

# ecrt™ Reference Guide to Time and Effort Certification – Global View Only (GVO)

## ACCESS ECRT SYSTEM

To access the ECRT system:

- 1) Open any web browser:
  - Go to: <https://utss-ecrt.utsystem.edu/ecrt/>

## LOGIN SCREENS

- 1) Choose **“The University of Texas Rio Grande Valley”** from the institution drop-down list and click **<Select>**.

**THE UNIVERSITY of TEXAS SYSTEM**  
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

### Select your home institution

The service you are trying to reach requires that you authenticate with your home institution. Please either select it from the list below, then click 'Select', or you may use the search-as-you-type feature by typing a partial name into the search box below, then clicking 'Search'.

**Please do not create a bookmark or favorite in your web browser on this page.** This page is not part of the application you are accessing. You may create a bookmark/favorite after you complete the authentication process.

**Enter organization name (partials ok):**

Search

**Or choose from a list:**

Select  Remember for session

Need assistance? Open a support ticket by sending email to [systemwidesupport@utsystem.edu](mailto:systemwidesupport@utsystem.edu) with a description of the problem.

- 2) Enter your UTRGV <Username> and <Password>.
  - Username: **Same as your Network Username**
  - Password: **Same as your Network Password**
- 3) Click on the <Sign in> button.

UTRGV The University of Texas Rio Grande Valley

Online Services Login

Sign in with your UTRGV account

2 { username@utrgv.edu  
UTRGV Password }

3 → Sign in

[Can't access your account?](#)

To protect your personal information, please close ALL open browser windows when you sign out.

By pressing the Sign in button, you agree to:

- Use the system and data only for official University transactions.
- Never share your password or access.

**Help**

- Brownsville: (956) 882-2020
- Edinburg: (956) 665-2020

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

## WELCOME TO THE ECRT SYSTEM

After the username and password are accepted, you will be taken to the “**Welcome to the Effort Certification and Reporting Technology (ECRT) System**” screen. This screen contains a statement about the certification process.

At the bottom of the message, click on the <Continue> button which will take you to the Home Page.

Time and Effort Certification will be done after each semester to cover the periods from September to December, January to May, and June to August. It is the responsibility of every Primary Individual (PI) to certify his/her own Effort Certification statement as well as statements for all Supporting Individuals (except PIs) who have expended effort on his/her Sponsored Projects every semester within the 30 day certification period.

The ECRT system is designed to help you comply with institutional effort reporting policies, federal policy, Uniform Guidance 2 C.F.R. 200.430 Compensation-personal services, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of levels of effort expended on different projects which fund an individual's compensation.

So, log in and get started. You will be certified before you know it!

Continue ←

# HOME PAGE

The Home Page displays after a user has successfully logged into ECRT. This screen functions as an entry point to all system functions, provides an overview of the Time and Effort Certification (Effort Reporting) process for administrators, and offers links to a variety of resources to assist users with the certification.

For Supporting Individuals (SI's): Their own effort statement link will be listed under the “**Statements Awaiting Certification**” tab. The Status will show as “**Not Open for Certification**” during the semester data uploads and “**Open for Certification**” when the effort statement is ready for their PI(s) to certify.

To view your effort statement, hover over the <Certify> tab of the menu bar and select “**My Statements**” or simply click on any link under the <Status> column depending on which cycle you would like to select.

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Welcome [Redacted] | Sign Out

Home **Certify** Reports Administration Links

My Statements

Helpful Links -

- » 2 CFR 200 (Uniform Guidance)
- » National Institutes of Health: Grants Policy and Guidance
- » UTRGV Home Page
- » Division of Research, Innovation and Economic Development

Questions

- » Send an email to: effortcert@utrgv.edu

**Work List for [Redacted]**

Welcome to the ECRT effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

The Effort Lifecycle

Statements Awaiting Certification [Redacted]

Statement Owner	Department	Due Date	Type	Status	PI
[Redacted] 600 [Redacted]	1844 - [Redacted]	7/xx/17	Base	Open for Certification	[Redacted]
[Redacted]	[Redacted]	11/xx/17	Base	Not Open for Certification	[Redacted]

For Primary Individuals (PI's): A list of statements appear under the “**Statements Awaiting Certification**” tab. This tab will include the PI's effort statement as well as any other effort statements that they are responsible to certify.

