Using the ECRT (Effort Certification and Reporting Technology) system

ECRT is a role-based system. A user logs in with their UW-Madison Net ID. The options to work within ECRT are determined by the role (or roles) the user has been assigned in the system. Some important roles are:

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/PI</td>
<td>Anyone who is assigned to one or more sponsored projects in the WISPER as a Principal Investigator (PI) or who has a faculty appointment in the HR Appointment system. This person certifies his or her own effort as well as effort of grad students, post doctoral researchers and non-PI university staff working on their projects.</td>
</tr>
<tr>
<td>Academic Staff</td>
<td>Anyone who has an academic staff appointment in the HR Appointment system. If someone has both an academic appointment and a faculty appointment, they are given the role of Faculty/PI. This person certifies his or her own effort.</td>
</tr>
<tr>
<td>PI Designee</td>
<td>An individual “with suitable means of verification” who has been designated to certify for researchers on a project in place of the PI.</td>
</tr>
<tr>
<td>Effort Coordinator</td>
<td>An individual in a department who supports PIs, faculty and academic staff in certifying their effort; processes effort cards; and ensures that any needed follow-up is completed.</td>
</tr>
<tr>
<td>Dean/Division Level Administrator</td>
<td>An individual within a college/school/division who oversees the effort certification process and provides support for effort coordinators and for faculty and academic staff who certify their effort.</td>
</tr>
<tr>
<td>Effort Administrator</td>
<td>Research and Sponsored Programs (RSP) staff member who has responsibility to oversee the ECRT system, maintain the tables and configurations, support campus and ensure that ECRT produces accurate effort cards in a timely manner.</td>
</tr>
</tbody>
</table>

Each ECRT user has one or more roles. For each role, there is a set of rights that control what a user can see and do. If you have one role, you have the rights that are associated with that role. If you have more than one role, you have all of the rights that are associated with each of your roles.

This chapter describes the ECRT features that are available to individuals who have been assigned the Effort Coordinator role in ECRT.
6.5. Access & supported web browsers

ECRT is a web-based system and can be accessed at the following Web address:

http://ecrt.wisc.edu/

The following web browsers are recommended for use with ECRT. Other browsers may be used at your own risk.

- Internet Explorer version 6.0 and higher
- Firefox 1.0 or higher (preferred browser)
- Safari

6.6. How to log on

1. Open a web browser and access ECRT using the following URL:  http://ecrt.wisc.edu

2. Campus: select UW-Madison

3. Enter your UW-Madison NetID and password. If you are not familiar with your NetID, contact the DoIT help desk or see the following web site for more information:  http://kb.wisc.edu/helpdesk/page.php?id=4966

4. Select the checkbox to save your campus and username. If you do this, the next time you go into ECRT you will only need to enter your password.

5. Click the “Login” button

Version 4.0 – December 2015
6.8. Welcome page

You will see this screen when you initially log into ECRT.

Click on the “Continue” button to go to the Home Page

6.9. Home page
6.9.1. Navigation tips and helpful links

**Menu choices**
There are three ways to navigate to various menu choices within ECRT.

1. The ecrt Home Page provides tabs that present an Effort Coordinator with access to tasks and statements that are important to them. The **Statements Awaiting Certification** tab will only be populated if the EC has a personal statement to certify. The **Effort Tasks** tab will display any processing tasks created as a result of certification. These tasks need to be opened, reviewed, and processed. The **Effort Tasks** tab only displays if there are tasks present. The **Associated Certifiers** tab contains a list of all outstanding statements that need to be certified that are in the Effort Coordinator’s department, or for individuals who work on grants in the Effort Coordinator’s department. This list will update as effort statements are certified and should be the first check an Effort Coordinator does related to the progress of certifications within their department(s).

2. The Search Bar at the top of each page allows you to enter a person (to navigate to their effort statement), a project (to navigate to the project summary page), or a department (to navigate to the department dashboard page). Enter enough criteria to yield a single result and ecrt will automatically take you to the next page.

