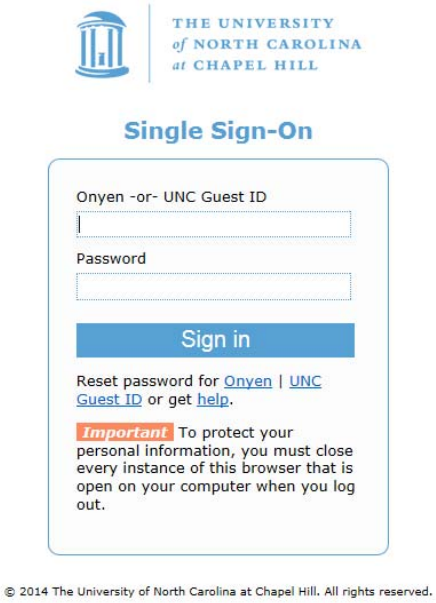
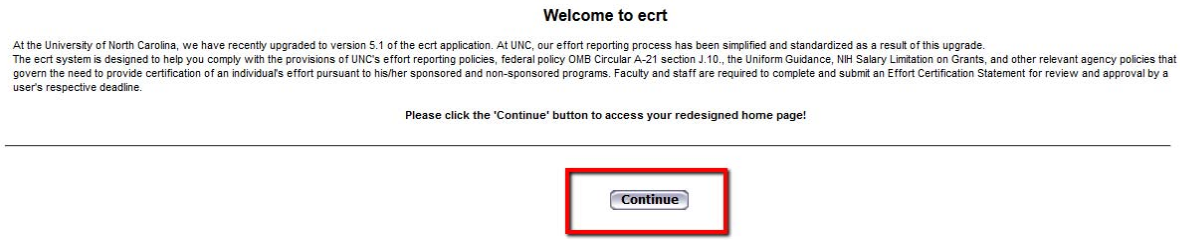
Quick Steps for Running the Payroll Report

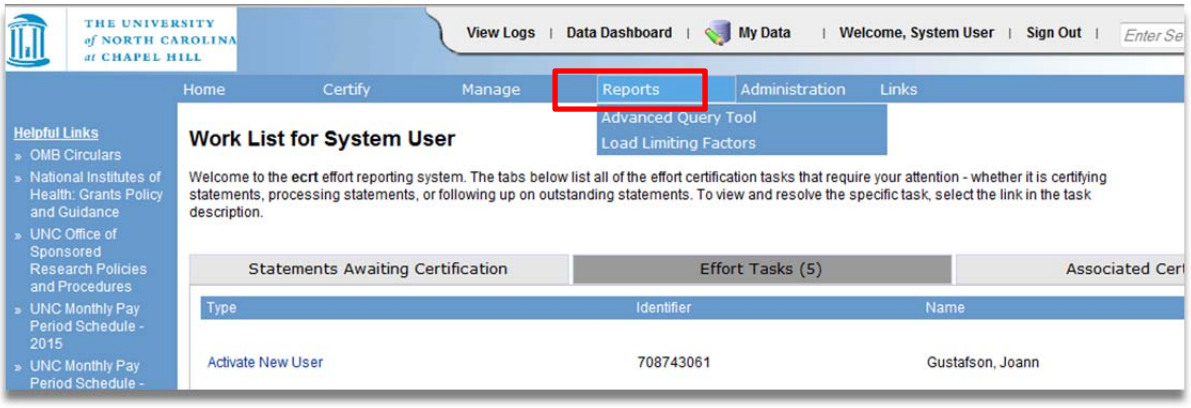
1. Login to ecrt at https://ecrt.unc.edu
2. Use your onyen/password