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Welcome [Redacted] | Sign Out

Home Certify Reports Administration Links

Helpful Links -

- » 2 CFR 200 (Uniform Guidance)
- » National Institutes of Health: Grants Policy and Guidance
- » UTRGV Home Page
- » Division of Research, Innovation and Economic Development

Questions

- » Send an email to: effortcert@utrgv.edu

**Work List for [Redacted]**

Welcome to the ECRT effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

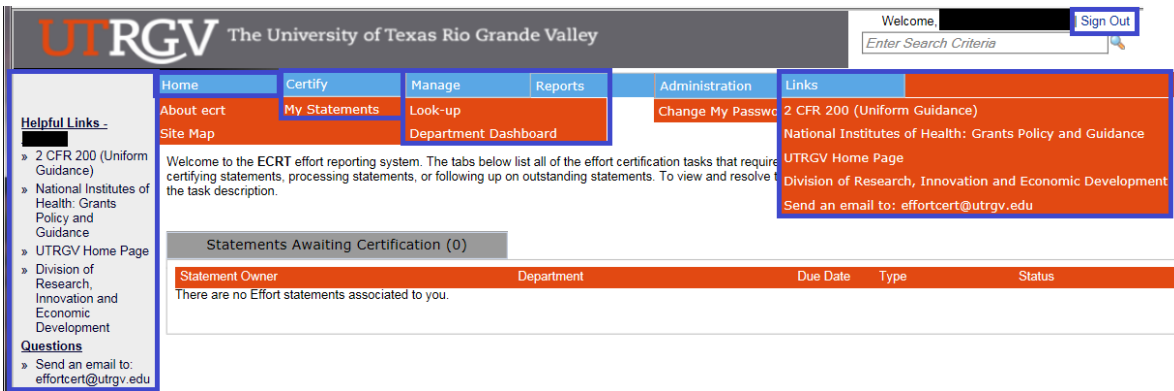
The Effort Lifecycle

Statements Awaiting Certification (3)

Statement Owner	Department	Due Date	Type	Status	PI
[Redacted] 600 [Redacted]	1844 - [Redacted]	7/8/2016	Base	Open for Certification	[Redacted]
[Redacted] - 600 [Redacted]	1844 - [Redacted]	7/8/2016	Base	Open for Certification	[Redacted]
[Redacted] - 600 [Redacted]	1844 - [Redacted]	7/8/2016	Base	Open for Certification	[Redacted]

# DROP DOWN MENUS

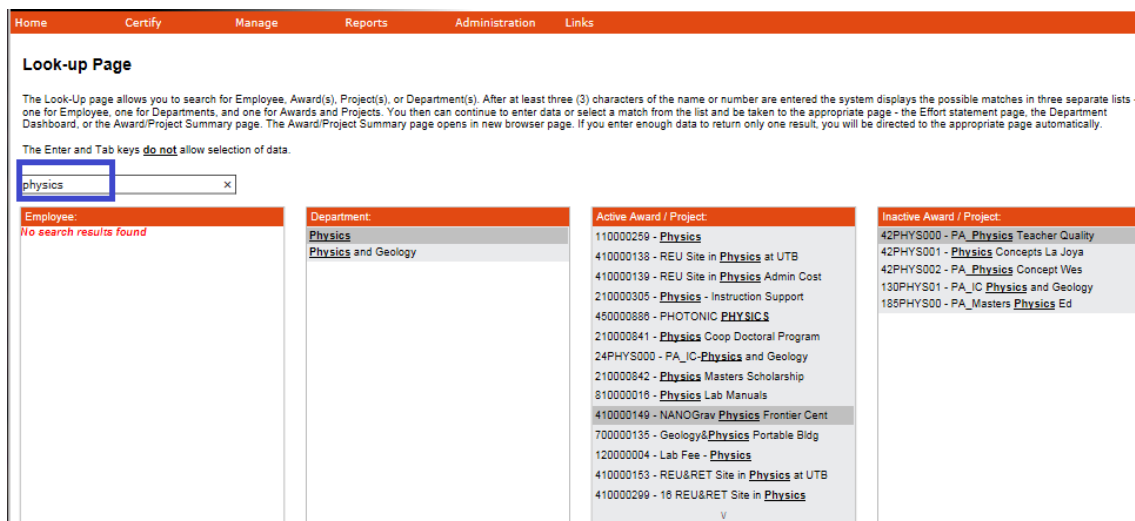
Across the top of the page is a navigation menu bar. The navigation menu bar is on every screen of the application, allowing users to move from one page to another quickly. The left most option **<Home>** returns users to the Work List from anywhere in the application. Hover over the **<Certify>** tab of the menu bar and select “My Statements” to view your effort statement. The **<Manage> Look-up** page allows users to search for Employees, Department(s), and Active/Inactive Projects. The **<Manage> Department Dashboard** page allows users to view information related to a department, sub-department, or division, including the Employees, Awards and Projects, and Department Information. Links highlighted in the blue boxes are specific to the individuals with the Global View Only (GVO) role. Helpful links are available on the left side of the home screen and from the **<Links>** drop down box. To log off of the system, simply click at the top right corner option **<Sign Out>**.