   Menu groups are listed along the top of the page with drop-down lists that show the menu choices. As you navigate throughout ECRT, note that the menu options continue to be available. You may find this useful so that you do not need to return to the home page each time you want to navigate to another option.

**Logging out of ECRT**
You can logout of ECRT by closing your browser or clicking the “Sign Out” menu choice at the top right part of the page.

**Looking up a record**
When looking up information, many of the pages within ECRT will require you to identify key data such as a person’s name or a department. A “type-ahead” feature is used to allow you to select the information from a list. After you have typed the first few characters/numbers, you will see a list. You can continue to type more characters/numbers to refine the list or pick from the list. If you are looking up the name of a person, type the last name followed by a space (do not use commas) and then the first name. For example: Smith Jane. Once you see the person you are looking for, you can select them and click “submit”.
If you want to look up a department, start typing the 7 digit UDDS number, including ‘A’ for Madison campus. Once you see the department that you are looking for appear on the list, you can select it and click ‘submit’. If you type in the entire 7 digits, you will see only one department in the list. You can then select it or press ‘tab’ to bring that department into the selection field. Click ‘submit’ to navigate to that department.

**Links**

On the left side of the Home Page of ECRT you will find links to other resources related to effort. They include:

1. **MSN ECRT Help** will provide access to information that is intended to help someone use ECRT more effectively. Examples of what you might find on this page include information from this manual, a quick start guide for certifiers and a link to ECRT “How-To” videos for certifiers.

2. **MSN Effort Reference** will provide access to FAQs, as well as various policy and guidance documentation relating to effort certification requirements.

2. **MSN Add-on Tools** will include reports and queries that have been developed by UW-Madison to help you in fulfilling your effort coordinator responsibilities.
6.9.2. ECRT help

As you navigate in ECRT, you can find out more information about the page you are using by clicking the “help” button. Keep in mind that this information is not specific to the University of Wisconsin.

6.10. Viewing an Effort Certification Card

There are multiple ways to look up someone’s effort card. Each of these menu choices is discussed in more detail later in this chapter. This section is intended to describe the information that you will find on the card. The three ways to access cards are:

1. **Associated Certifiers** - this list provides links directly to any statements associated to your department(s) that have not been certified.

2. **Search Bar** - use this functionality to enter an individual’s name or employee id, the system will take you directly to the effort statement if you enter enough criteria to produce a single, unique result.

3. **Effort Tasks** - allows you to view current effort cards that have been certified and are assigned to you for processing.

4. **Department Dashboard** - will give you access to current and historical effort cards for anyone who has an appointment in a department for which you are the effort coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

5. **Manage Users** - gives you access by name and/or person ID to a current effort card. You will have access to effort cards for anyone who has an appointment in a department for which you are the effort coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

Following is an example of the effort card certification screen, along with a description of the information that you can find on the effort card.
**Work List**
The **Work List** displays the names on any individual that a PI is able to certify for. Selecting names in the work list will show the effort statement(s) of the individual below. The **Work List** can be filtered and sorted to display only people paid from a certain project or who are in a particular department. You can also select multiple names from the work list at once to display multiple statements below. Use the **CTRL** or **SHIFT** buttons while clicking individual names from the Work List to display multiple statements. You can also select the **View All** button to display up to 25 statements from the Work List.

**Certifier Information**
When you select an individual’s name from the **Work List**, the top right window will update. This window displays the individual’s name, title, department, and the name of the effort coordinator assigned to this person is also listed. This is especially useful if you have someone working on a grant assigned to your department, but they are assigned to an effort coordinator in a different department. You will need to coordinate with this individual on any issues regarding the effort certification card.
If you click on the email address, your default email software should open up a new message window and allow you to send a note to this individual. Keep in mind, however, that this address may not be current. It may be more useful to send a separate email, using the campus directory, which may be more current. Also, keep in mind that not everyone certifies their own effort. For example, if you have a question about an effort certification card for a graduate student, it would be more appropriate to contact the PI.

