Roles & Responsibilities Overview

- Monitor & Manage effort reporting at local school level
- Communicate policy & process changes from central OSP
- Review & approve designee/proxy requests
- Assign “Gold Bar” PEC (Primary Effort Coordinator)
- Override statement status as appropriate

ASSIGNING THE “GOLD BAR” PRIMARY EFFORT COORDINATOR

Within a Tub, each department has a defined primary effort coordinator (PEC) who is responsible for facilitating the effort reporting process in their department, determining and assigning roles for their department effort coordinators and is the main contact for all department effort reporting. One or more secondary effort coordinators (SEC) can be assigned to the department and perform the same functions as the primary effort coordinator; however only one individual can be designated as the “gold bar” primary effort coordinator. The main difference between the PEC and a SEC is that the PEC serves as the default person should a certifier not be assigned to a grant manager. Certain email, tasks and statements relating to the unassigned certifiers route to the PEC. SECs do not see all effort tasks for the department (unless they are also assigned as a GM to some certifiers, they will see the tasks for which they are responsible). In other words, both the SEC and PEC have all of the same functionality in the sense they can manage grant manager assignments and access all information within the org.

Steps to assigning the “Gold Bar” PEC
1. Navigate to the department dashboard by clicking Manage>Department Dashboard>
2. Select the appropriate department from the drop-down menu and select “Choose”
3. Navigate to the “Department Information” Tab
4. Click on the ‘yellow highlighter’ next to the individual designated
5. Verify that the individual has the security of a PEC

Department Dashboard – Assigning a PEC

Best Recommended Practice is to verify that an individual has the role of Primary Effort Coordinator prior to making the assignment.
ASSIGNING DESIGNEES

All PIs are required to certify their Quarterly Project Effort Certification(s). In certain circumstances, the PI can delegate this responsibility to another individual with first-hand knowledge of his or her sponsored award(s). The individual who signs the effort certifications must attest that the salaries charged and effort expended reasonably reflect work performed on the project and that the signer has sufficient technical knowledge and/or is in a position that provides for suitable means of verification that the work was performed. Individual schools may be more restrictive; refer to your local school policy or guidance.

Steps for assigning a designee

1. Ensure the “Request for Delegation of Authority for Quarterly Project Effort Certifications” is properly completed and includes all appropriate signatures.
2. Navigate to the designee page by clicking Manage>Add Certification Designee
3. Type in the account string that will receive the designee assignment. Please remember that if an account does not show up to click the ‘inactive’ radio button. Please note that if you assign a designee at the fund level, then the designee will be assigned to all Accounts associated with that fund.
4. Search for the designee using their full name or HUID and select the appropriate individual.
5. Select the applicable dates and click “Save”. Note that an end date does not need to be assigned and the start date must include at least one day in the period of performance for the quarter that begins the designee assignment.
6. Once the designee is saved, click on the icon to attach the signed designee form.
OVERWRITE A STATEMENT

MANUAL CERTIFICATION
The primary reason "Manual Certification" would be used is in the event that the certifier left or is leaving the University and cannot log in to the system to certify his/her effort.

In certain circumstances, it may be appropriate to manually certify a statement if journals will not load into ecrt before the certification due date. In these situations, it is recommended that the statement be manually marked up to reflect what the correct effort will be once the journals process. It is important to note that the GM/PEC must monitor the task(s) created for these statements and reach out to the ecrt support box before processing as the task(s) will need to be posted without reopening the statement and that can only be done at the central level.

Steps for manual certification
1. Navigate to the annual statement for the FY in question.
   i. (Manage>Lookup>[search name or HUID])
      or
   ii. (Manage>Department Dashboard>People tab>[click on hyperlinked statement])
2. Once you are viewing the statement, confirm that the % effort matches the signed pdf copy. If it does, click the “Manual Certification” button.
3. Attach the signed pdf version of the statement and enter the reason you are manually certifying in the pop-up box that appears and click “Submit.”

