ecrt® Quick Start Guide for Department Effort Coordinators

LOGIN

Two ways to access the system:

1. Open your web browser and:
   a. From the UTHealth web page click on A-Z and find the link Effort Reporting at UTHealth
      
      http://www.uthouston.edu/effort-reporting/index.htm
   
      b. Click this button:

2. Open any web browser and:
   a. Go to: https://uthsc-ecrt.utsystem.edu/ecrt/
   b. Choose “The University of Texas Health Science Center at Houston” from the institution drop-down list and click <Select>:

   c. Enter the <User ID> and <Password>.
      • User ID= Your network Username
      • Password= Your network password
WELCOME SCREEN

After the User ID and password are accepted, you'll see a Welcome screen which contains a statement about the certification process.

At the bottom of the message is a button, which will take you to the Home page.

HOME PAGE

The Home page displays after a user has successfully logged into ecr®. This screen functions as an entry point to all system functions and offers links to a variety of resources to assist Department Effort Coordinators with effort reporting.

Helpful links are available on the left side of the home screen. These links are configured by the central office. The user currently logged in is now in the upper right hand corner. The Command Bar contains links to various functions you'll need to use within the system.

Any statements holders that you have access to certify and/or process will be on your homepage under “Associated Certifiers.”
DROP DOWN MENUS

The links contained in the drop-down menus give you access to the menu options available from any screen within the system.

DEPARTMENT DASHBOARD

The primary tool for departmental monitoring and management by the effort coordinator is the Department Dashboard screen, accessed by selecting “Department Dashboard”, either from the dropdown menu under Manage.

By selecting a department, and clicking Choose, the summary for that department will be displayed on the screen.
This is the main view of the Department Dashboard.

To begin your review process, you will need to click on the plus (+) next to each section to expand it.

Once this list is populated, you will click on the Open for Certification icon to open the first card.
After the card is opened, you will:

1. Review the entire card to ensure accuracy.
2. Your review includes a review of the commitment for each sponsored project. The commitment can be viewed by hovering over the description of the project. The commitment is the amount of effort proposed in a grant or other project application that is accepted by a sponsor, regardless of whether salary support is requested for the effort.
3. Remember, faculty certify their time worked, regardless of whether they were paid from that project.
4. If a change is needed to effort, adjust the card and click the Save button and press ok. This will save your changes and you will then be allowed to click your back button to return to the Department Dashboard list. If you click the Close Button, you will be returned back to the ecrt® Home page and will need to begin from the Department Dashboard again.
   a. If you have a question regarding the commitment, please email effort@uth.tmc.edu.
   b. If no change is needed, click the back button on your browser to return to your department list. If you click Close, you will be returned back to the ecrt® Home page and will need to begin from the Department Dashboard again.

You will have 14 days (10 business days) to review the cards, before the Certification Period opens for faculty certifiers.

Once the Certification Period opens, an email will go out to all coordinators and Faculty Certifiers, stating the period is now open for certification.
As the Department Effort Coordinator, you will return to the “Associated Certifiers” tab below to certify all Non-Sponsored accounts for those staff that are paid from both sponsored and non-sponsored accounts.

NOTE: You will only be allowed to certify the Non-Sponsored accounts within the card.

CERTIFY MY SUPPORT STAFF

To certify the support staff in your department, Go to Reports ->Custom Reports -> Support Staff Requiring NSP Effort Certification and Run the report. This will bring up all support staff requiring your certification that have both Sponsored and Non Sponsored Accounts.

Using the list generated by the report, return to the home page and locate each individual under the Associated Certifiers tab. Note: If an individual is currently not in your department but was previously associated with a project, they may still show up in your list.
Review the card for accuracy and make sure that the certified effort totals 100%. The Certify Checked button certifies all supporting individuals that have been 'checked'. You may also opt to certify one card at a time by clicking “Certify”.
MANAGE EFFORT TASKS

If a change is made to the “Certified Effort Column” and/or a note or document is attached to the effort statement, the adjusted and certified statement requires final processing by the Effort Coordinator. These statements will appear in the Effort Tasks tab on the home page.

Your tasks will appear under your Effort Tasks Link on your home page. The action performed to the statement will be placed under “Type” on the home page. Once you review the card, press the “Process” button and the card is processed. If the card is incorrect, click “Do Not Process” to return the card to the certifier.

REMINDEERS

- Certify the Support Staff paid from non sponsored accounts (i.e. state).
- You have 30 days to certify.

DID YOU KNOW…

- Effort certification is a federal requirement.
- Effort reporting provides a reasonable estimate of work spent on each project.
- You should always report actual effort.
- Effort is not based on a 40-hour work week or any other standard workweek, but instead is based on all work expended on HSC related activities.

ecrt® ASSISTANCE

- For assistance with general questions that are better answered by your department, please contact your Department Effort Coordinator for assistance.
- For assistance with other ecrt®-related questions, please contact the Effort Reporting Team at (713) 500-3392 or email us at effort@uth.tmc.edu