The Effort Statement section of the Certifier window organizes the individual’s effort statements in 3 lists:

1. **Needing Certification**: statements that require certification at this time.
2. **In Progress**: statements that are currently building for the next period.
3. **Historical**: statements from prior periods that have been certified and processed.

Expand one of the lists and click on a statement to view it below. The headers of each individual statement will contain information about the Period of Performance, Status, and Due Date. An INFORMATION BAR will be present to communicate any critical information about each statement, such as a designee relationship that has been established or a ‘hold’ that has been placed on the statement that is preventing it from being certified.

**Certification Information**

The effort statement displayed will provide information that will help the certifier to determine if the appropriate effort is represented.

1. **Project (column 1)** lists the activities associated with this individual. The projects are loaded from payroll, cost sharing or commitment records. Projects are grouped into Sponsored or Non-sponsored categories. The term “All non-sponsored effort” is used for all activities that are not considered to be sponsored for purposes of effort reporting. Details of the accounting coding for a person’s non-sponsored funding sources can be found in the UW’s Financial System (i.e. WISDM).

   If you click on the project number or project name, you will see a “Project Summary” page that provides more information about the sponsored project, including all employees connected with that project through payroll, cost sharing or a commitment. (See section 7.8 for more information.)

2. **Commitment (column 2)** displays the individual’s commitment to that project. This is the commitment percentage that is stored in WISPER. An individual will be able to compare their commitment percentage to what they are certifying for that project. If a certification percentage is significantly less than an commitment, the Effort Coordinator will be notified that a reduction in effort may be necessary. If changes to commitments are needed, they must be updated in WISPER.

3. **Payroll (column 3)** shows how the individual’s payroll is distributed, by percentage, to his/her various funding sources. Payroll will always total 100%, regardless of what the person’s appointment FTE is or how many hours per week they work. This is consistent with
how effort needs to be reported. Section 6 identifies what is included in the payroll amounts. Click on the “Show Dollar Value” link to see the payroll dollars that were used in the calculation.

4. **Cost Share (column 4)** includes all known cost sharing. Currently, only mandatory cost sharing appears in this column. Voluntary committed cost sharing is being collected in WISPER. See section 6.3 for more information. Cost sharing will display as a negative percentage on the line that represents the ‘source’ of the cost sharing. The sponsored project(s) receiving the cost sharing will show as a positive percentage. The total of the Cost Share column will always be zero. Click on the “Show Dollar Value” link to see the cost sharing dollars that were used in the calculation.

5. **Computed Effort (column 5)** is a sum of the payroll and the cost sharing percentages. This column will always total 100% and is key to the individual certifying effort. You will need to reconcile any differences between this column and the ‘Certified’ column.

6. **Certified (column 6)** is where the certifier enters the effort for each activity. The certifier must enter a percentage on each line, even if it is zero. The total of the column must equal 100%. The check box next to each percentage line must also be selected before the effort certification can be completed. Normally this box is automatically checked when an amount is entered. Links at the bottom of the page will allow the certifier to check ‘All’ or ‘None’ of the boxes.

**Effort Calculator**

An effort calculator is available to help convert hours of work to percentages or convert percentages to hours of work. You can access the Effort Calculator from the RSP Home Page at: [http://www.rsp.wisc.edu/effort/calculator.html](http://www.rsp.wisc.edu/effort/calculator.html)
Show Dollar Value

Click on “$ Value” to show the dollars used to calculate the percentages on the effort card. This information can be useful in understanding what is included on the effort card. It may also assist in reconciling differences between the computed effort and the certified effort.

Note: If percentages are entered in the “Certified” column, they need to be saved or certified before selecting the “Show Dollar Value” link. Otherwise, they will be cleared out and will need to be re-entered.

Effort Card PDF Version

On the top left header of every effort statement you will find an icon that allows you to view and print a PDF version of the effort card prior to certifying and processing a card. Any percentages or notes entered on the web effort card will NOT be included on the PDF version. This is most useful in procedures to certify effort for someone who has left the university.

Note: A paper copy of a certified, processed card can be obtained by running an External Audit Report.