# MANAGE

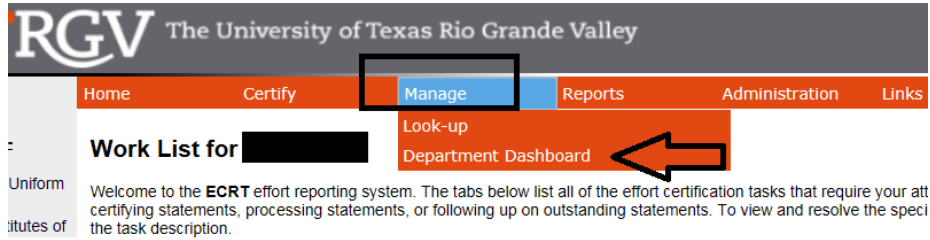
## 1. Look-Ups

Users can enter employee name, employee ID, department name, department number, account name, or account number to see results.

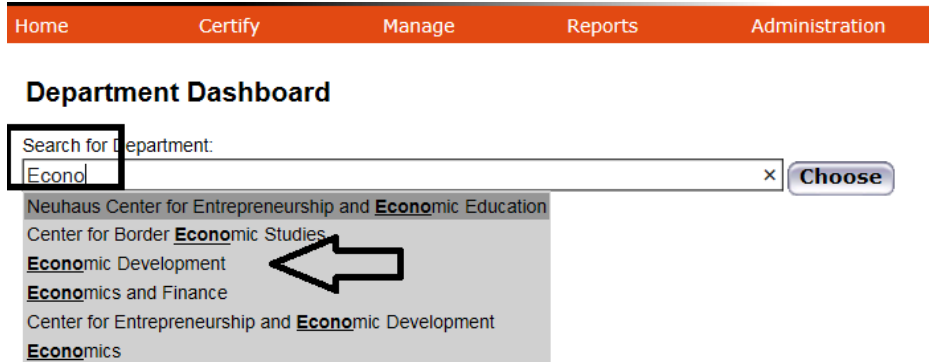


**2. Department Dashboard**

You have been given the role of “Global View Only” in ECRT and can select any department from the Manage / Department Dashboard.

