

VANDERBILT  UNIVERSITY

# Introduction to ecrt®

April 2018

# ecrt® is:

- A web-based effort certification tool
- Encourages compliance
- Increases productivity
- Allows for 'real-time' proactive monitoring of effort and payroll
- Has management and reporting tools such as:
  - Labor Distribution – by person and by project
  - Certification status – by person, by department, by school

# New Effort Certification Process

Hybrid Approach to Effort Certification

## Introducing Project Based Certification



Faculty

⑩ Certifying 100% of own effort



PI

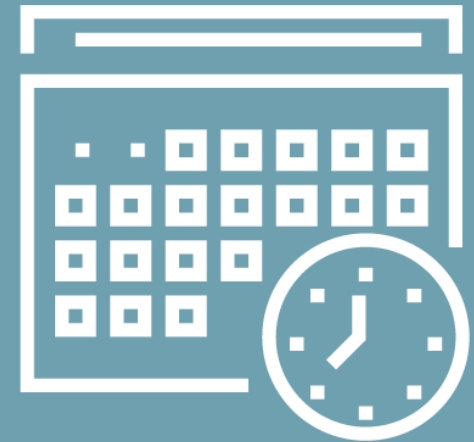
⑩ Certifying all staff effort on a project statement

# New Effort Certification Process

Hybrid approach to effort certification

## New Quarterly Certification Schedule

- September – November
- December – February
- March – May
- June – August



# ecrt® vs. EPAC effort certification

	ecrt®	EPAC
<b>Certification frequency</b>	Quarterly process	Continuous process (i.e., at each individual change)
<b>Certifying population</b>	Faculty and PI's	All faculty, staff and students
<b>Allocations</b>	Whole percentages only • Key concept = acceptable range	Multiple decimal places

# Effort Certification Roles

## Faculty/PI

- Reviews effort statements for self and for any projects as PI in ecrt®

## Effort Coordinator

- Manages effort certification process for area
- Coordinates with OCGA if payroll adjustments are needed

## OCGA

- Central oversight of ecrt® application
- Processes payroll adjustments in Oracle Cloud HCM

# ecrt screenshot – Home Page (Faculty/PI View)

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

## Work List for Victor Espinoza

Welcome to the ecrt payroll confirmation system. The tabs below list all of the payroll confirmation tasks that require your attention - whether it is confirming 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 (3)

#### Effort Statements

[Quarterly Project Certifications](#)   [Associated Projects \(View-Only\)](#)

Statement Owner	Department	Period	Due Date	Type	Status	PI
Espinoza, Victor	1000-Vanderbilt Testing	Jun-Aug 2017	12/19/2017	Base Salary	<span style="color: red;">+</span> Ready for Certification	
		Dec-Feb 2018	4/14/2018	Base Salary	<span style="color: gray;">●</span> In Progress For Certification	

#### Quarterly Project Certifications

[Top of Page](#)   [Associated Projects \(View-Only\)](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
GC_10010_GC_1001_Studies on being a S...	GC_10010	GC_National Institutes of ...	Sep-Nov 2017	1/31/2019	<span style="color: red;">+</span> Ready for Certification	<span style="color: yellow;">●</span>

#### Associated Projects (View-Only)

[Top of Page](#)   [Quarterly Project Certifications](#)

Project Title	Project Number	Sponsor	Period	Due Date	Status	Staff
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There are no Project statements associated with you

# ecrt screenshot – Individual Effort Statement (Faculty view)

**Work List**

▼ Statements Requiring Certification

Borel, Calvin A      Vanderbilt Testing

► In Progress

► Recently Completed

**Borel, Calvin A - CalvinBorel**

► Statement Owner

▼ Effort Statements ★

▼ Needing certification ★

Base Salary      4/14/2018      + Ready for Certification

▼ In progress

▼ Historical ★

Base Salary      11/30/2017      + Certified

Base Salary      8/31/2017      + Certified

**Borel, Calvin A - CalvinBorel (INDIVIDUAL EFFORT REPORT)**      Base Salary Effort Period: 12/01/2017 to 02/28/2018      Status: Ready for Certification

