

Quick Steps for Running the Payroll Report

1. Login to ecrt at <https://ecrt.unc.edu>
2. Use your onyen/password



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of NORTH CAROLINA
at CHAPEL HILL

Single Sign-On

Onyen -or- UNC Guest ID

Password

Sign in

Reset password for [Onyen](#) | [UNC Guest ID](#) or get [help](#).

Important To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

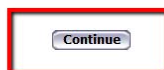
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3. Click Continue to procede to the Home Screen

Welcome to ecrt

At the University of North Carolina, we have recently upgraded to version 5.1 of the ecrt application. At UNC, our effort reporting process has been simplified and standardized as a result of this upgrade. The ecrt system is designed to help you comply with the provisions of UNC's effort reporting policies, federal policy OMB Circular A-21 section J.10., the Uniform Guidance, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

Please click the 'Continue' button to access your redesigned home page!



4. Select Reports from the navigation menu.

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Home | Certify | Manage | **Reports** | Administration | Links

Helpful Links
 > OMB Circulars
 > National Institutes of Health: Grants Policy and Guidance
 > UNC Office of Sponsored Research Policies and Procedures
 > UNC Monthly Pay Period Schedule - 2015
 > UNC Monthly Pay Period Schedule -

Work List for System User

Welcome to the eCRT effort reporting system. The tabs below list all of the effort certification tasks that require your attention - whether it is certifying statements, processing statements, or following up on outstanding statements. To view and resolve the specific task, select the link in the task description.

Statements Awaiting Certification	Effort Tasks (5)	Associated Cer
Type	Identifier	Name
Activate New User	708743061	Gustafson, Joann

5. Select 'Payroll/Cost Share' from the Category, and select 'Payroll Report' from the Reports section.

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ecrt Reporting

Category	Reports	Description
Commitments	ecrt Created Cost Transfer Report	The Payroll Re
Management	Monthly Funding and Effort Information Report	Department of
Monitoring	Payroll Adjustment Reconciliation Report	The date rangi
Payroll/Cost Share	Payroll and Cost Share Report	by selecting a
	Payroll Report	reporting perio
	Profile Cost Share Report	The alternate v
	SPES (Sponsored Project Employee Summary) Report	will prompt the
	Summary of Payroll dollars per Period of Performance per Effort Statem...	does not mean
		select is to hel

Right: View Pay

Parameters | Results

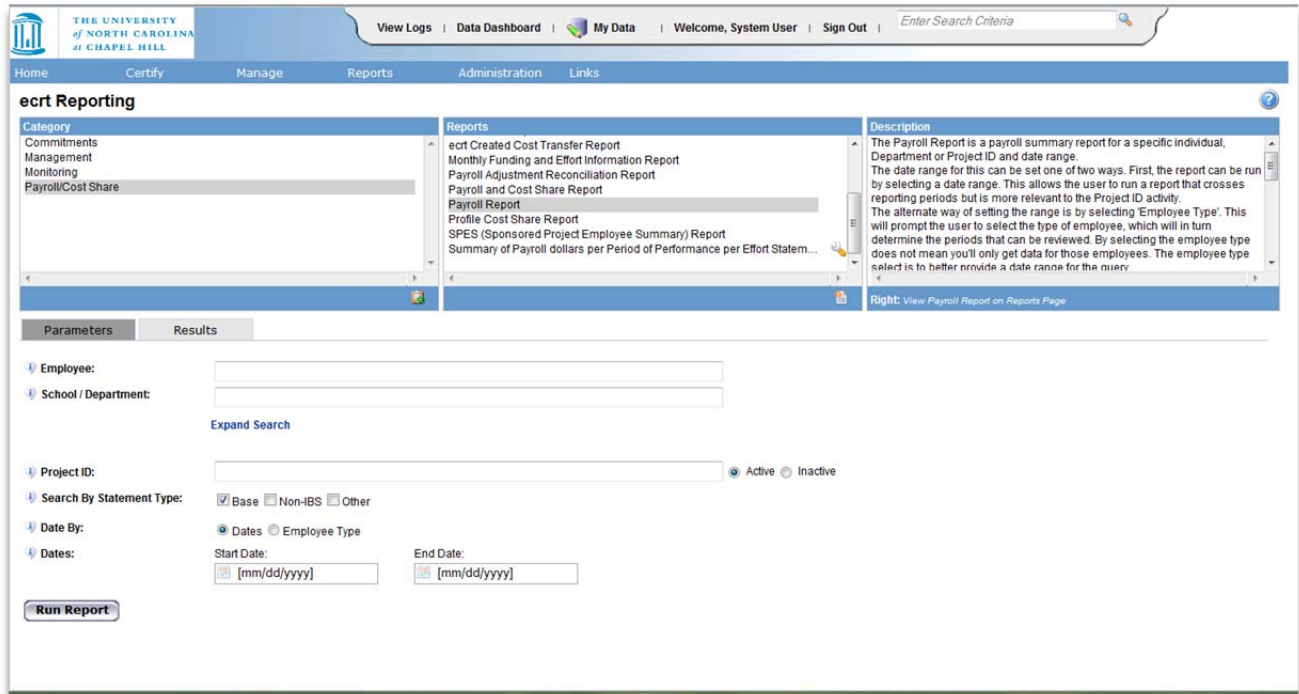
Employee:

School / Department:

Expand Search

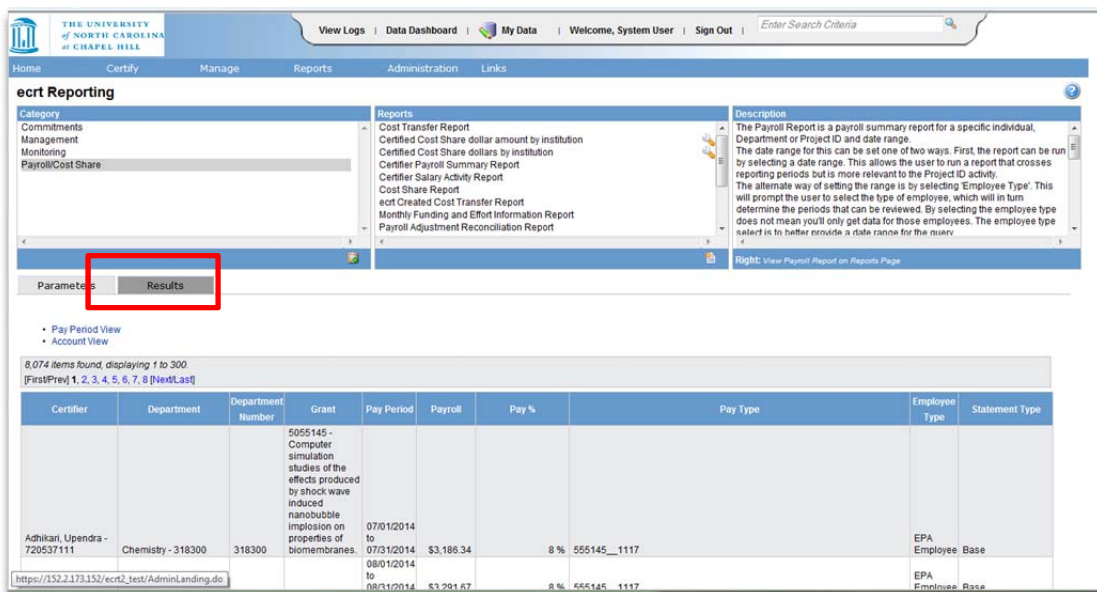
Project ID: Active Inactive

- Enter the name or ID of the Employee, Department, or Project ID you wish to use for the Payroll Report. The date range will be required if the radio button is set to 'Dates', and employee type and pay period will be required if set to 'Employee Type'.



The screenshot shows the 'ecrt Reporting' interface. At the top, there is a navigation bar with 'Home', 'Certify', 'Manage', 'Reports', 'Administration', and 'Links'. Below this is a search bar and a list of reports. The 'Payroll/Cost Share' report is selected. The interface is divided into 'Parameters' and 'Results' sections. The 'Parameters' section includes fields for 'Employee', 'School / Department', 'Project ID', 'Search By Statement Type' (with checkboxes for Base, Non-IBS, and Other), 'Date By' (with radio buttons for Dates and Employee Type), and 'Dates' (with Start and End Date fields). A 'Run Report' button is located at the bottom of the parameters section.

- Payroll data will be displayed on the 'Results' tab. This report will be organized by certifier, while including the department, payroll, and effort percentage for each award. The report will have subtotals for each certifier as well as totals for all certifiers. This Payroll report can then be exported to XLS.



- A payroll report for an individual can be generated from the Effort Statement. The employee's name will automatically be populated in the parameters, along with the employee type and the pay period of the Effort Statement used to generate the report.