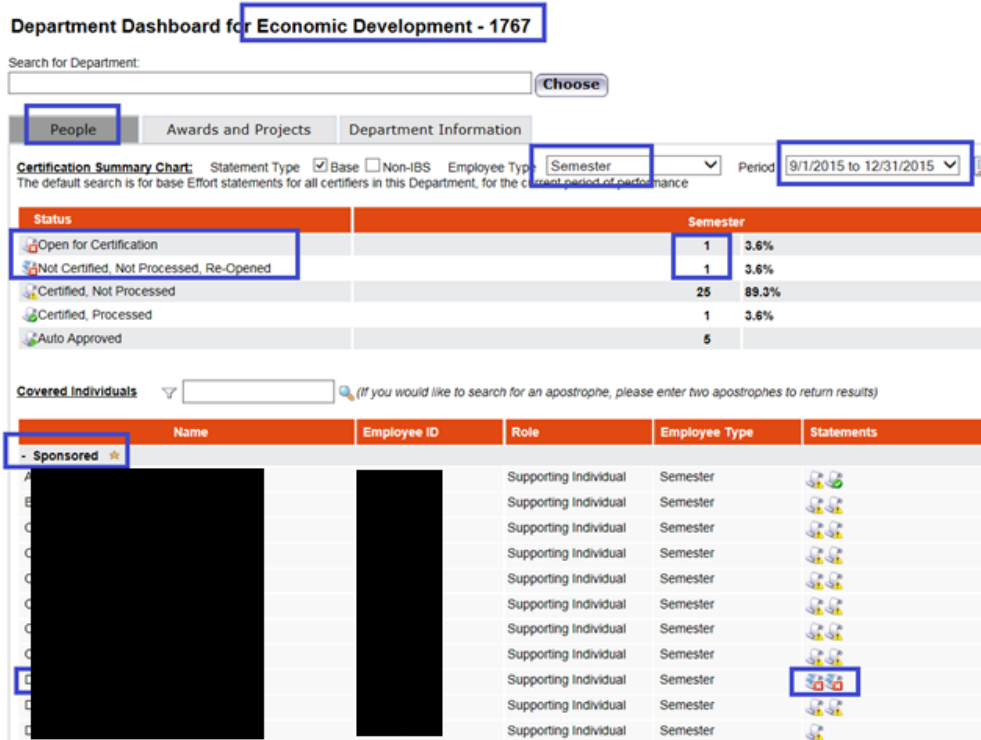


Like always, start by typing the name of the department and select from the database.



This Department Dashboard will give you a quick summary of any department:

From the **People** tab, select “**Semester**” as the Employee Type, for any particular **Period**, and then click on the (+) sign in front of the word Sponsored to expand the selection. Anything with (X) has **not been certified**.



# REPORTS

The Reports page contains three window panes across the top that show the report category, the list of reports associated to the selected category, and a description of the selected report.

## 1. Category - Management:

## A. External Audit Report:

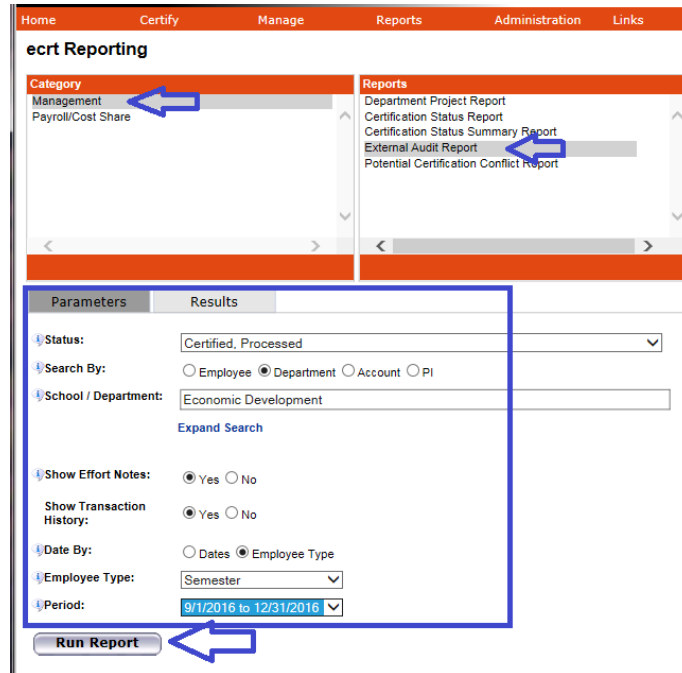
**Description:** The External Audit Report lists all certifiers that have an historical Effort statement that matches the search criteria. The search can be conducted either by employee Department or Projects. You have the option to further filter the search by the period of performance.

