

## Payroll Confirmation – Principal Investigator Quick Guide to ecrt

A guide for Principal Investigators on confirming payroll and cost share for all employees on sponsored projects using ecrt. PI's can look up their sponsored project(s) and payroll information at any time but are required to confirm payroll expenses on a semester basis. We encourage PI's to review all of their sponsored projects periodically to ensure any errors are communicated to their Department Coordinator for timely corrections.

## ecrt Login and Home Page

Login using your WMU BroncoNet ID credentials. Click the Continue button on the Welcome Page. You will be routed to the Home Page.



### Central Authentication Service

Enter your Bronco NetID to continue

Bronco NetID:

Warn me before logging me into other sites. ?

[Change your password?](#)  
[Forgot password?](#)  
[Forgot Bronco NetID?](#)

 WESTERN MICHIGAN UNIVERSITY   Hello, Rachel 

### Welcome to ECRT

At Western Michigan University, we have deployed the web-based ecrt system to serve as the new tool to facilitate the institution's payroll confirmation process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and confirm their research payroll can take comfort knowing that this new technology dramatically simplifies the process.

ECRT is a web-based technology that intuitively guides PIs and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your payroll confirmation. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user.

The ecrt system is designed to help you comply with the provisions of this institution's payroll reporting policies, federal policy Uniform Guidance 2 CFR 200.430, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide confirmation of an individual's payroll pursuant to his/her sponsored and non-sponsored programs. Principal Investigators are required to confirm a Payroll Statement for each project by a user's respective deadline.

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



## Confirming your Project Statement

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As a Principal Investigator, you are responsible for confirming payroll expenses on your sponsored projects on a semester basis. Each semester, you will receive an email from the ecrt system listing the projects that are ready for you to confirm. Click on the hyperlink to route to ecrt and your Work List.

**From:** WMU ECRT <

**Sent:** Monday, September 10, 2018 12:45 PM

**To:** Jacob M O'Berry <jacob.m.oberry@wmich.edu>

**Subject:** ACTION REQUIRED: <Summer/Fall/Spring> Project Statements Are Available for your Confirmation by xx/xx/xxxx

Your participation in and management of a sponsored research program requires you to confirm your payroll and those of staff on the project. The deadline date for your confirmation is <date>.

To complete your confirmation, please refer to the easy steps listed below. If you have any questions regarding project statements, please contact your department's ecrt Coordinator.

1. Using Chrome or Firefox, login to the ecrt system.
2. Under Project Statements, select your project statement.
3. Review the "Payroll + Cost Share Dollars".
4. Check all boxes if correct.
5. Select the "Confirm" button.
6. Review the attestation statement.
7. Select the "I Agree" button.
8. Return to the home page.
9. Repeat steps 2-7 until you have confirmed all outstanding project statements and there are no more available statements for confirmation in your list.

Thank you!

Wildcat Fusion Therapy – Spring 2018 <<https://wmu.huronecrt.com/ecrt/>>

To: [stevemeadows@hurontest.net](mailto:stevemeadows@hurontest.net)

Cc: [michaeljordan@test.net](mailto:michaeljordan@test.net)

*Confirmation Period Opening email sent from ecrt*

After clicking on the hyperlink, you may be required to sign in to the WMU network (as shown above). Click Continue and your Home Page appears, displaying your Work List. Any Project Statement(s) for which you are the PI and that are Ready for Confirmation will appear on this list.

*Note: The Associated Projects (View-Only) will display projects if you are the PI of the overarching award but not the associated project(s).*

### Work List for Steve Meadows ?

Welcome to ecr, Western Michigan University's Payroll Confirmation system . The tab(s) below contain various tasks that require your attention.

**Statements Awaiting Confirmation (2)**

#### Project Statements

Top of Page   Project Statements (View Only)

Project Title	Fund and Dept ID	Sponsor	Period	Due Date	Status	Staff
Molecular Electronics	25-7021430	National Security ...	Spring 2018	8/31/2018	+ Ready for Confirmation	●
Wildcat Fusion Therapy	25-7024810	National Science ...	Spring 2018	8/31/2018	+ Ready for Confirmation	●

#### Project Statements (View Only)

Top of Page   Project Statements

Project Title	Fund and Dept ID	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

Navigate to your Project Statement by clicking any hyperlink:

Project Title	Fund and Dept ID	Sponsor	Period	Due Date	Status	Staff
Molecular Electronics	25-7021430	National Security ...	Spring 2018	8/31/2018	+ Ready for Confirmation	●
Wildcat Fusion Therapy	25-7024810	National Science ...	Spring 2018	8/31/2018	+ Ready for Confirmation	●

The Project Statement displays all employees that were paid from or cost shared to the project for the semester listed.

