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](image-url)

![ecrt Login and Home Page](image-url)
Confirming your Project Statement

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 of 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@huronest.net
Cc: 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).*

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**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.

**Project Statements**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Fund and Dept ID</th>
<th>Sponsor</th>
<th>Period</th>
<th>Due Date</th>
<th>Status</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molecular Electronics</td>
<td>25-7021430</td>
<td>National Security</td>
<td>Spring 2018</td>
<td>8/31/2018</td>
<td>Ready for Confirmation</td>
<td></td>
</tr>
<tr>
<td>Wildcat Fusion Therapy</td>
<td>25-7024610</td>
<td>National Science</td>
<td>Spring 2018</td>
<td>8/31/2018</td>
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**Project Statements (View Only)**

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Navigate to your Project Statement by clicking any hyperlink:
The Project Statement displays all employees that were paid from or cost shared to the project for the semester listed.

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.
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.

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.