### i. Parameters:

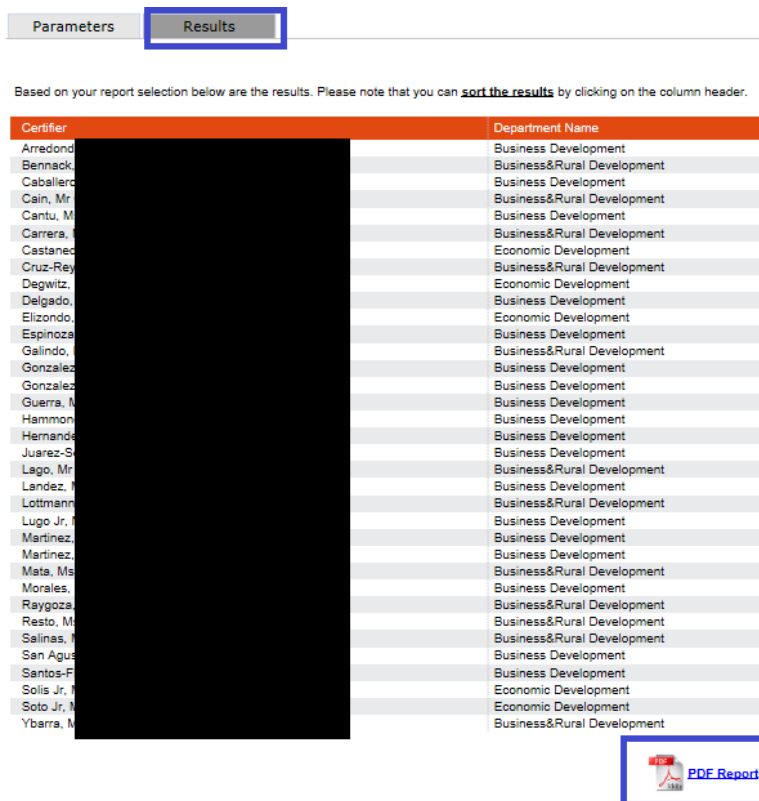
This report depends on the **status**, in this case I selected “**Certified, Processed**”. In case an effort statement has been certified, but is not processed yet, then select “**Certified, Not Processed**”.

You can search by: **Employee, Department, Account, or PI**. (Make sure you select from their database, start typing and the list should come up for you to make your selection). Select “**Yes**” to Show Effort Notes and Show Transaction History. Select: **Employee Type, Semester** basis, and a particular **Period**. Then, click on “**Run Report**”.





ii. **Results:** Are shown below for the entire department selected and Period.



Then, click on the “PDF Report” icon to open the effort statements.

**For Example:** This is usually the report given for Internal/External requests on T&E. The top section contains the employee information, status of effort statement, certification period, and name of PI that certified statement and date.

**UT Rio Grande Valley**

**Effort Audit Report 09/01/2016 to 12/31/2016**  
 Frequency: Semester  
 Due Date: 4/5/2017

<b>Certifier Name:</b> Marcela [REDACTED]	<b>Location:</b> Economic Development (ECESS)
<b>Title:</b> Sr Business Advisor	<b>Appointment:</b> [REDACTED]
<b>Department:</b> [REDACTED] Business Development	<b>Effort Coordinator:</b> Juana Lilia Trevino
<b>Email:</b> [REDACTED]@utrgv.edu	<b>Certification Period:</b> 09/01/2016 to 12/31/2016
<b>Status:</b> Certified, Processed	

This Effort statement has been certified by the following: Ms Maria D Juarez-Serna [REDACTED] on 03/30/2017

Projects	Payroll	Cost Share	Computed Effort	Certified Effort
Sponsored				

In case there are notes attached, if selected on parameters, they will show on this External Audit Report as well.

**Effort Notes**

Author	Effort Note	Date / Time
[REDACTED] - 600	Project # [REDACTED] is for the 9 month appointment 12 month distribution at 0% effort during the summer. Also, project # [REDACTED] is [REDACTED] for an Endowment at 0% effort. Percentages were adjusted accordingly on attached spreadsheet.	

**2. Category - Payroll/Cost Share:**

Several reports have all of the information. In case you don't want to sort the data, just select a particular report depending on what you are looking for (**Reports for certain PIs, Departments, Account/Project #**).

**A. Certifier Salary Activity Report:** Can be run for a certain PI.

**Description:** The Certifier Salary Activity Report contains a list of all individuals charging a certifier's Projects and their activities. You must enter a PI and a starting month. The report will show the certifiers associated to the PI along with 12 months of payroll activity starting with the month that you selected.



**i. Parameters:**

You must enter a **PI** and a **starting month**. The report will show the certifiers associated to the PI along with 12 months of payroll activity. Then, click on “Run Report”.

The screenshot shows the 'ecrt Reporting' interface. At the top, there are navigation tabs: Home, Certify, Manage, Reports, Administration, and Links. Below these is a 'Category' list with 'Management' and 'Payroll/Cost Share' (highlighted with a blue arrow). To the right is a 'Reports' list with 'Certifier Payroll Summary Report', 'Certifier Salary Activity Report' (highlighted with a blue arrow), 'Cost Share Report', 'Monthly Funding and Effort Information Report', 'Payroll and Cost Share Report', 'Payroll Report', and 'SPES Report'. A 'Description' box on the right explains that the 'Certifier Salary Activity Report' shows certifiers associated to a PI with 12 months of payroll activity. Below this is the 'Parameters' section, which includes a 'Month' dropdown (January 2016), a 'PI' text field (Croyle), and a 'Search By Statement Type' section with radio buttons for 'Base' (checked), 'Non-IBS', and 'Other'. A 'Run Report' button is highlighted with a blue arrow.

