



Introduction to ecrt for Effort Coordinators

April 2018

Learning Objectives

After this introduction, you will be prepared to:

- Explain the effort certification process with ecrt
- Understand the certification responsibilities of the faculty in your area
- Ensure timely effort certification in your area by servicing as a liaison with OCGA and faculty

What is the effort certification process with ecrt?

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

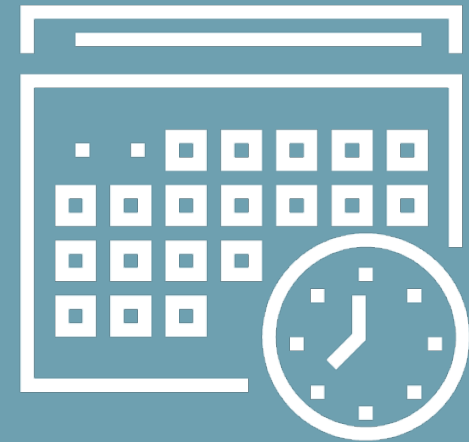
⑩ Certifying all staff effort on a project statement

New Effort Certification Process

Hybrid approach to effort certification

New Quarterly Certification Schedule

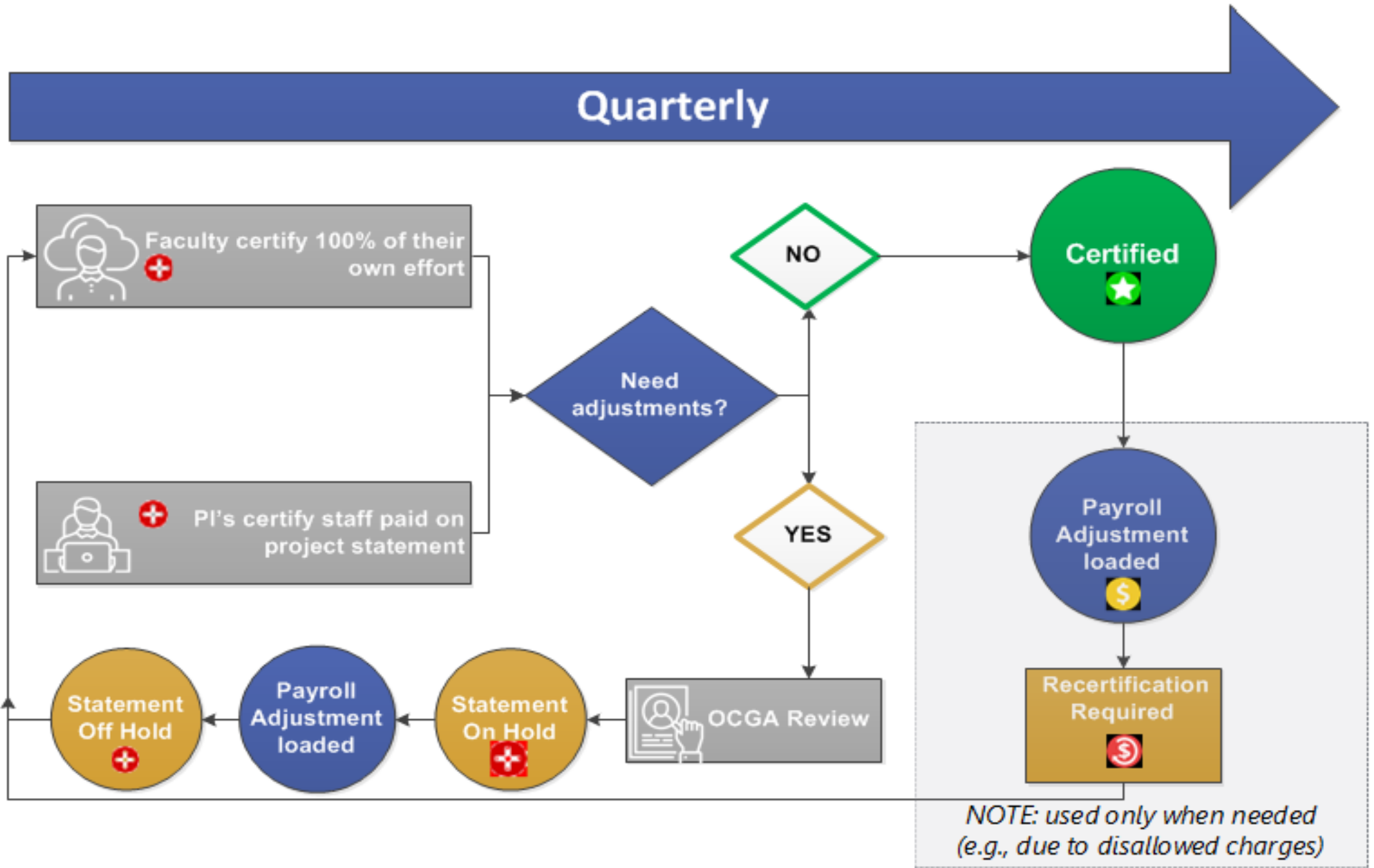
- September – November
- December – February
- March – May
- June – August



