ECRT Upgrade Training

August 2017
Purpose & Learning Objectives

Purpose
• Provide an overview of the ECRT upgrade (5.2)

Learning Objectives – Attendees will gain an understanding of the following:
• New and changed functionality
• New navigational features
• New reporting features
• Important dates
Topics covered

• Access and Log In

• New Functionality
  – Search Box
  – New Icons
  – Effort Statement Logs
  – Effort Statement Commitments
  – Reporting Updates

• Additional Niceties
  – Re-open feature
  – Email all
  – Get Help
  – Newest first sort (historical)

• Effort Statement Certification Changes
  – PI Certification of staff
  – EC Certification

• New Effort Statement Processes
  – Manual Certification
  – Cost Transfer
  – Proxy

• System Demonstration

• Q&A
Access and Log In

• ECRT website on campus: https://ecrtprod.asauxweb.vcu.edu/ecrt/

• Logging in to ECRT – VCU2Factor Authorization
  – Not required when logging on from trusted networks.
  – From other network locations (guest wireless or off-campus) the second-factor authentication with DUO will be required.
  – https://wiki.vcu.edu/display/D2FAS/VCU+Two-Factor+Authentication
NEW FUNCTIONALITY
Search Box

Users can now enter text to search. When the results are narrowed to one, the user is directed to the appropriate page – the Effort Statement page for a person, the Department Dashboard page for a department, or a new browser window opens with the Award/Account Summary page for an account.
New Icons

- Cycle Still Active
- Auto Approved
- Not Certified, Not Processed
- Not Certified, Not Processed, Clinical Only
- Certified, Not Processed
- Certified, Not Processed, Clinical Only
- Certified, Cost Transfer in Progress or Pending
- Certified, Processed
- Certified, Processed, Payroll Pending (certified statement and PAR hits)
- Manual Certification, Not Processed
- Manual Certification, Processed
- Manual Certification, Processed, Payroll Pending
- No Certification Required, Not Processed
- No Certification Required, Processed
- No Certification Required, Processed, Payroll Pending
- Not Certified, Not Processed, Re-Opened
- Not Certified, Not Processed, Re-Opened by Payroll Adjustment Reconciliation

Slide courtesy of Huron 2017
Effort Statement Logs

• Activity Log – tracks actions and activities that are not captured in the Transactions log. The actions that are tracked in the log:
  – Accessing and viewing the statement
  – Saving the statement
  – Placing the statement on hold
  – Taking the statement off hold
  – Clicking the Get Help button

• Email Log – captures all emails relevant to the specific effort statement to which the log is related.
  – All notification emails and all reminder emails specific to the statement
  – Emails about the statement being put on hold
  – Emails triggered from the statement to the statement owner
Effort Statement Commitments

• Commitments in a Hover Over

• **Please note:** Commitments will not be available in Production as of the cutover to the upgrade. Additional testing is needed and, as a result, commitments will be available at a later date.
Payroll and SPES Report Update

- Payroll Report Update
  - Ability to run by Account Number

- SPES Report Update
  - Ability to run by Date Range
ADDITIONAL NICETIES
Re-Open Button

- The re-open button allows effort coordinators to re-open individual lines on a statement when requested by a certifier.
Re-Open Button

- Please note: Only the specific line that needs to be corrected will be re-opened.
- The certifier may then re-certify as needed.
Email All

- To email all certifiers who have not yet certified, click the envelop icon next to “Not Certified, Not Processed”.
- Please note: ECRT automatically generates email reminders to certifiers, so use caution before sending too many additional emails.
Get Help

• Clicking on the “Get Help” button allows certifiers to directly email their primary effort coordinator for quick help or to ask questions while working in ECRT.
Get Help - Popup

<table>
<thead>
<tr>
<th>Org Codes</th>
<th>Sponsored Details</th>
<th>Non Sponsored Details</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30480OFD VCU Award 2 204803 Molecular Electronics</td>
<td>100601 Training Department NonSponsored Funding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30480OFD VCU Award 6 204806 National Space Biomedical Research Institute Core Research Program</td>
<td>100602 Testing Department NonSponsored Funding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30480OFD VCU Award 8 204810 Pristine and Neutrons</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30480OFD VCU Award 5 204860 Inhibition of Translation Initiation in Cancer Therapy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored</td>
<td>Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>49.90%</td>
<td>100.01%</td>
<td></td>
</tr>
<tr>
<td>Non Sponsored</td>
<td>Total:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30.27%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Launch Application

This link needs to be opened with an application.

Send to:
- Yahoo Mail: https://compose.mail.yahoo.com
- Gmail: https://mail.google.com

Choose other Application

Remember my choice for mailto links.
Newest First on Effort Statement

- More efficient sort – newest first (historical) on effort statements

<table>
<thead>
<tr>
<th>Statement Owner</th>
<th>Effort Statements</th>
<th>Needing certification</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>8/31/2017</td>
<td></td>
<td>Not Certified, Not Processed</td>
</tr>
<tr>
<td>In progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>6/9/2017</td>
<td></td>
<td>Auto Approved</td>
</tr>
<tr>
<td>Base</td>
<td>3/9/2017</td>
<td></td>
<td>Auto Approved</td>
</tr>
<tr>
<td>Base</td>
<td>9/9/2016</td>
<td></td>
<td>Certified, Processed</td>
</tr>
</tbody>
</table>
Newest First in Department Dashboard

- More efficient sort – newest first in the Department Dashboard.
EFFORT STATEMENT CERTIFICATION
CHANGES
Different certification rights

- **PI Certification**
  - When certifying for personnel working on their projects, PI’s will no longer be able to certify projects other than their own.
  - PI’s can certify non-sponsored effort as well; however, as a courtesy the last certifying PI should take this action.