**ii. Results:** List of individuals associated to the PI selected.

Parameters Results

Results of the Certifier Salary Activity report are displayed in a scrollable window. Results are displayed 12 months from the selected date.

Name	Grant Number	Type	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% of Total
A	1	Base	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,377.00	\$1,002.00	\$12,399.00	50 %
	4		\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,002.00	\$1,377.00	\$1,002.00	\$12,399.00	50 %
	Totals:		\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,004.00	\$2,754.00	\$2,004.00	\$24,798.00	100 %
A	2	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	1 %
	3		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	1 %
	1		\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$8,486.33	\$8,486.09	\$8,486.09	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$71,283.55	97 %
	Totals:		\$5,591.67	\$5,091.67	\$5,091.67	\$5,091.67	\$6,591.67	\$8,486.33	\$8,486.09	\$8,486.09	\$5,091.67	\$5,091.67	\$5,091.67	\$5,091.67	\$73,283.55	100 %
C	4	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$5,000.00	100 %
	Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$5,000.00	100 %
C	4	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,373.58	\$3,373.58	\$3,373.58	\$3,373.58	\$13,494.32	45 %
	1		\$642.87	\$714.30	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,857.17	30 %
	1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %
	2		\$0.00	\$0.00	\$3,309.52	\$2,095.24	\$2,095.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	25 %
	Totals:		\$642.87	\$714.30	\$3,309.52	\$2,095.24	\$2,095.24	\$2,500.00	\$2,500.00	\$2,500.00	\$3,373.58	\$3,373.58	\$3,373.58	\$3,373.58	\$29,851.49	100 %
D	1	Base	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$0.00	\$1,194.44	\$2,388.89	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$46,583.35	98 %
	3		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	2 %
	Totals:		\$5,277.78	\$4,777.78	\$4,777.78	\$4,777.78	\$5,277.78	\$0.00	\$1,194.44	\$2,388.89	\$4,777.78	\$4,777.78	\$4,777.78	\$4,777.78	\$47,583.35	100 %
E	1	Base	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.11	\$1,111.11	\$1,111.11	\$1,111.11	\$4,444.44	100 %
	Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.11	\$1,111.11	\$1,111.11	\$1,111.11	\$4,444.44	100 %

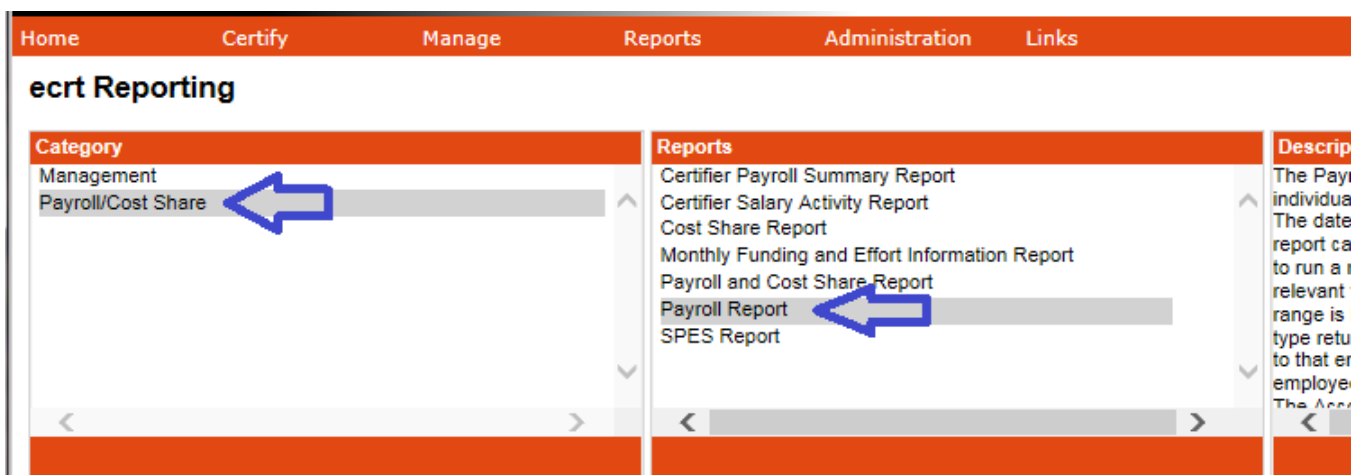
The data can always be exported to **Excel, XML, PDF, and RTF** (See bottom right of Results).