ecrt vs. EPAC effort certification

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

Effort Certification Process Flow



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

Get Help functionality

Department Effort Coordinator

Faculty and PI's will be able to use the Get Help button on their effort and/or project statement to send an email to their Primary Effort Coordinator



On Hold functionality

OCGA



- Primary Effort Coordinator should contact OCGA for any payroll adjustments affecting effort and/or project statements
- OCGA will place the statement on Hold
- Certifier will not be able to certify a statement when it is On Hold
- OCGA will remove the Hold once the payroll adjustment has processed

How will faculty use ecrt to certify effort?
Video

ecrt screenshot – Home Page (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	+ Ready for Certification	
		Dec-Feb 2018	4/14/2018	Base Salary	● 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	+ Ready for Certification	●

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

Rounding

Rounding

In some cases, the total percent displayed on an effort may not total 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 number 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%

What are my responsibilities as
an effort coordinator?

Effort Coordinator

Key Responsibilities

- Oversee the Effort Reporting process for your department(s).
- Validate labor distributions as appropriate.
- Monitor timely completion of Effort Certification.
- Act as the main point of contact for faculty related to Effort Reporting.

Effort Coordinator

Key Responsibilities

- Contact OCGA when Effort Statements are to be put on hold awaiting Cost Transfers.
- Interface with HCM Specialists to process Cost Transfers.
- Contact OCGA for approval to assign Proxies and PI Designees.

ecrt screenshot – Home Page (EC View)

Associated Certifiers tab – Effort Statements

Home Certify Manage Reports Administration Links

Work List for Tammy Smith

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	Associated Certifiers (7)	Associated Project Certifications				
Statement Owner	Department	Period	Due Date	Type	Status	PI
Borel, Calvin	1000-Vanderbilt Testing	Dec-Feb 2018	04/14/2018	Base Salary	+ Ready for Certification	🟡
Espinoza, Victor	1000-Vanderbilt Testing	Jun-Aug 2017	12/19/2017	Base Salary	+ Ready for Certification	🟡
		Sep-Nov 2017	01/31/2018	Base Salary	+ Ready for Certification	🟡
		Dec-Feb 2018	04/14/2018	Base Salary	+ Ready for Certification	🟡
Smith, Mike	2000-Vanderbilt Training	Jun-Aug 2017	12/19/2017	Base Salary	+ Ready for Certification	🟡
		Sep-Nov 2017	01/31/2018	Base Salary	+ Ready for Certification	🟡
		Dec-Feb 2018	04/14/2018	Base Salary	+ Ready for Certification	🟡

ecrt screenshot – Home Page (EC View)