- **Effort Coordinator Certification**
  - ECs can no longer certify sponsored effort (see Manual Certification section), only non-sponsored effort.
  - Also, given the new rights in the system, Effort Coordinators who must certify their effort must do so with through the Manual Certification process.

- **Certifiers can certify their entire statement.**
NEW PROCESSES

• MANUAL CERTIFICATION
• COST TRANSFER
• PROXY (pending)
MANUAL CERTIFICATION
Effort Statement Processing

• Manual Certification button
  • Effort Coordinators can no longer certify the sponsored portion of an effort statement that is not their own.
  • Effort Coordinators can use the Manual Certification button to indicate a Certifier signed a paper copy of their effort statement.
    • Note: anyone can access ECRT to certify their effort statement as long as they have an internet connection, and, if off campus, need to be registered for DUO access.
  • Effort Statement moves into a new status – *Manual Certification, Not Processed*.
  • All Manual Certification statements will be routed to Central Administration for review and processing.
1) PEC login and Home Page
Click on the Certifier’s statement to be selected.
Example below: (PEC: Tammy Smith; Certifier: Pamela Arnold).
2) Note the Manual Certification button. This should only be used if a signed (by the Certifier), paper copy of the effort statement will be uploaded.
3) Click the Manual Certification button to manually certify the effort statement.
4) Once you click the Manual Certification button, a dialogue box opens, with a request for an attachment and a justification.
5) Upload the manual card, provide the justification in the text box, and click Submit.
6) Notice the effort statement’s status, “Manual Certification, Not Processed.” The statement will be processed by the Effort Reporting Team.
COST TRANSFER PROCESS
1) A cost transfer is needed if the certified effort is outside of VCU’s +/-5% threshold. Please see example below (PEC: Tammy Smith; Certifier: Jonnie Pippins).
2) The certifier should certify effort as usual
3) But it looks a little different when it comes to you. It comes to you as usual on your Effort Tasks list, however...

![Work List for Tammy Smith](image-url)
4) You will notice two major differences:
   a. A “Cost Transfer Dollars” column that calculates cost transfer amounts needed.
   b. A “Cost Transfer Needed” button.
5) Options for the processing a statement that is outside of the +/-5% threshold.

(A) If a Cost Transfer is needed, click the Cost Transfer Needed button. Statement will then route to Certified, Cost Transfer in Progress or Pending. To view this statement, you will need to route to the Department Dashboard.

(B) If the statement can be processed (as would be the case for clinical/8-ledger activity), select Process.

(C) If there was a certifying error, discuss with the certifier, and select Do Not Process, so the statement can be re-certified.
6) Continuing with the “Cost Transfer Needed” example, click the Home link from the navigation Menu. Effort Tasks tab no longer appears OR the drop the Process Certification Statement task.

![Work List for Tammy Smith](image-url)
7) Select Department Dashboard from the Manage drop down menu.
8) You will see the effort statement statuses of those in your department. You will see that the status of this effort statement is Certified, Cost Transfer in Progress or Pending.
9. Next steps:

A. Make PHAREDS and/or other adjustments (such as labor distributions).

B. Changes should flow over on the next ECRT data load.

C. Effort statement will be processed accordingly, on a case-by-case basis. In general, it is processed as follows:
   i. If adjustment is exact, and percentages match, it is processed by Effort Reporting.
   ii. If the adjustment is off, it is sent back to the Department/Effort Coordinator.
PROXY PROCESS - PENDING
1. Identify the appropriate person to be assigned Proxy status.

2. Complete and have the Proxy form signed.

3. Submit the Proxy form to the Effort Reporting Team.

4. The form will be processed, and notifications will be sent when the Proxy has been assigned in the ECRT system.

5. The Proxy can sign off for the Certifier.
IMPORTANT DATES
07/31/17: the beginning of the cutover. Announcement will be made when system fully available.

08/15/17: Opening of the Fourth Term (03/10/17-06/09/17) Quarterly Period.

08/22/17: Opening of the Second Term (12/10/16-06/09/17) Semi-Annual Period.
SYSTEM DEMO
QUESTIONS
CONTACT INFORMATION
Effort Reporting
Phone: 804-828-8104
Email: effortreport@vcu.edu

Mark Roberts
Director G&C/Effort Reporting
Phone: (804) 828-0033
Email: mroberts8@vcu.edu

Juliette Highland
Supervisor, Effort Reporting
Phone: (804) 828-5667
Email: s2jshigh@vcu.edu

Robert Wilson
Professional Systems
(804) 828-0743
wilsonrl2@vcu.edu

Calcline Harris
Quarterly Systems
(804) 828-5138
charris32@vcu.edu
THANK YOU!