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

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

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

Welcome to ECRT
Welcome to the new logging in time and effort reporting, Effort Certification and Reporting Technology (ECRT). At nurse caring university, we have deployed a 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 processes—will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that the new technology dramatically simplifies the process.

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 nonsponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user’s respective dean.

Click on “Continue”.

TTUHSC El Paso Finance Systems Management
Navigation:

The primary method of navigating within the system is using the navigation menu bar along the top of the screen. The navigation menu bar is on every screen of the application, allowing you to move from one page to another quickly. When you place the cursor on a label in the navigation menu bar, the available pages to which you can navigate appear in the menu drop-down list. The Home menu on the far left returns the user to the Work List from anywhere in the application. There are also clickable links available on certain pages of the application that allow you to select for navigation to other pages.

The Left Navigation Bar that is available on the Work List page contains useful links to training documents and other reference material. These links are also displayed in the Links drop-down menu in the navigation menu bar which is available at the top of every page of the application.

Work List Page:

The Work List page for the Faculty/Certifier lists the tasks that require your attention in the Statements Awaiting Certification tab. Next to the tab name is the number of items displayed on the page. This list shows all statements for which you have certification responsibility. In this example, there is (1) Statement Awaiting Certification.

The tab displays six columns of information. The first column is Statement Owner, followed by the statement owner’s Department, the Due Date of the certification, that is, the date by which the statement must be certified, the Type of statement, which is Base, the Status of the statement and a button (if applicable) in the PI column that displays a pop-up window that shows the PIs related to the uncertified lines on the statement. To access a statement from the list, select your name from the Statement Owner column, which will
direct you to your effort statement page. Selecting the **Due Date**, statement **Type** or **Status** of a specific statement will also direct you to your effort statement.

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.

**Certify My Statement:**

The **Effort Statement** page displays three panes containing information relevant to the certification process: the **Work List** pane, the **Statement Information** pane and the **Effort Statement** pane.
The top left pane is the **Work List**. The **Active** list in this pane shows your name, department number and department name.

The top right pane on the **Effort Statement** is the **Statement Information** pane. There are multiple expandable/collapsible lists in the pane. If the arrow is pointing to the right, then the list is collapsed; if the arrow is pointing down, the list is expanded. The first list is the **Statement Owner** list. Click on the arrow to the left of **Statement Owner** to expand the list.
The **Statement Owner** list displays demographic information about you – your title, the Primary Effort Coordinator, your home department and email address, which is a hyperlink to send an email. The Effort Coordinator’s name is also a hyperlink allowing you to send an email to the Effort Coordinator when the name is selected.

The next list, titled **Effort Statements**, contains information about all of your statements. A gold star will appear next to the **Effort Statements** label if there are any statements for you. The statements in the **Effort Statements** list are grouped into three additional lists. The first list is the **Needing Certification** list which contains any statements in a Not Certified Not Processed status. A star appears next to the label and the statements appear below the label. The certification due date (which is the end date of the Certification Period) and the status of the statement are displayed. The second list is the **In Progress** list. Click on the **arrow** to the left of **In Progress** to expand the list.
The **In Progress** list contains any statements in the Certified, Not Processed status or Effort Statement Building status. A star appears next to the label and the statements are listed below the label. The third list is the **Historical** list. Click on the arrow to the left of Historical to expand the list.

The **Historical** list contains statements from any previous period. A star appears next to the label and the statements are listed below the label. Scroll down to see the list. The statements are listed in ascending order, meaning the oldest statement is first and the most recent statement is last. You can view any historical statement by clicking on the statement status link.
The third pane displays your effort statement. The **Effort Statement Header** displays your name and R number, followed by the employee type, statement type, Period of Performance dates, the due date, which is the last date of the Certification Period, and the status of the statement. Below the header is the **Message Box** that will under certain circumstances display information about the statement. Below the **Message Box** is the **Statement Action Bar**, which is an area that contains a variety of icons and links that allows you to perform certain actions:

- The **Run Reports** icon allows you to run selected reports to which you have access that contain more information about the data on the effort statement.
- The **PDF Report** icon generates the Effort Statement PDF that is used for a Manual Certification.
- The **$ Value** link displays the payroll dollars underlying the percentages on the effort statement. Remember you can’t certify in $ Value mode.
- The **Effort Calc** link is a tool that calculates a percentage of effort based on an input of average hours worked.
The body of the effort statement contains the data that is critical to your certification. The Grant/FOP column displays a list of all the Grants/FOPS that you were paid from. The Payroll column shows the percentage that you were paid from a FOP for the period. The Cost Share column shows the total cost share recorded for you for that FOP for the period. The Computed Effort column shows the sum of the Payroll and Cost Share columns. This is your total effort for the period. Before you certify, it is critical that you review all of the FOPs on your statement and confirm that your effort is correctly documented. The Certified Effort column is where you can make adjustments to your effort. It is prepopulated with a best guess based on your payroll distribution, but you should certify based on how you actually spent your time. To change a percentage, click in the Certified Effort box and type the percentage of effort you spent on the FOP. When you do make changes to your effort, it is helpful to leave a note describing your changes in the Notes section. To leave a note, click on the Create New Note icon. Enter your note in the Create New Note text box and click on Save Note.

The Grand Total of the Certified Effort column must be between 99% and 101%. When you are comfortable with how your effort percentage is documented, click on the Certify Checkbox for each line or select the All link. The Certify Checkboxes must be checked in
order to certify that line of the effort statement. After you have reviewed all lines of the statement and are ready to certify, click the **Certify** button.

Review the Legal Attestation text and consider the effort that you are certifying. If you agree with the statement, click the **I Agree** button.
After you have certified, the **In Progress** list will update the status of your statement to Certified, Not Processed. Your effort statement has been routed to the effort coordinator for processing. If you have no other obligations to complete in the system, you can logout by clicking on the **Sign Out** button in the upper right corner.

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

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