Associated Project Certifications tab

Home Certify Manage Reports Administration Links

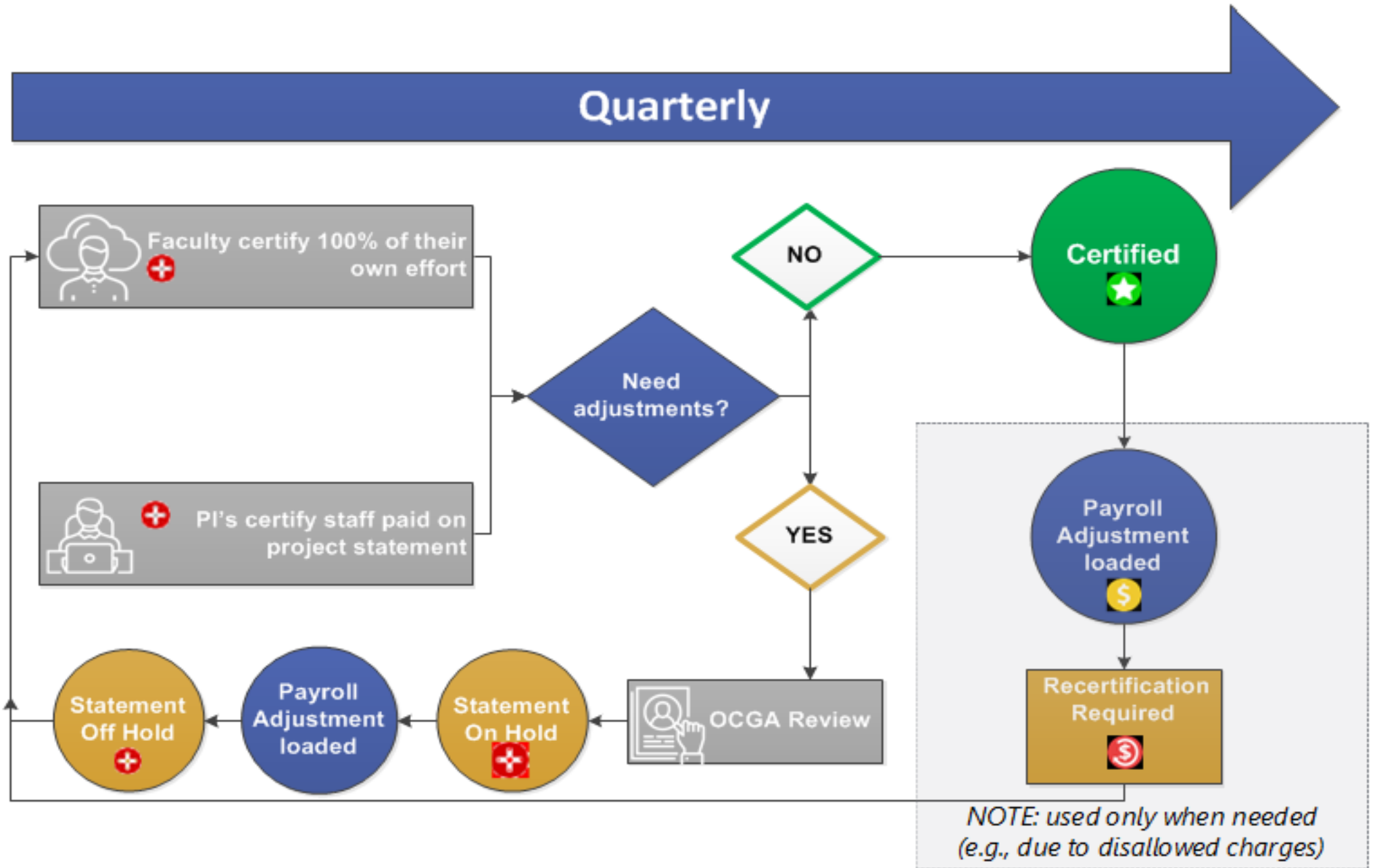
Work List for Tammy Smith

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	Associated Certifiers (7)	Associated Project Certifications (1)					
Principal Investigator	Project Title	Project Number	Account Number	Sponsor Name	Period	Status	Staff
Espinoza, Victor	GC_10010_GC_1001_Studi...	GC_10010	GC_10010	GC_National Institutes ...	Sep-Nov 2017	+ Ready for Certification	

Effort Certification Process Flow



ecrt screenshot – Effort Statement

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?
FEDERAL					
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%	
FEDERAL Total:	40%	20%	60%	60%	
NON-FEDERAL					
1212 Testing Department Budget	40%	0%	40%	40%	<input type="checkbox"/>
NON-FEDERAL Total:	40%	0%	40%	40%	
Grand Total:	80%	20%	100%	100%	

ecrt screenshot – Project Statement

[+] 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

Department Dashboard

Department Dashboard for Vanderbilt Testing - 1000



Search for Department :