**B. Payroll Report:** Can be run for a particular **Employee** or **Department**.

**Description:** The Payroll Report is a payroll summary report for a specific individual or Department and date range. The date range for this can be set one of two ways. First the report can be run by selecting a date range. This allows the user to run a report that crosses reporting periods but is more relevant to the Project activity. The alternate way of setting the range is by selecting 'Employee Type'. Selecting the employee type returns results for all employees that currently are assigned to that employee type. The user then must enter either an employee's name or the desired Department. The Account View shows the breakdown by Project. The Pay Period View shows the breakdown by pay period.

**i. Parameters:**

This selection can be done for an **Employee** or **Department**, **Employee Type: Semester**, and **per Period**. Then, click on "Run Report".



The screenshot shows the 'Parameters' section of the ecrt Reporting interface. It contains the following fields and options:

- Employee:** A text input field.
- School / Department:** A text input field containing 'Economic Development'.
- Expand Search:** A blue link.
- Search By Statement Type:** Radio buttons for 'Base' (checked), 'Non-IBS', and 'Other'.
- Date By:** Radio buttons for 'Dates' and 'Employee Type' (selected).
- Employee Type:** A dropdown menu showing 'Semester'.
- Period:** A dropdown menu showing '9/1/2016 to 12/31/2016'.
- Run Report:** A button with a blue arrow pointing to it.

- ii. **Results:** Can be viewed by “Pay Period View” (sorted per month), or “Account View” (sorted by account/project).

673 items found, displaying 1 to 300.  
[First/Prev] 1, 2 [Next/Last]

Certifier	Department	Department Number	Grant	Pay Period	Payroll	Pay %	Pay Type	Employee Type	Statement Type
[Redacted]	Business Development	1788	[Redacted]	10/01/2016 to 10/31/2016	[Redacted]	24.32		Semester Certifier	Base
				11/01/2016 to 11/30/2016		4.38		Semester Certifier	Base
				11/01/2016 to 11/30/2016		24.32		Semester Certifier	Base
						53.02			
				09/01/2016 to 09/30/2016		24.32		Semester Certifier	Base
						24.32			
				12/01/2016 to 12/31/2016		-2.82		Semester Certifier	Base
				12/01/2016 to 12/31/2016		25.48		Semester Certifier	Base
						22.66			
				<b>Certifier Total for Period</b>					
[Redacted]	Business&Rural Development	1789	[Redacted]	09/01/2016 to 09/30/2016	[Redacted]	-24.43		Semester Certifier	Base
				09/01/2016 to 09/30/2016		13.43		Semester Certifier	Base
				09/01/2016 to 09/30/2016		24.43		Semester Certifier	Base
				10/01/2016 to 10/31/2016		13.43		Semester Certifier	Base
				11/01/2016 to 11/30/2016		13.43		Semester Certifier	Base
						13.43			

- C. **Sponsored Project Employee Summary (SPES) Report:** Can be run a report for a particular Active/Inactive Account/Project #.

**Description:** The SPES (Sponsored Project Employee Summary) Report lists all employees that had salary charged to a specific Project. This report allows certifiers and Effort Coordinators to review the employees that were paid from the grant, verify the accuracy of the charges, and make changes if necessary. You must enter the Project name in the quick search field and select 'Active' or 'Inactive'. You also may enter a date range either by month or employee type, which will search by period of performance.

i. **Parameters:**

Select **Employee Type**. For **Account/Project #:** start by typing the first or last 3 digits and then select from the database. For Employee type, we are **Semester** basis and then select a particular **Period**. Finally, click on “Run Report”.