**Work List**

- ▼ Meadows, Steve - 357211
  - ▼ Ready for Confirmation ★
    - 25-7021430      Molecular Electronics      Spring 2018
    - 25-7024810      Wildcat Fusion Therapy      Spring 2018
- Pre Reviewed
- Ready for Pre Review

**25-7024810 - Wildcat Fusion Therapy**

Project Information

HR Department:	DEPT0002 - Testing Department
Project Title:	Wildcat Fusion Therapy
Project ID:	COMMUTLZTNEBPR
Project Dates:	06/24/2008 to 12/31/2018
Sponsor Award Number:	25-7019-0052-005


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Project Statement for 25-7024810: Wildcat Fusion Therapy (Spring 2018) ; Payroll from 1/1/2018 to 5/14/2018; Status: Ready for Confirmation

INFO - Check all certify checkboxes to show the certify button.

Employee	HR Department	Object Code	Payroll Dollars	Cost Share Dollars	Payroll + Cost Share Dollars	Confirm	Detail
Hanada, Molly - 357298	Training Department - DEPT...	3218	\$3,750.00	\$1,000.00	\$4,750.00	<input type="checkbox"/>	\$ \$
Karoli, Tim - 357295	Training Department - DEPT...	3218	\$3,000.00	\$0.00	\$3,000.00	<input type="checkbox"/>	\$ \$
Meadows, Steve - 357211	Training Department - DEPT...	3112	\$24,000.00	\$0.00	\$24,000.00	<input type="checkbox"/>	\$ \$

Get Help
Home

 If you have any questions about your Project Statement or if you need to make any adjustments to the statement, click the Get Help Button to send an email to your Department Coordinator.

 If you have more than one project statement to confirm, click the Select All icon to generate all project statements on the same page. Note: You will still need to confirm one project statement at a time.

Review the information for the employees paid and/or cost shared on your project to determine if the expenses are reasonable in relation to the work performed on the project by the employee, during the semester listed.

If all expenses for all the employees listed on the project statement are reasonable, use the select all feature in the "Confirm" column (indicated by the green star) and click the "Confirm" button at the bottom of the project statement.

Project Statement for 25-7024810: Wildcat Fusion Therapy (Spring 2018) ; Payroll from 1/1/2018 to 5/14/2018; Status: Ready for Confirmation

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Meadows, Steve - 357211	Training Department - DEPT...	3112	\$24,000.00	\$0.00	\$24,000.00	<input checked="" type="checkbox"/>	\$ \$

Get Help
Confirm
Home

After clicking the Confirm button, the Attestation Statement appears which lists the employees that are being confirmed. Review this statement and click I Agree to confirm your project statement.

**Attestation**

Fund and Dept ID Wildcat Fusion Therapy  
 Fund and Dept ID 25-7024810 - Wildcat Fusion Therapy  
 Period: Spring 2018  
 Certifier: Meadows, Steve - 357211  
 Personnel Being Hanada, Molly - 357298  
 Karoli, Tim - 357295  
 Meadows, Steve - 357211

*As Principal Investigator of the project cited above. I do hereby confirm that the costs contained in this report represent an accurate, allowable, reasonable and allocable cost benefit to the stated objectives of the identified project. I understand that it is my contractual and/or legal obligation to promptly notify Grants and Contracts of any changes, adjustments, or corrections that need to be made to reflect actual time worked on this project for the designated time period.*

Your Project Statement is now Confirmed. You will be automatically routed to the next Project Statement on your Work List or be returned to the Home Page. If there are no statements in the Ready for Confirmation status on your Work List, you may Log Out of ecrt.

## Work List for Steve Meadows ?

Welcome to ecrt, Western Michigan University's Payroll Confirmation system . The tab(s) below contain various tasks that require your attention.

Statements Awaiting Confirmation (0)

### Project Statements

[Top of Page](#) [Project Statements \(View Only\)](#)

Project Title	Fund and Dept ID	Sponsor	Period	Due Date	Status	Staff
There are no Project statements associated with you						