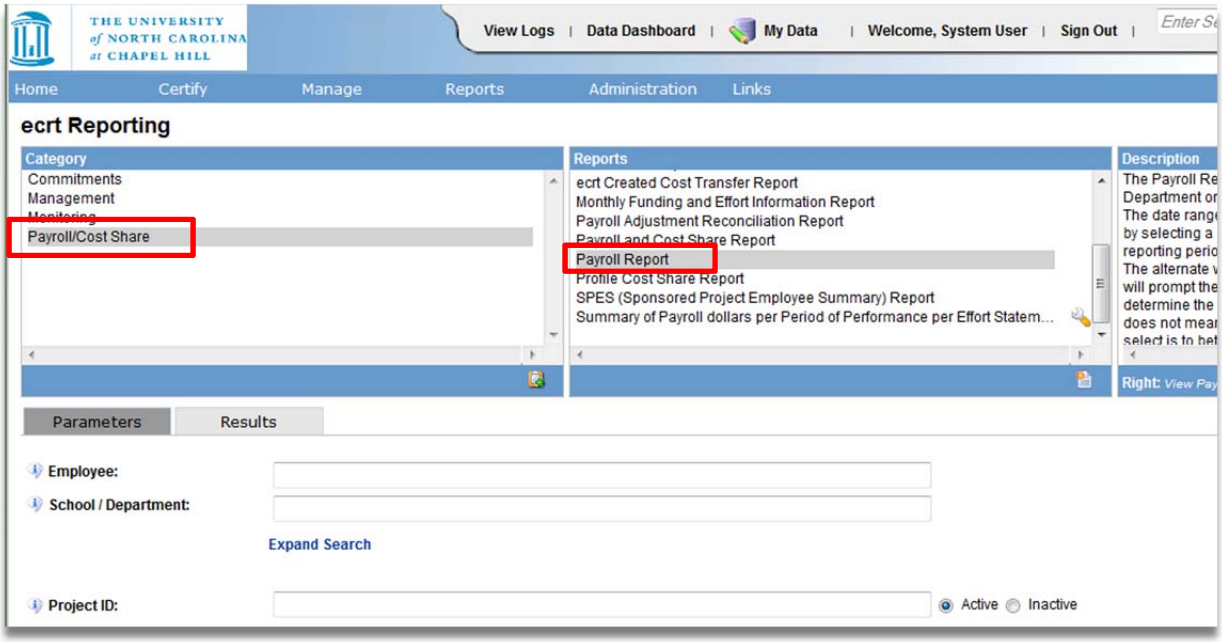
3. Click Continue to procede to the Home Screen



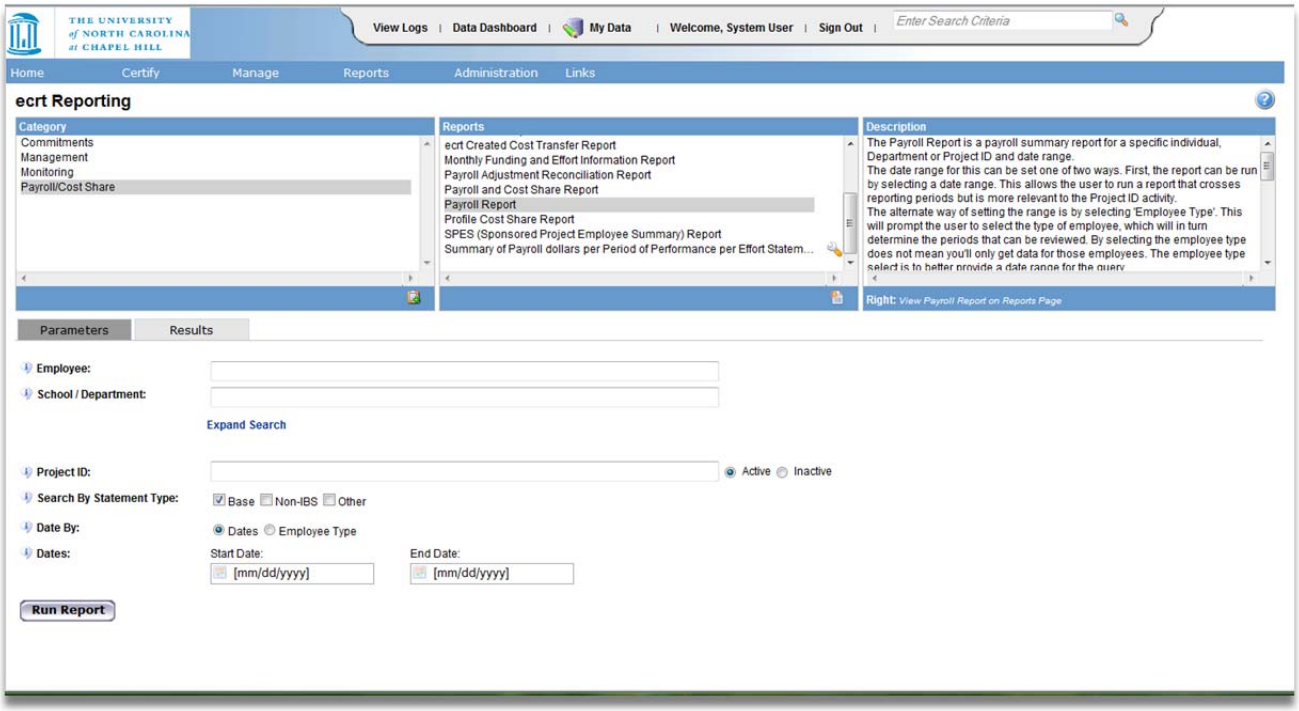
4. Select Reports from the navigation menu.



