The University of Akron, ECRT 2018 version 5.2   ecrt@uakron.edu

Additional Information

- Click on $ Value on the gray bar to see dollars by Speedtype instead of %s.

Salary loaded into ECRT:

- Hourly pay is not loaded.

- To avoid skewing work effort for a semester, only normal (base) salaries & salary adjustments are loaded.

  This excludes:
  - o Bonuses
  - o Retro pay
  - o Pay with Leave

Run the Payroll Report from the Effort Card

1. On the Effort card's Computed Effort column, view the calculated %s.

   The %s are calculated from salary loaded from HR plus any salary adjustments & cost share loaded from Accounting. Base salary excludes bonuses, retro pay, and pay with leave.
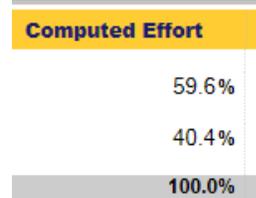
2. To understand the payroll that built these %s, click on the first icon in the gray bar.

3. In the drop down list that appears, select Payroll Report
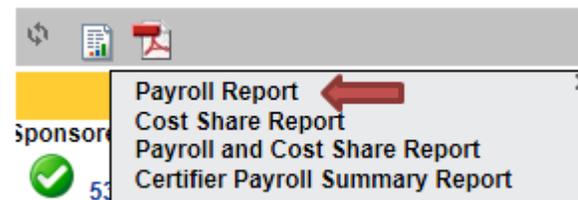
Additional Information

- If a pay period crosses semesters, then that pay is split (based on days) between the 2 semesters in Ecrt.

  Salary corrections (Payroll Adjustments) are also split between semesters when appropriate.

- Always ask for help if a speedtype's Subtotal % is negative. See next slide.

- On bottom right of the Payroll report, click on the Excel icon or the PDF icon to send the report's data to Excel or to create a printable PDF report.

View the Payroll Report

4. On the Payroll report, each pay period displays for each speedtype shown on the card. The speedtype subtotals are divided by the total payroll to derive the effort (pay) %s.

Grant	Pay Period	Payroll	Pay %	Pay Type	Emplo Typ
535031 – ERDC-CERL Coord&Support	07/01/2016 to 07/31/2016	$3,010.75	31.3 %		FAC & Certific by Semes
	08/01/2016 to 08/28/2016	$2,719.39	28.3 %		FAC & Certific by Semes
Subtotal		**$5,730.14**	**59.6 %**		
535313 – ERDC-CERL W9132T-11-1-0002Mod1	05/23/2016 to 05/31/2016	$874.09	9.1 %		FAC & Certific by Semes
	06/01/2016 to 06/30/2016	$3,010.75	31.3 %		FAC & Certific by Semes
Subtotal		**$3,884.84**	**40.4 %**		
		$9,614.98	**100.0 %**		
		$9,614.98	**100.0 %**		

5,730.14/9,614.98 = 59.6%

3,884.84/9,614.98 = 40.4%

Excel | XML | PDF

To close the Payroll report, click on the red X in the upper right.

If you agree with the payroll, and the resulting computed effort %s, then return to the **ECRT – Certify Cards** guide to finish certifying the card.

If you do not agree with, or understand, the payroll, then proceed to the next step to ask for help.

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Additional Information

- The email will be sent to ecrt@uakron.edu.

  Ecrt's Central Administrator, located in the ORA Department, will respond to each email as time permits.

- You may continue to get automated reminder emails from Ecrt, but do not certify the card if you have concerns.

  No payroll transfers or penalizing actions will be initiated while you wait for a response.

Request ORA Assistance

5. Click on **Links** in the top blue bar and select "Ask for Ecrt Help Desk Assistance".

6. Select Allow to the "A website wants to open web content…" message.

7. On the email message, reference the card's employee ID & semester. Type in your concern with the card.   Then press Send.

    The email will go to ORA's Ecrt Administrator.