Certification Payroll Report

The icon, found at the top, right part of the page, opens a menu that allows you to run a “Payroll Report” that provides the details behind the payroll percentages on the certification card. This icon is also located on each line of the effort statement. Selecting the icon for a project will run the Payroll Report and display the details for only that project.

Note: When you access this report from an individual’s effort card, a second window will open. To close this window use the ‘X’ in the top right corner of the screen. DO NOT use the logout option on the menu bar.
Effort Note Section

Users can enter a note by clicking the icon, typing the note, and then clicking the “Save Note” button to store it as part of the permanent record. This option allows you or the certifier to document information that applies to the effort certification card and is appropriate to be part of the permanent, auditable record. The two most common uses of this section will be:

1. When multiple PIs are required to certify someone’s effort (see FAQs for more information).
2. To record voluntary committed cost sharing when the sponsored project being cost shared does not appear on the effort card. This will happen if there is no payroll recorded to the sponsored project and the certifier is not the PI for the project. In that case it is not possible to link the project with the certifier and the effort must be documented as a comment. Note: This situation is temporary. It will not be necessary once voluntary committed cost sharing is captured through WISPER.

The Effort Note History link provides a list of notes that have been entered along with the author, the date and icons that allow you to copy, edit or delete a note.

List of Certifiers and Processors

This list at the bottom of the page is useful to determine who at UW will have to process the statement and which PI’s are able to certify the statement. The List of Processors will display the Primary Effort Coordinator for the individual. The Primary Effort Coordinator will receive a review task when the statement is certified and is responsible for processing the statement after a review is performed. The List of Certifiers will contain any PI who has a project on the individual’s statement and any designee who has been set up for a project on the statement. This is a list of all of the individuals who are able to certify the statement through the Certify My Research Staff functionality.
Effort Transaction History
This link, found at the bottom of the page, provides a log of the activity on this effort card. Click on the ‘+’ to see the detail. For example, you can see the dates that various payroll transactions for this certifier were loaded to ECRT. This tool may be helpful in investigating discrepancies.

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Project/Class</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 51%</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 85%</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 47%</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 55%</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 55%</td>
</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
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</tr>
<tr>
<td>11/27/2013</td>
<td>JULENE C GASPAD</td>
<td>0019</td>
<td>Not processed at 55%</td>
</tr>
</tbody>
</table>
6.11. Manage Effort Tasks

Reviewing Effort Tasks are one of the most important responsibilities of an Effort Coordinator. If you are a primary effort coordinator, the Effort Tasks tab will be present on your home page displaying the list (with links) to all of the tasks awaiting your review.

Effort Processing Tasks

Each individual in ECRT has a primary department. When an individual in your department certified their effort statement (or has it certified for them) you will receive a “Processing Certification Statement” task in your Effort Tasks list notifying you to review the statement. Each task is displayed with description of the type of task, employee id, employee name, and date that task was added. These lists are sortable based on the column headers so that you can quickly find a task for a specific individual. The task will remain on this list until you process the card, at which point it will disappear from your list.

When you click on a line you will be taken to the Effort Statement Processing page showing the person’s certification information. You need to review the effort card and determine whether or not to process it (see screenshot on following page).
This page looks very much like the certification page used by the faculty and academic staff. There are a couple of additions:

1. You will see an additional column titled “Cost Transfer Dollars”. The dollar amounts in this column are automatically calculated on any rows where ”Computed Effort” differs from “Certified Effort”. This column can be very helpful, but please use this information with caution. There are several reasons that may cause computed effort to differ from certified effort. Not all of them require a salary cost transfer. Also, ecrt calculates the most accurate dollars it can, but it may not reflect the correct dollars needed for a salary cost transfer.

   The total of the Cost Transfer column must equal zero before you can process the card. It may be off by a small amount due to rounding. When this happens, you can change the amounts so that the total equals zero. These cost transfer dollars are for information only. Any required cost transfers will need to be processed through the regular UW cost transfer process.

