**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.
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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 theAttachments 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.
**ECRT - CERTIFY CARDS**

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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.

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]

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.
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.