First ‘Period of Performance’ for A & C basis employees = January 1 through June 30
First ‘Period of Performance’ for classified employees = June 24 through September 29
Certification Window’ opens November 1st for both periods of performance
Certification Window’ closes January 30th

Email notifications are sent:
- November 1st - to let faculty, academic staff & effort coordinators know that the certification window is open
- January 21st - 10 days before the close of the certification window
- January 30th - at the close of the certification window

10/10/07
Introduction

What we plan to show you

- What a PI would be expected to do
- What you as an effort coordinator will do
- What screens are useful for what purposes
- What you should be looking for in particular
- Your responsibilities

Handouts

- Outline of ECRT Demo (this document)
- Screen prints
- Three Stages of an Effort Certification Card

Roles

Part 1 – What the certifier sees and does in ECRT

Logging in as faculty

Home Page (see page 1 of screen print handout)

Certify/View My Effort (see page 2 of screen print handout)

Certify My Research Staff (see pages 3 & 4 of screen print handout)

View My Historic Effort

Available Reports

Logging out

Part 2 – What the effort coordinator sees and does in ECRT (see page 5 of screen print handout)

Logging in as the effort coordinator

Manage Effort Tasks (see page 6 of screen print handout)

Responsibilities:

- Be sure that appropriate mandatory and voluntary committed cost sharing are included
- Account for differences between computed effort and certified effort
- Determine if salary cost transfers, other payroll adjustments and/or cost share adjustments need to be done
Use WISDM, if needed, for more detail about the payroll transactions; keep in mind that some account numbers are not included in ECRT: see Appendix A of effort coordinator manual for a list of these accounts

Verify that the notes are acceptable to be part of the official record; they WILL be reviewed in an audit and are subject to the open records law

Be sure any approvals/notifications involving the sponsor are taken care of by the appropriate people

Process the statement when any/all issues have been resolved

Effort Recertification (see page 7 of screen print handout)

Responsibilities:

- Reopen a statement for recertification, if the request comes within the certification window
- Work with the certifier to generate a written request for review by the Associate Vice Chancellor for Research Administration, if the request comes after the certification deadline

View the Research Staff of a PI (see page 8 of screen print handout)

Responsibilities:

- Review the PI’s list to see if the appropriate people are included
- Make sure everyone’s card is certified; work with the PI when necessary to get them completed (note this list does not include anyone who certifies for themselves)
- Coordinate a designee to be assigned if the PI is not the person with suitable means of verification

Manage Department (see page 9 of screen print handout)

Responsibilities:

- Review the list of people to be sure the people you are responsible for are included
- Make sure everyone’s card, whose primary department assigned to you, is certified; Note that the custom ‘Effort Status Report” may also be helpful in doing this
- Keep relevant documentation, not recorded in ECRT, for audit purposes. Examples may include:
  - notes, memos, or printed emails from staff regarding changes to ECRT information.
  - similar types of correspondence indicating reasons for not being able to certify.
  - documentation of correspondence between effort coordinators for certifiers working in multiple departments.

Manage Users (see page 10 of screen print handout)

Responsibilities:
If a PI comes to you and says that someone they didn’t expect is on their list OR that someone is missing from their list, the first step in checking this out might be to look up the role in Manage Users and see if they are assigned correctly.

Other Menu Choices:
- Certify/View My Effort
- View My Historic Effort

View Reports (see page 11 of screen print handout)
Three Stages of an Effort Certification Card

**Certify Effort** is what you see during a period of performance or when a certification window is open, but the effort card has not yet been certified. Once an effort card is certified, before it is processed by the effort coordinator, you will also see the **Certify Effort** page if you view it through Manage Department or Manage Users.

**Process Effort** is what you see when an effort card has been certified and you access it through the Manage Effort Tasks menu option.
Three Stages of an Effort Certification Card

**Historical Effort** is what you see after an effort card has been processed by the effort coordinator.
Effort Status Report
As of: MM/DD/YYYY

Requested Department: A091200
Effort Coordinator: Jane Coordinator
Period of Performance: 01/1/2007 - 06/30/2007
Employee Type: Semi - Annual

<table>
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<tr>
<th>Status: Not Certified, Not Processed</th>
<th>Name (Last, First MI) &amp; Person ID</th>
<th>ECRT Role</th>
<th>Who Certifies</th>
<th>Certifier Role (Self, PI, Designee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PI, John - 33333333</td>
<td>PI</td>
<td>John PI</td>
<td>Self</td>
</tr>
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<td></td>
<td>Postdoc, Paul - 44444444</td>
<td>None</td>
<td>John PI</td>
<td>PI</td>
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<table>
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<tr>
<th>Status: Certified, Not Processed</th>
<th>Name (Last, First MI) &amp; Person ID</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trainee, Tom - 55555555</td>
<td>None</td>
<td>Mark Manager</td>
<td>Designee</td>
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</table>

<table>
<thead>
<tr>
<th>Status: Certified, Processed</th>
<th>Name (Last, First MI) &amp; Person ID</th>
<th>ECRT Role</th>
<th>Who Certifies</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic, Andy - 666666666</td>
<td>Academic</td>
<td>Andy Academic</td>
<td>Self</td>
</tr>
</tbody>
</table>
Your Next Steps

1. Attend a hands-on ECRT session. During the session, you will:
   - Log in as a PI, faculty member, or academic staff member to certify effort
   - Log in as yourself to become familiar with your information in ECRT

   Please bring questions. This is a great opportunity to get answers.

   If you haven't already registered for a session, please register for one by:
   a. Visiting www.ohrd.wisc.edu with a Web browser
   b. Choosing the Catalog link
   c. Choosing the Search button
   d. Searching for "effort coordinator" to get a list of the courses

2. Log into the ECRT system at your desk. Become familiar with your information and prepare to support faculty and academic staff on November 1st. Log into either of the following web sites using your NetID:

   Training version of ECRT:     https://ecrttest.wisc.edu/ecrt_training/

   Production version of ECRT:     http://ecrt.wisc.edu/

3. Let us know when you need help.

   Policy & Procedure questions

   Preferred first step – send email to effort@rsp.wisc.edu

   RSP Phone Numbers:
   Bob Andresen - 262-2896
   Diane Barrett - 262-0252

   ECRT-related questions

   Preferred first step – send email to ecrt@rsp.wisc.edu

   RSP Phone Numbers:
   David Ngo - 263-6913
   Ruth Fruehling - 262-5139

   NetID access questions

   Preferred first step - visit the following web site:
   http://kb.wisc.edu/helpdesk/page.php?id=4966

   Call the DoIT help desk at 264-HELP (4357)