2. You need to review the effort card for each researcher to determine if it can be processed or if further discussion and follow-up is needed. You have three possible choices:

   Do Not Process - If you click this button (or hit the enter key), the effort card will no longer be certified. This action is appropriate if there is a reason the effort that was certified on the card needs to be changed. You will be prompted with an email
message that can be sent to the individual to notify them that you have rejected their certification. Once issues are resolved, the PI, faculty or academic staff member will need to certify the effort again. When you click “Do Not Process” the certifier will not appear again on your “to do” list until the effort has been re-certified.

**Cancel** – If you determine that you need to do more investigation before you process a card, you can click the Cancel button. The card will still be certified and the individual will continue to appear on your “to do” list until you are ready to process the card.

**Process** – The process button will finalize the effort card and it will become an official, auditable record.

### 6.12. Department Dashboard

The **Department Dashboard** gives you access to effort cards for anyone who has an appointment in a department for which you are the coordinator. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

The list you see through this menu choice could include people who have left your department(s) as well as some with a primary department assigned to a different effort coordinator. You can access both current and historical effort cards through this page.

**Selecting a Department**

Once you’ve selected the “Department Dashboard” menu option, there are three ways to access a specific department.

1. If you are the effort coordinator for only one department you will be taken to that department.
2. You can see a list of all of your departments by clicking on the arrow just to the left of the “Submit” button. Select a department and click ‘Submit’.
3. You may have authorization to access a large number of departments and therefore option 2 may be difficult to use. A third option is to start typing the number, including ‘A’ for Madison campus, in the field on the left. Type as much of the department as you need to see the full number and name show up in the selection field. Click ‘Submit’ to display information for that department.

Certification Summary for Last Period

Note: Please do not use the statistics that you see in this section to determine work that needs to be completed. ECRT contains information for all employees who receive payroll from UW-Madison, regardless of whether or not their effort needs to be certified. These statistics include everyone for the department and therefore will not be meaningful. However, it may be useful to note some of the icons identified in this section. They are used in the “Certifiers for this Department” section described below. The icons that you will find to be the most useful include:

- **In Progress for Certification** – this icon identifies cards that cannot be certified yet because the certification window has not yet started. The certification cards can be viewed, but no processing can occur.

- **Not certified, not processed** – this icon applies to cards that are in a period that is open for certification. This indicator shows that the card has not been certified by the PI or staff member and therefore, has not been processed by the effort coordinator.

- **Certified, Not Processed** – this icon applies to cards that are in a period that is open for certification. This indicator shows that the card has been certified by the PI or staff member, but has not yet been processed by the effort coordinator.

- **Certified, Processed** – These cards are finalized. They have been certified by the appropriate person and processed by the effort coordinator.
Department Information

This section identifies effort coordinators for the department. The primary coordinator is highlighted in yellow and is the only person who can process effort cards for this department. If it is necessary to change the primary effort coordinator, please contact the campus effort administrator in Research & Sponsored Projects.

Certifiers for this Department

This section includes:

1. a list of the people who are assigned to the department, separated into the following sections:
   - **Sponsored** includes people who have an appointment in this department AND they have payroll, cost sharing or commitments on sponsored projects.
   - **Non-Sponsored** includes people who have an appointment in this department, but they do NOT have payroll, cost sharing or commitments on sponsored projects.
   - **Non-Department** includes people who do not have an appointment in this department, but they have payroll, cost sharing or commitments on a sponsored project that is managed by your department.
2. The employee type assigned to each certifier. This employee type determines how often and for which periods a person is required to certify his/her effort.

3. The Employee ID of the individual.

4. The Role of the individual in ecr. This is helpful if you are troubleshooting the different functionality an individual can/cannot perform within the system.

5. An icon for each of the last 5 cards for an individual. If you move your cursor over the icon, the certification period of the card is shown. The last icon contains a list of ALL historical statements of the individual. If you click on any of the icons, you will be taken to the corresponding card.

6. A stoplight indicator that identifies each person's commitment status. As an individual certifies effort, ECRT can track the individual's progress toward meeting his or her commitments. If you move your cursor over the stoplight, information about the commitment status is shown.

