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Additional Information

- Each card in the Work List displays the semester (period) that the sponsored work was performed.

- The date the Ecrt certification is due also displays.

- Cards in Not Certified status will have a due date within 30 days or older.

- Support Staff (grad assistants, contract professionals, part-time faculty, and lecturers) cannot certify their cards.

  If you are responsible for certifying another employee's cards, then that employee's uncertified cards will also display in your Work List.

Select the Employee to Certify

1. After signing into Ecrt, your Work List displays all cards that have not been certified. Only cards with a status that starts with "Not Certified" need to be certified now. Ignore any row in "Not Ready for Certification" status.

2. Click on the Statement Owner you wish to certify.

Work List for Diane Hergenrather

CARD CERTIFIERS – Under **Statements Awaiting Certification**, effort cards in NOT CERTIFIED status must be certified. Click on a Statement Owner's name to access his/her card. At the top of the page that appears, click on the words **Effort Statement Instructions** for help.

EFFORT COORDINATORS – Under **Effort Tasks** are effort cards you must process or not process (return to the PI). In the Type column below, click a blue link to access its card. On the page that appears, read the instructions (in bold) for more guidance.
Under **Associated Certifiers** are Not Certified effort cards. Please follow up with the PI on cards that are past their due date to get them certified.

Statements Awaiting Certification (5)

Effort Statements

Statement Owner	Department	Period	Due Date	Type	Status	
Hergenrather, Diane	000530-000530 - Curricular/Instructional Study	Fall 2016 (08/29/2016-01/16/...	4/20/2020	Base	Not Ready for Certification	
		Summer 2017 (5/22/2017-8/2...	12/21/2017	Base	Not Certified, Not Processed	
Hernandez, Bianka	004723-004723 - Assoc VP/Controller	Summer 2017 (5/22/2017-8/2...	12/21/2017	Base	Not Certified, Not Processed ...	
Kemp, Kimberly	004723-004723 - Assoc VP/Controller	Summer 2017 (5/22/2017-8/2...	12/21/2017	Base	Not Certified, Not Processed, Re-Opened by...	
Smith, Lois	004723-004723 - Assoc VP/Controller	Summer 2017 (5/22/2017-8/2...	12/21/2017	Base	Not Certified, Not Processed, Re-Opened by...	

Due date is when your card must be certified (the deadline).

Ignore future dated rows.

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Additional Information

- The Effort Statement page has 3 main sections:
  1-your Work List
  2-the employee list
  3-the highlighted employee's effort card list

- If more than 1 card needing certification is highlighted, use the right scroll to find each card.

- To see cards that have been certified (or closed) and processed, click on the **Historical** arrow in the employee's card list.

- To see cards that you certified within the last 7 days, click on the Recently Completed arrow under the Work List.

- To display the 5 basic certification steps, click on the **Effort Statement Instructions** heading at the top of the page.

Select the Card to Certify

3. In your Work List (upper left - section 1), make sure the employee you wish to certify is highlighted in purple. If not, click on another employee's name.

4. In the employee's effort card list (upper right - section 2), make sure the card's due date you wish to certify is highlighted. If not, click on another due date.

5. On the selected effort card (bottom - section 3), find the blue bar and check the Employee's name and effort period (semester) to verify that this is the card you wish to certify.

   If this is not the card you want to certify, you can scroll & click on another name in the Work List and/or click on another due date in the card list.

Additional Information

- To view the base payroll that created this card, click on the yellow $ button in front of the certified effort box.

- To email your department's Effort Coordinator, click the **Get Help** button in the gold bar.

- If a negative % exists on the card, get help. Click on Links at the top of the page & select "Ask for Ecrt Help Desk".

Under the gold Get Help bar:

- To enter & save a comment to this card, click on the notepad icon in the Notes area.

- To attach a file to this card, click on the paper clip icon in the Attachments area.

- To see all PIs (Certifiers) and the Effort Coordinator (Approver) who must complete this card, click on the Certifiers & Approvers arrow

Review the Effort Card

6. On the effort card, review the % in the Certified Effort column computed for each of your sponsored Speedtypes (Accounts) that appear. These boxes will be editable.

    If the computed % is not reflective of the effort spent for the term, stop & refer to the job aid called **ECRT – Check Card's Payroll**.

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Additional Information

- Once you check a Certify? box, the green Certify button will display.