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

Project/COAs [-]	Direct	Cost Share	Total Effort	Certified Effort	Certify?
<b>FEDERAL</b>					
GC_1001 GC_1001_Studies on being a Scientist					
GC_10010 GC_10010_GC_1001_Studies on being a Scientist	20%	0%	20%	20%	<input type="checkbox"/>
<i>Award Total:</i>	20%	0%	20%	20%	
GC_2001 GC_2001_Molecular Electronics					
GC_20010 GC_2001_GC_20010_Molecular Electronics	20%	0%	20%	20%	<input type="checkbox"/>
GC_20011 GC_2001_GC_20011_Molecular Electronics_Cost Share	0%	20%	20%	20%	<input type="checkbox"/>
<i>Award Total:</i>	20%	20%	40%	40%	
<b>FEDERAL Total:</b>	<b>40%</b>	<b>20%</b>	<b>60%</b>	<b>60%</b>	
<b>NON-FEDERAL</b>					
1212 Testing Department Budget	40%	0%	40%	40%	<input type="checkbox"/>
<b>NON-FEDERAL Total:</b>	<b>40%</b>	<b>0%</b>	<b>40%</b>	<b>40%</b>	
<b>Grand Total:</b>	<b>80%</b>	<b>20%</b>	<b>100%</b>	<b>100%</b>	



# ecrt screenshot – Project Statement (PI view)

## [+] Quarterly Project Certifications Instructions

**Work List**

▼ Espinoza, Victor - VictorEspinoza

▼ Ready for Certification ★

GC\_10010      GC\_10010\_GC\_1001\_Studies on be... Sep-Nov 2017

In Progress

**GC\_10010\_GC\_1001\_Studies on being a Scientist**

Project Information

Department: 1000 - Vanderbilt Testing

Project Title: GC\_10010\_GC\_1001\_Studies on being a Scientist

Sponsor: GC\_National Institutes of Health

Award Name: GC\_1001\_Studies on being a Scientist

Project Start and End Date: 09/01/2012 to 12/31/2017

Project Statement for GC\_10010: GC\_10010\_GC\_1001\_Studies on being a Scientist (Sep-Nov 2017); Effort from 9/1/2017 to 11/30/2017; Status: Ready for Certification

Employee	Department	Total Payroll \$	Total Effort %	Certify?	Action
Donohue, Billy - BillyDonohue	Vanderbilt Training - 2000	\$8,000.00	59%	<input type="checkbox"/>	
Murphy, Isaac - IsaacMurphy	Vanderbilt Training - 2000	\$6,100.00	50%	<input type="checkbox"/>	
Walker, Billy - BillyWalker	Vanderbilt Training - 2000	\$10,000.00	42%	<input type="checkbox"/>	

[Home](#)

# Rounding on Individual Effort Reports

# Rounding

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*In some cases, the total percent displayed on an effort report may not show 100%. This typically occurs because labor distributions are made to 2 decimal places while the ecrt® system rounds each of these lines individually to display a whole percentage for certification. This is a widely accepted methodology and has been adopted broadly in the Higher Education industry without audit ramifications. Vanderbilt Audit, Risk and Advisory Services has deemed the methodology appropriate and compliant with all regulations.*

# Rounding Examples

Direct	Cost Share	Total Effort	Certified Effort
9%	0%	9%	9%
0%	4%	4%	4%
9%	4%	13%	13%
9%	4%	13%	13%
38%	0%	38%	38%
50%	0%	50%	50%
88%	0%	88%	88%
97%	4%	101%	101%

12%	5%	17%	17%
7%	0%	7%	7%
0%	8%	8%	8%
7%	8%	15%	15%
12%	0%	12%	12%
0%	2%	2%	2%
12%	2%	14%	14%
0%	2%	2%	2%
0%	2%	2%	2%
1%	0%	1%	1%
1%	0%	1%	1%
0%	0%	0%	0%
0%	0%	0%	0%
2%	0%	2%	2%
1%	0%	1%	1%
0%	0%	0%	0%
1%	0%	1%	1%
11%	0%	11%	11%
0%	4%	4%	4%
11%	4%	15%	15%
47%	22%	69%	69%
16%	0%	16%	16%
13%	0%	13%	13%
29%	0%	29%	29%
76%	22%	98%	98%

# Questions?

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The new email setup for ecrt® Support:

[ecrtsupport@Vanderbilt.edu](mailto:ecrtsupport@Vanderbilt.edu)