ecrt® Quick Start Guide for Certifying Effort

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>:

   ![Select your home institution]

   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 **Continue** button, which will take you to the Home page.

HOME PAGE

The Home page displays after a user has successfully logged into ecrt®. This screen functions as an entry point to all system functions and offers links to a variety of resources to assist PI/Faculty Certifiers with effort reporting.

Effort statements needing action and their status will appear once logged in. Helpful links are available on the left side of the home screen.
DROP DOWN MENUS

Across the top of the page is a menu bar. The left most option, <Home>, will return you to the Home page containing statements awaiting certification.

To log off of the system, click the right most option <Sign Out>. Data and Workflow is accessed from the home page and can still be found on the lifecycle wheel but is not shown on the menu bar. Helpful Links can also be found on the menu bar.

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

CERTIFY MY EFFORT

To certify your Effort, select your name under Statement owner. This can also be found by going to Certify-> My statements on the menu bar.
This is the main view of the effort card. For each sponsored and non-sponsored projects, you may view payroll and effort distributions.

1. Review commitment, payroll and effort to ensure accuracy.

2. Commitment can be viewed by hovering over the description of the project. Commitment is the amount of effort proposed on a project approved by a sponsor, regardless of whether salary support is requested for the effort.
3. Remember, that you are certifying your time worked, regardless of whether you were paid from that project.

4. If a change is needed, the Department Effort Coordinator will need to make the correction.

5. Once you have verified that the information is correct, ensure the boxes next to each project line are checked. Click the green <Certify> button to certify the effort statement. The <Close> button will close the screen without saving or certifying the information and will return you to the main screen.

CERTIFY MY SUPPORT STAFF

To certify your Supporting Individuals, select the first support staff on your work list. This can also be found by going to Certify-> My statements on the menu bar.
This is the main window to certify the effort of your supporting individuals. To certify multiple individuals at once, click the button. This view allows for 10 statements to display at one time in alphabetical order.

The Save All button saves all your changes.

The Certify Checked button certifies all supporting individuals that have been checked.
REMINDES

- Certify the Support Staff paid from your sponsored projects.
- 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 your 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