VOIDING CERTIFICATION
There are three main scenarios in which a certification may need to be voided. All these situations result when pay periods cross over from one quarterly reporting period to the next. ecrt prorates salary during each pay period on a straight-line basis over all the weekdays that a pay period covers. This is inaccurate when:
- An employee is hired/terminated near the start of a quarter
- A grant started/ended near the start of a quarter
- The statement is $0 and 0% or the statement is <$±$250 OR <$±3% of total salary

Steps to Voiding a Certification Statement
1. Navigate to the Account Summary Page and click on the statement hyperlink for the quarter in question.
   i. (Manage>Lookup>[search fund # and select full account string in the results box])
      OR
   ii. (Manage>Department Dashboard>Fund/Account tab>[click on hyperlinked account name])
2. Once you are viewing the statement, click the “No Certification Required” button.
3. Enter the reason you are voiding the certification in the pop-up box that appears and click “Submit.” Examples of appropriate notes include:
   i. Per the attached action memo this award and all effort per this account string ended effective X/XX/XXXX.
   ii. Per the attached action memo the account ended X/XX/XXXX. The charges that appear on this certification are a result of the prorated system calculations and do not reflect the earnings dates charged in PeopleSoft.
iii. This is a $0/0% statement due to payroll hitting the account and then subsequently journaled off.

4. Attach appropriate supporting documentation, if any, by clicking the paperclip icon and attach any documentation which supports the action performed.

**Effort Statements – Overriding Status**

Use the buttons on a individual effort statement or a project statement to mark the statement as “Certified Manually” or “No Certification Required.”

**Management & Monitoring Reporting**

Reports are divided into two categories: (1) Management and (2) Payroll/Cost Share. The data available and the limitations within the reports is based on the user’s role and the related security access. Reports can be accessed by clicking on “Reports” on the tool bar.
<table>
<thead>
<tr>
<th>Report</th>
<th>Contents</th>
<th>Parameters</th>
<th>When to Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Status Report</td>
<td><strong>Access to:</strong> List of all annual/effort statements for PIs with a primary department assignment in tub&lt;br&gt;&lt;br&gt;<strong>Limitations:</strong> Cannot search departments that do not reside in tub</td>
<td><strong>Available Status:</strong> Select all individual status(es) based on need&lt;br&gt;<strong>School/Department:</strong> Input org #&lt;br&gt;<strong>Available Roles:</strong> N/A – leave blank&lt;br&gt;<strong>Search by statement type:</strong> Click ‘annual’&lt;br&gt;<strong>Date by/Dates:</strong> Input date range of FY OR&lt;br&gt;<strong>Employee Type/Period:</strong> Annual/Select FY</td>
<td>During the certification period to monitor the status of certifications in specified statuses.</td>
</tr>
<tr>
<td>Project Status Report</td>
<td><strong>Access to:</strong> List of all quarterly/project statements for accounts in tub&lt;br&gt;&lt;br&gt;<strong>Limitations:</strong> Cannot limit results by department</td>
<td><strong>Available Status:</strong> Select all or individual status(es) based on need&lt;br&gt;<strong>School/Department:</strong> Input org #&lt;br&gt;<strong>Date by/Dates:</strong> Input date range of quarter</td>
<td>During the certification period to monitor the status of certifications in specified statuses.</td>
</tr>
<tr>
<td>Effort Statements on Hold</td>
<td><strong>Access to:</strong> List of all effort statements that are on hold for all departments in tub&lt;br&gt;&lt;br&gt;<strong>Limitations:</strong> Cannot run the report at the tub level or search departments that do not reside in tub</td>
<td><strong>School/Department:</strong> Input org #&lt;br&gt;&lt;br&gt;<strong>Note:</strong> You can run the report without selecting a department and it will return all results for the university. You can then export the results to excel and filter as necessary.</td>
<td>Throughout the process to ensure the hold function is being used properly and certifiers are notified when statements are available for certification.</td>
</tr>
<tr>
<td>Project Statements on Hold</td>
<td><strong>Access to:</strong> Query displays all project statements that are on hold.&lt;br&gt;&lt;br&gt;<strong>Limitations:</strong> Cannot run the report at the tub level or search departments that do not reside in tub</td>
<td><strong>School/Department:</strong> Input org #&lt;br&gt;&lt;br&gt;<strong>Note:</strong> You can run the report without selecting a department and it will return all results for the university. You can then export the results to excel and filter as necessary.</td>
<td>Throughout the process to ensure the hold function is being used properly and certifiers are notified when statements are available for certification.</td>
</tr>
<tr>
<td>Payroll Adjustment Reconciliation Report</td>
<td><strong>Access to:</strong> List of all reopened statements &amp; statements pending PAR review for all annual certifiers in the department&lt;br&gt;&lt;br&gt;<strong>Limitations:</strong> Results do not include project PAR information for accounts in department</td>
<td><strong>School/Department:</strong> Input org #</td>
<td>Throughout the process to track results of journal entries.</td>
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