- People
- Project Certifications
- Award and Project/COA
- Department Information

Certification Summary Chart: Statement Type Base Salary N/A Employee Type Period

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

Status	INDIVIDUAL EFFORT REPORT	
Ready for Certification	2	100.0%

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

Name	Grant Manager	Employee ID	Role	Statements	Action
- Sponsored					
Borel , Calvin A		CalvinBorel	Self-Certifier		
Espinoza , Victor		VictorEspinoza	Self-Certifier		
Non-Sponsored					
+ Non-Department					
Terminated					

Reporting tools

Reporting Tools – Payroll Report

Parameters

Results

- Pay Period View
- Account View

4 items found, displaying all items.

Employee ID	First Name	Middle Init.	Last Name	Department	Department Number	Grant	Pay Period	Payroll	Pay Type	Employee Type	Statement Type
CalvinBorel	Calvin	A	Borel	Vanderbilt Testing	1000	1212 - Testing Department Budget	12/01/2017 to 12/31/2017	\$8,000.00		INDIVIDUAL EFFORT REPORT	Base Salary
						Subtotal		\$8,000.00			
						GC_10010_GC_1001_Studies on being a Scientist	12/01/2017 to 12/31/2017	\$4,000.00		INDIVIDUAL EFFORT REPORT	Base Salary
						Subtotal		\$4,000.00			
						GC_2001_GC_20010_Molecular Electronics	12/01/2017 to 12/31/2017	\$4,000.00		INDIVIDUAL EFFORT REPORT	Base Salary
						Subtotal		\$4,000.00			
						GC_2001_GC_20011_Molecular Electronics_Cost Share	12/01/2017 to 12/31/2017	\$4,000.00		INDIVIDUAL EFFORT REPORT	Base Salary
						Subtotal		\$4,000.00			
	Certifier Total for Period							\$20,000.00			
Total Of All Certifiers								\$20,000.00			

4 items found, displaying all items.

[Excel](#) |
 [XML](#) |
 [PDF](#) |
 [RTF](#)

Reporting Tools – Sponsored Project Employee Summary Report (SPES)



Department Name: Vanderbilt Testing
 Department Code: 1000
 Project/COA Name: GC_10010_GC_1001_Studies on being a Scientist
 Project/COA Number:
 Project/COA Type:
 Project/COA PI Name: Espinoza, Victor - VictorEspinoza
 Project/COA Sponsor Name: GC_National Institutes of Health_LOC_Subaccount
 Project/COA Sponsor Number: GC_C905
 Project/COA Sponsor Project Number:
 Project/COA Start to End Date: 09/01/2012 to 12/31/2017
 Filter Start to End Date: 06/01/2017 to 08/31/2017
 Total: \$68,200.00

Effort Statement Results

Persons Charged or Cost Shared to this Project/COA	Period of Performance	Department	Role(s)	Project/COA Number	Project/COA Name	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Computed (%)	Certified (%)
Borel , Calvin A	06/01/2017 to 08/31/2017	Vanderbilt Testing	Self-Certifier		GC_10010_GC_1001_Studies on being a Scientist	\$12,000.00	20	\$0.00	0	20	20
Espinoza , Victor	06/01/2017 to 08/31/2017	Vanderbilt Testing	Self-Certifier		GC_10010_GC_1001_Studies on being a Scientist	\$12,000.00	20	\$0.00	0	20	20
Smith , Mike	06/01/2017 to 08/31/2017	Vanderbilt Training	Self-Certifier		GC_10010_GC_1001_Studies on being a Scientist	\$20,000.00	33	\$0.00	0	33	33

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Project Statement Results

Persons Charged or Cost Shared to this Project/COA	Employee Id	Department	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Certified (%)
Donohue , Billy	BillyDonohue	Vanderbilt Training	\$7,200.00	30	\$0.00	0	60
Walker , Billy	BillyWalker	Vanderbilt Training	\$5,000.00	21	\$0.00	0	20
Murphy , Isaac	IsaacMurphy	Vanderbilt Training	\$12,000.00	50	\$0.00	0	100

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Questions?

The new email setup for ECRT Support:

ecrtsupport@Vanderbilt.edu