Awards and Projects Tab

This section includes:

1. A list of all sponsored projects that this department is assigned to manage. Projects are grouped into active or inactive based on the end date of the project relative to the day that this information is being viewed. Note: This list does NOT reflect whether a project is active or inactive in the Grants system.
2. A link to more information about a particular sponsored project. By clicking on the name of the project, you will be taken to the Project Summary page (see example below). This page provides more details about the project as well as a list of everyone who has payroll, cost sharing or a commitment recorded to that grant.

3. You can sort the information in this section by clicking on any of the column headers.
6.13. Effort Recertification

If it is determined that changes need to be made to an effort certification card after you have processed it, you will need to re-open the certification card. To do this:

1. Navigate to the individual’s certification page.
2. Open the Historical tab in the top right window and select the statement (based on the dates displayed – hover over each statement link for additional information on the period of performance)
3. Click the “Reopen” button on the statement.
4. An email form will pop-up that you can customize before sending it to the certifier.
5. You will need to work with the individual to resolve any discrepancies. The certifier will need to make any necessary changes to their certification card and certify their effort again.

Once the individual re-certifies their effort, they will again appear on your “Effort Tasks” list for you to process the effort card.

Note: You will NOT be able to re-open an effort card after the certification period is closed.
6.14. Manage Users

Manage Users displays information about individual certifiers, including the certifier’s department(s), their primary department, a list of projects connected to the certifier and any assigned roles within ECRT. Manage Users also provides a link to the certifier’s current effort certification card.

You will be able to view information for anyone who has a primary department that is assigned to you. In addition, you will be able to view cards for anyone else who has payroll, cost sharing or a commitment on a sponsored project that is associated with your department.

Look up a user

1. Select Manage Users from the Administration menu list at the top of the page.
2. Look up the user by typing their last name, a space, and then their first name (no commas) until you see them on the dropdown list. Then select their name so that the full name appears in the box.
3. Click ‘Choose’.

User Information

Version 4.0 – December 2015
Email addresses

You can view, add, delete or select a different primary email address for someone who has effort on a sponsored project that is assigned to your department. The campus email directory will not be updated if changes are made here.

Departments

This section shows all of the departments that are associated with an individual in ECRT. Initially, this list includes all departments assigned to the user that were loaded into ECRT from UW HR appointment records. The primary department is highlighted in yellow.

Please use this for information only. Any changes should be requested through the campus effort administrator in Research & Sponsored Programs

Effort Coordinator Department Relationships

This section will only be populated for Effort Coordinators and will display each department that they are an Effort Coordinator for. Any department where the individual is a Primary Effort Coordinator will be highlighted in yellow.

Effort Coordinator Department Relationships

UW will not utilize the Department Viewer Relationships functionality in ECRT. You should not see anyone populated in this list at this time.

Version 4.0 – December 2015
Projects

This section lists all of the sponsored projects for which the individual has payroll, cost sharing and/or a commitment. If s/he has payroll on a non-sponsored funding source, you will also see a line for “All Non-Sponsored Effort”.

Please DO NOT click the red “X” to remove a project from this list.

Roles

This section will show any role that is assigned to this individual. The various roles determine what information someone is able to access in ECRT. Note that ECRT is used by multiple campuses and so you will see more roles in this list than just those used by Madison campus.

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6.15. Placing Effort Statements on Hold
ECRT has functionality in place that allows UW to place Effort Statements on hold. Only the Effort Administration team will be able to place statements on hold, but an Effort Coordinator can request this action through an email to the team.

When a statement is placed on hold, the individual can still access the statement but will not be able to certify. A statement could be placed on hold in the circumstance that salary cost transfers need to be processed and applied to the statement before the individual can certify.
6.16. View Reports

ECRT provides reports and queries that you may find helpful in fulfilling your responsibilities as an effort coordinator. A few of these reports are described below. There are some additional reports under this menu option that you may also find useful.