- If you are not ready to certify, but want to save any changes, press the **Save** button.

Multiple PIs on a card:

- To see all PIs (Certifiers) who must complete this card, click on the Certifiers & Approvers arrow (bottom of the card)

- Each PI will press the Certify button & attest for his/her own sponsored account(s). Once a row is certified, its Certify box will stay checked.

- If the sum of the Certified Effort %s do not equal 100%, and there is no non-sponsored row on the card, then a sponsored % must change. You may need to discuss the effort %s with the other PIs.

Certify your Accounts

7. If you agree with the certified effort, check the box(es) under the Certify? column for each of your sponsored speedtypes.

Check your sponsored row

Only if all sponsored boxes have been checked above, check any non-sponsored box in the gray bar.

The %s must sum to 100%

8. If you are the last (or only) PI to certify this card:

Check the non-sponsored Certify? box, if it exists.

Check that the Certified Effort column sums to 100%. If not, then correct the % boxes that you can access. If other PI sponsored speedtypes exist on the card, you may need to discuss the card's %s with these PIs.

9. Press the green Certify button.

Each PI on the card must certify – not just the last PI.

Additional Information

- The system will take about 3-5 seconds to process after you press OK. Be sure to wait for the Attestation statement to appear.
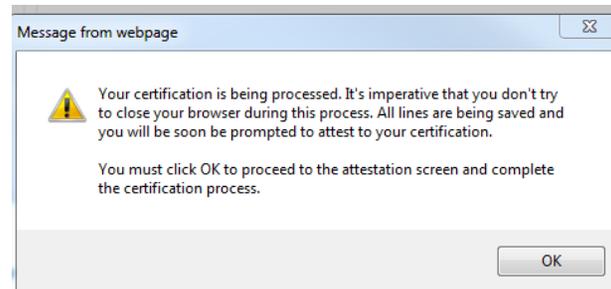
About the Attestation

- The Attestation statement only applies to the sponsored accounts that you just certified.

- If you are certifying for a support staff member, then the statement recognizes that you have suitable means of verifying the work that was performed.

What happens after a card is certified?

- The card will no longer appear in your Work List.

- The card will appear in the employee's Historical heading unless the card's certified %s exceeds the computed %s by +/- 5% or more. Then it will route to your Effort Coordinator who will contact you about a PAF.

Complete the Attestation

10. Once the Certify button is pressed, you will get a message that your certification is being processed. Click OK on this message box.

Message from webpage

⚠ Your certification is being processed. It's imperative that you don't try to close your browser during this process. All lines are being saved and you will be soon be prompted to attest to your certification.

You must click OK to proceed to the attestation screen and complete the certification process.

[OK]

If the "Your %s must total 100%" message appears next, click OK on the message box. Correct the effort %s on the card so they total to 100% (see previous slide).

11. On the Attestation box, press **I Agree** to complete your certification. Press **Cancel** if you did not intend to certify yet.

Attestation

Certification Attestation Effort 05/22/2017 - 08/27/2017

Due Date: 12/21/2017 Past Due

Covered Individual:	Ms Lois M Smith - 7532	Location:	24
Title:	Accountant	Appointment:	CP
Department:	004723 - 004723 - Assoc VP/Controller	Effort Coordinator:	Mrs Christie A Rodgers - 1251772
Email:	lois1@uakron.edu	Period of Performance:	05/22/2017 to 08/27/2017
Status:	Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation		

I certify that this report reasonably reflects the activities for which I, or an employee for whom I have a suitable means of verifying that the work was performed, am/is compensated from The University of Akron for the period covered by this report.

[**I Agree**] [**Cancel**]

Additional Information

- Your name will always appear in the Work List first.

- Your name will appear even if you have certified all your own cards. You can view these certified & closed cards in the Historical section.

- If any other employee's name appears in your Work List, then there are cards to be certified for that employee.

- Click the **Recently Completed** arrow in the Work List's blue bar to view any cards you certified in the last 7 days.

Certify More Cards

12. After you certify a card, scroll through your Work List (upper right) for remaining uncertified cards.

    Click on your name to see if any cards appear under the header **Needing Certification**.
    Or click on any support staff member that still appears to find his/her uncertified cards.

13. If any cards needing certification appear, click on its due date in the card list. Go back to **Select the Card to Certify** in this guide and repeat the subsequent steps.

    If you are done certifying, be sure to click **Sign Out** at the top right side of the page.