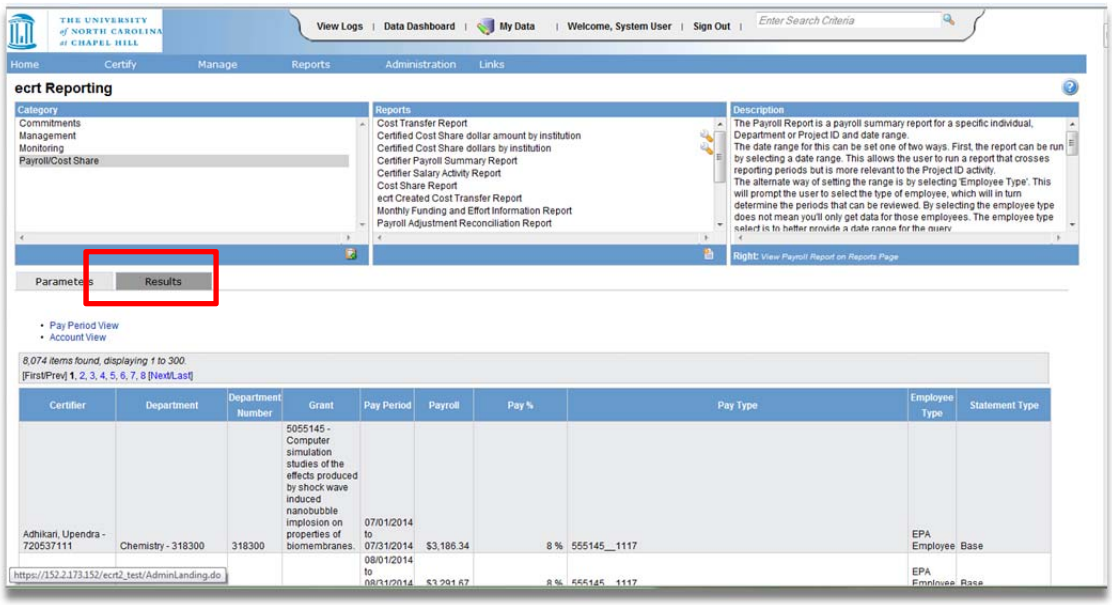
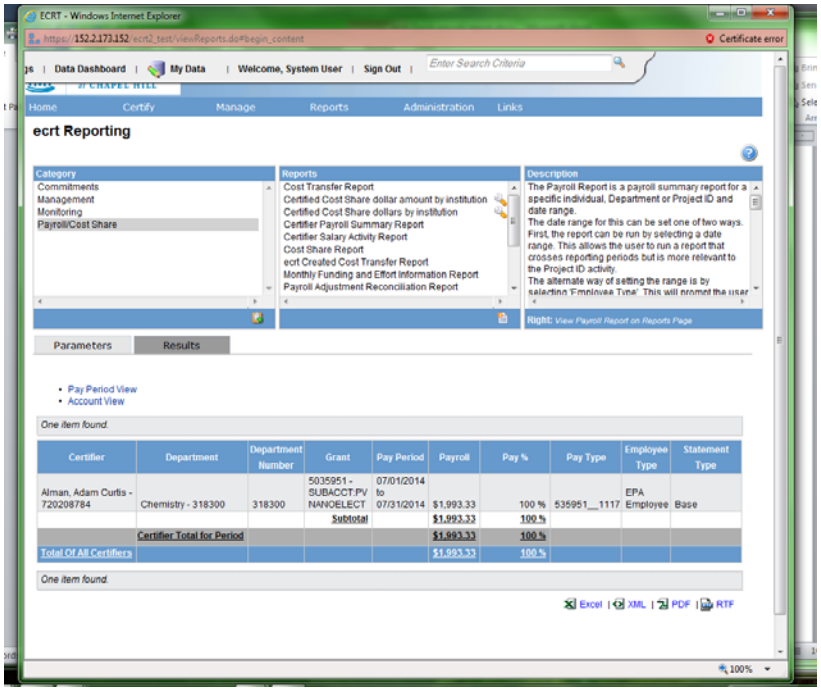
5. Select 'Payroll/Cost Share' from the Category, and select 'Payroll Report' from the Reports section.



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'.



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.



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.