Additional queries and reports are available through the “MSN Add-on Tools” link on the left side of each page in ECRT. Two of the reports that you may find particularly useful are:

1. **Effort Status Report** – This report will provide you with a list of all individuals with sponsored effort whose primary department is assigned to you. It will show you the status of each individual for a period of performance.

2. **Report of Transactions Not Posted To ECRT** – This report shows payroll transactions that have been processed through the UW Financial System (SFS), but are not posted to ECRT because the effort certification card for that individual and that period of performance has been certified and processed. The most common type of transaction you’ll see on this report will probably be salary cost transfers that you, hopefully, were expecting to still be processed.

**ECRT reports include:**

**Payroll Report**

This report shows payroll information, by pay period and project, for an individual or for all individuals assigned to a department. It can be requested by dates or by employee type. The following describes each of the two options for requesting data. You will probably find that the selection by employee type is the most useful option.

Note: This report can also be accessed for an individual through an icon at the top of that person’s effort certification card.
Select Report by Employee Type (recommended selection)

1. Select one of the following employee types from the dropdown list:
   - Semi-annual A – C Basis (faculty, academic staff, graduate students, post-docs)
   - Semi-annual – University staff
2. Use the dropdown list to select a period of performance.
3. Select an employee and/or a department. To do this, begin typing the name of the individual or the department until you are able to select them from the dropdown list that appears.
4. Click “Run Report” to view the report.
Select Report by Dates

1. Select a date range using the calendar that appears when you click in the “Start Date” or “End Date” fields. The double arrows at the top will allow you to move forward or backward a year at a time. The single arrows will allow you to move forward or backward a month at a time. Your date range must include (at least!) an entire period of performance. If it doesn't, you will get no results.

2. Select an employee and/or a department. Start typing the name of the individual or the department until you are able to select the appropriate name from the dropdown list that appears.

3. Click “Run Report” to view the report.
Viewing the payroll data

Two formats are available for viewing the payroll data: Pay Period view or Account view. You can switch the view using the links at the top of the report results:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period View</td>
<td>Account View</td>
</tr>
</tbody>
</table>

At the bottom of the page you will find icons that provide you with options to export the data to other formats.
**Certification Status Report**

You are able to monitor statements that have not been certified using the Associated Certifier tab on your home page. You can also navigate to the Department Dashboard (see section 7.8) where you are able to see the status of the effort certification cards for each person assigned to your department. The “Certification Status Report” allows you to select one status to see a list of individuals that currently have effort cards with that status. It can be requested by dates or by employee type. Each option is described below. You will probably find that the selection by employee type is the most useful option.

**Select Report by Employee Type (recommended selection)**

1. Select one of the following employee types from the dropdown list:
   - Semi-annual A – C Basis (faculty, academic staff, graduate students, post-docs)
   - Semi-annual – University staff

2. Use the dropdown list to select the appropriate effort certification period.

3. Identify a department. Begin typing the department until you are able to select it from the dropdown list that appears.

4. Click “Run Report” to view the report.
Select Report by Dates

1. Select the status that you want to see.
2. Select a date range using the calendar that appears when you click in the “Start Date” or “End Date” fields. The double arrows at the top will allow you to move forward or backward a year at a time. The single arrows will allow you to move forward or backward a month at a time. This report works best if you select dates that match the period of performance dates or are outside of those dates. You may not get desired results if part of the date range does not include an entire period of performance.

3. Identify a department. Begin typing the name of the individual or the department until you are able to select it from the dropdown list that appears.
4. Click “Run Report” to view the report.
Viewing the Certification Status information

At the bottom of the page you will find icons that provide you with options to export the data to other formats.
Department Project Report

This report displays all projects that are associated with your department(s) along with the name of the Principal Investigator (PI). The sponsor name is not currently loaded for UW-Madison, but will be available in the future.

1. Identify a department. Begin typing the name of the individual or the department until you are able to select it from the dropdown list that appears.
2. Click “Run Report” to view the following report.
3. The report can be sorted by any of the columns by clicking on the column header.

At the bottom of the page you will find icons that provide you with options to export the data to other formats.

Version 4.0 – December 2015