – Contains information about the departments effort coordinators and the department relationship tree.

The names, phone numbers and email addresses of the department’s effort coordinators are shown. The Primary Effort Coordinator is highlighted in yellow.

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

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

Home Certify Manage Reports Administration Links

Department Dashboard for 5331A - Dept of Medical Education Elp - 5331A

Search for Department:  Choose

People Grants and FOPs **Department Information**

**Department Basic Information:**

Name: 5331A - Dept of Medical Education Elp Type: 5331A  
Description: Code: 5331A  
Active: Yes

**Department Effort Coordinator(s)**

Name	Phone	Email	Action
Rodriguez, P			

Add Add Restricted

**Department Relationships**

- 5331 - SOM Academic Administrative Elp (N/A)
- 53310 - Graduate Medical Ed Elp (N/A)

Department Information Tab

Department Relationship Tree



# MANAGE EFFORT NOTIFICATIONS

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

The **Sponsor** tab list is populated with tasks when an Effort Coordinator processes a statement where the individual certified at 25 percent less than their commitment for that period.



The **Labor Redistribution** tab list is populated with tasks when an Effort Coordinator selects the **Cost Transfer Needed** button when reviewing an effort statement.





# EFFORT STATEMENTS ON HOLD

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

Home Certify Manage Reports Administration Links

Work List for Valeria Valencia

Welcome to the **ecrt** effort reporting system. The table lists statements, or following up on outstanding statements.

Department Dashboard  
Certification tasks that require your attention - whether it is certifying statements, processing specific tasks, select the link in the task description.

Effort Statements on Hold

Click "Effort Statements on Hold"

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

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

Home Certify Manage Reports Administration Links

[+] Effort Statements On Hold

School/Department: 53370 - Internal Medicine Elp

Employee Type: Quarterly

Period: 6/1/2018 to 8/31/2018

Certifiers Available

- Aguirre, Jessica N - (Base)
- Aguirre, Markus - (Base)
- Ahmad, Adeel - (Base)
- Al Bayati, Ihsan A - (Base)
- Al Obaidi, Sarah N - (Base)
- Albaghdadi, Aymen O - (Base)
- Aleman, Mayra - (Base)

Certifiers Selected to Hold

- Abedin, Zainul - (Base)
- Acosta, Irma L - (Base)

Select from Certifiers Available

Save

Click on "Save"

Effort Statements on Hold

Name	Department	Employee Type	Period	Statements
Zainul Abedin -	53370 - 53370 - Internal Medicine Elp	Quarterly	06/01/2018 - 08/31/2018	
Irma L Acosta -	53370 - 53370 - Internal Medicine Elp	Quarterly	06/01/2018 - 08/31/2018	



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

Status		Quarterly	
 Effort Statement Building 		160	100.0%
 On Hold		2	

**Covered Individuals**   (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Alternate Effort Coordinator	Employee ID	Role	Employee Type	Statements	Action
<b>- Sponsored</b>  						
Azeez , Hayder A				Quarterly		 
Bashashati Saghezchi , Mohammad				Quarterly	   	 
Campbell , Aleli M				Quarterly	   	 
Casner , Nancy A				Quarterly	   	 
Connery , Sean M	Franco, Carlos F -		Primary Effort Coordinator	Quarterly	   	 
Liss , Danielle				Quarterly	  	 
McCallum , Richard W			PI	Quarterly	  	 
Payan Schober , Fernanda P			PI	Quarterly	  	 
Ramirez , Marisol I				Quarterly	  	 
Sarosiek , Irene			Certifier	Quarterly	  	 
Sarosiek , Jerzy			PI	Quarterly	  	 
Vega , Natalia Z				Quarterly	  	 
Zuckerman , Marc J			PI	Quarterly	  	 
<b>- Non-Sponsored</b>  						
Abedin , Zainul				Quarterly	    	 
Acosta , Irma L				Quarterly	    	 
Acosta Mireles , Diana P				Quarterly	    	 



# REPORTS

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

Home Certify Manage **Reports** Administration Links

Work List for Valeria Valencia

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

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

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

Home Certify Manage **Reports** Administration Links

**ecrt Reporting**

**Category**  
Management  
Payroll/Cost Share

**Reports**  
Commitment Listing Report  
Certifiers Over Commitment Settings Report  
Monthly Commitment Summary Report

**Description**  
A user can see a complete list of all commitments for a user for a specific date range. The user can determine whether the report will include awarded commitments, proposed commitments, or both. The Commitment Listing Report has three query fields. You can search on an employee, FOP (active or inactive), or date range. You can modify the Commitments displayed on the Commitment Listing Report using the two icons that may appear in the 'Actions' column. The first icon is a red 'X' that allows you to remove that Commitment from the certifier's portfolio. The second icon is a scroll with a magnifying glass on top of it. Selecting that icon allows the user to edit the Commitment information that corresponds to that FOP. There are two additional resources that are available from this report. Clicking the

