

University of North Carolina Office of Sponsored Research Transformation



## Quick Steps for Running the Payroll Report

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

	THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL
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Onyen -o	r- UNC Guest ID
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	Sign in
Reset pas <u>Guest ID</u>	ssword for <u>Onyen</u>   <u>UNC</u> or get <u>help</u> .
Importa personal every inst open on y out	<b>Int</b> To protect your information, you must close tance of this browser that is your computer when you log

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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 ONB Circular A.21 section J.10, the Uniform Guidance, NH 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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5. Select 'Payroll/Cost Share' from the Category, and select 'Payroll Report' from the Reports section.

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6. 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'.

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7. 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.

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8. 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.

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