Home Certify Manage Reports Administration Links

### ecrt Reporting

Category	Reports	Description
Management	Certifier Payroll Summary Report	The SPES (Spons Report lists all em specific Project. TI Coordinators to re the grant, verify th changes if neces You must enter th and select 'Active' range either by mc by period of perfor
Payroll/Cost Share	Certifier Salary Activity Report	
	Cost Share Report	
	Monthly Funding and Effort Information Report	
	Payroll and Cost Share Report	
	Payroll Report	
	SPES Report	

Parameters Results

Date By: Month  Employee Type  
 Account: 420 [redacted] stem  Active  Inactive  
 Employee Type: Semester  
 Period: 9/1/2016 to 12/31/2016

ii. Results:

Parameters Results

Based on your report selection below are the results. Please note that you can sort the results by clicking on the column header.



Department Name: Sch [redacted]  
 Department Code: [redacted]  
 Project Name: [redacted]  
 Project Number: 42 [redacted]  
 Project Type: Spons Scholarships  
 Project PI Name: F [redacted] 3  
 Project Sponsor Name:  
 Project Sponsor Number:  
 Project Sponsor Project Number:  
 Project Start to End Date: 02/01/2016 to 01/31/2018  
 Filter Start to End Date: 09/01/2016 to 12/31/2016  
 Total: \$8,388.04

Persons Charged or Cost Shared to this Project	Period of Performance	Department	Role(s)	Project Number	Project Name	Pay (\$)	Pay (%)	C/S (\$)	C/S (%)	Commitment (%)	Computed (%)	Certified (%)
[redacted]	09/01/2016 to 12/31/2016	Sch of Earth Env&Marine Sci	Primary Individual, Supporting Individual	42 [redacted]	[redacted]	\$0.00	0.00	\$4,533.32	17.00	0.00	17.00	17
[redacted]	09/01/2016 to 12/31/2016	Sch of Earth Env&Marine Sci	Primary Individual, Supporting Individual	420 [redacted]	[redacted]	\$0.00	0.00	\$3,854.72	10.36	0.00	10.36	10

Excel | XML | PDF | RTF

This is a full report that will also give you the Cost Share \$ and % (if any) as well as the Computed and Certified Effort %'s. This can be printed on a Formatted PDF and the data can always be exported to Excel, XML, PDF, and RTF (See bottom right of Results).

## T&E BLACKBOARD TRAINING

- Time and Effort Certification Training in Blackboard will occur at least once every two years or more frequently if determined by the requirements of sponsoring agencies. You have to pass 80% (8 out of 10) of the questions in order to meet training requirements. To access this training, go to:
  - [myUTRGV](#)
  - Blackboard
  - Click on “UTRGV Employee Education”
  - Then “Time and Effort Certification”
- Completion of this training will be required for:
  - **New PIs receiving an award before an account is setup**
  - **All Supporting Individuals (SIs):** Expend effort and cost sharing on sponsored projects
  - **Primary Individuals (PIs):** Certify their own effort and the effort of their SIs
  - **Department Effort Coordinators (DECs):** Involved with the effort certification process
  - **Global View Only (GVO):** Office of Research Compliance (ORC), Office of Sponsored Programs (OSP), Grants & Contracts (G&C), and Internal Auditing.

## REMINDERS

- It is the responsibility of every Primary Individual (PI) in ECRT to certify his/her own effort statement as well as statements for all Supporting Individuals (except PI's) who have expended effort on his/her sponsored projects every semester.
- Three certification cycles per year:
  - Fall (September-December)
  - Spring (January-May)
  - Summer (June-August)
- UTRGV has a 30 day Certification Period.
- Failure to certify during the certification period will result in placing PIs grant account(s) on **hold** until the certification is complete.

## RELEVANT INFORMATION

- Uniform Guidance [2 CFR 200.430](#), *Compensation-personal services*
- The University of Texas Rio Grande Valley (UTRGV) Policy [ADM 07-103](#), *Managing and Certifying Effort on Sponsored Projects*

## QUESTIONS/ASSISTANCE

- If you have any questions regarding Time and Effort Certification or the Effort Certification and Reporting Technology (ECRT) system, please send an email to [effortcert@utrgv.edu](mailto:effortcert@utrgv.edu) or contact UTRGV's ECRT Central Effort Coordinator at (956) 882-7024.
- Visit the Time and Effort Certification (T&E) website at: <http://www.utrgv.edu/research/for-researchers/time-effort/index.htm> for “**Services**” and “**Resources**”.