Parameters Results

Employee:   
School / Department:   
Account:  \* Active  Inactive   
Filter By:  Awarded  Proposed  Awarded / Proposed  
Date By:  Dates  Employee Type  
Dates: Start Date:  [mm/dd/yyyy] End Date:  [mm/dd/yyyy]

**Run Report**



# ADMINISTRATION

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

Work List for Valeria Valencia

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

Type	Employee Id	Name (Last, First)	Date
Payroll Adjustment		Zuckerman, Marc	07/27/2018 8:34 AM

[+] Manage Users

Choose a user to administer:

Franco

Franco Hector L -

Franco Carlos F

Franco Susana -

Choose

Click on "Choose"

As an administrator, you have complete control in managing the roles associated to any system user. By selecting a user from the box, you'll be able to activate or deactivate a user, manage the system roles they have access to and manage their associated departments. Each of these operations allows further management of all system users.

The search can be conducted using first name, last name, or R number.

When you view this page, if there is a "loading data" indicator, then please wait as the screen populates your data. If there is no "loading data" indicator, then please type the name of the person you are searching for and wait for the results to load. It may take a couple of seconds to load your results.



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

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Welcome, Valeria Valencia | Sign Out

Home Certify Manage Reports Administration Links

### [+] Manage Users

Choose a user to administer: Valeria Valencia -

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

ecrt

First Name: Valeria   Middle Initial:   Last Name: Valencia   Prefix:    Suffix:   
 Title: Senior Analyst   Appointment:   Phone: 9152156470  
 Location: El Paso   Code:   Type: Quarterly  
 Address:   Username:   FTE Value: 0.0  
 Alternate Identifier:   Job Code: E87878  
 Job Position:   Job Description:   Commitment Level Code:

**Email Address**

Email(s) for Valeria Valencia -

Email Address	Action
ecrtelp@ttuhsc.edu	
valeria.valencia@ttuhsc.edu	

Email(s) for Valeria Valencia

Email Address	Action
ecrtelp@ttuhsc.edu	
valeria.valencia@ttuhsc.edu	

[Add Email Address](#)

**Department Relationships for Valeria Valencia** ← **List of Departments**

Name	Code	Action
20324 - Finance Systems Mgmt Eip	20324	
20325 - Payment Services Eip	20325	

[Add Department](#)

**Effort Coordinator Department Relationships for Valeria Valencia**

Name	Code	Action
No Department found		

[Add Department](#) [Add Restricted](#)

**FOP(s) for Valeria Valencia**

Name	Number	Action
Fiscal Affairs Eip	103061-203201-60	

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



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

**Email(s) for Valeria Valencia**

Email Address	Action
ecrteip@ttuhsc.edu	
valeria.valencia@ttuhsc.edu	

Add Email Address

**Department Relationships for Valeria Valencia**

Name	Code	Action
20324 - Finance Systems Mgmt Eip	20324	
20325 - Payment Services Eip	20325	

Add Department

**Effort Coordinator Department Relationships for Valeria Valencia**

Name	Code	Action
No Department found		

Add Department Add Restricted

**FOP(s) for Valeria Valencia** ← List of FOPs

Name	Number	Action
Fiscal Affairs Eip	103061-203201-60	

**FOP(s) for Valeria Valencia**

Name	Number	Action
Fiscal Affairs Eip	103061-203201-60	

**Roles for Valeria Valencia**

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 checked="" 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"/>

PI Role  
↓

**Proxy for Valeria Valencia**

Please input the name or employee ID of the person whom you wish to designate as a proxy for this user. You will need to select a reason for the proxy assignment prior to saving it.

Proxy:

Reason: [Select Reason] Save Certifier Proxy Cancel

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



# ecrt SYSTEM

<https://ecrt.texastech.edu/ecrt/redirectLogin.do?ecrtAction=init>

Reference Training Material:

<http://elpaso.ttuhscc.edu/fiscal/businessaffairs/grantaccounting/trainings.aspx>



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