



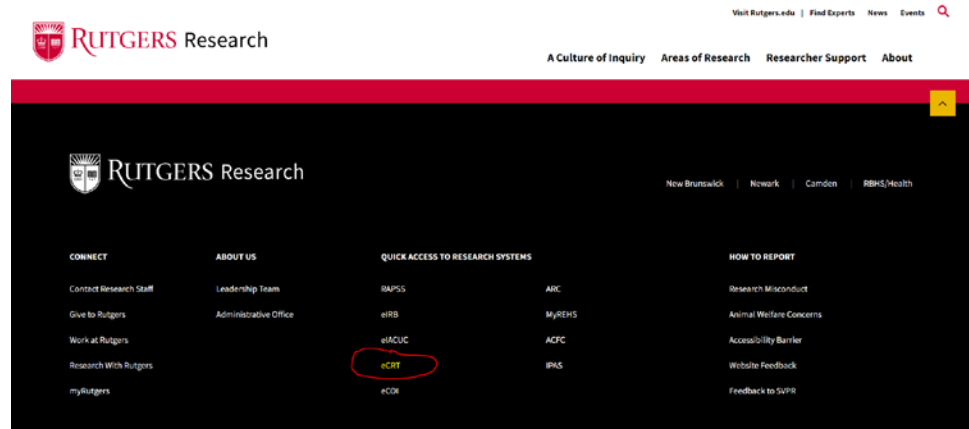
LIFE-CYCLE PHASES

1. Effort Cards Building
2. Pre-Review
3. Certification
4. Post-Certification

Rutgers, The State University of New Jersey
Effort Compensation Certification Reporting Technology Checklist for Effort Coordinators

PHASE 1: Effort Cards Building

- **Employee Charging Instructions/SWRJs/Cost Transfers completed for the Period:**
Ensure that all required SWRJ Cost Transfers for Sponsored Employees have been completed or at least submitted.
Confirm via Tableau “Payroll Distribution Report (PD)” that payroll data is complete and accurate.
- **Clear Payroll in Suspense-Expenditure Type 50190**
Suspense payroll will not come into ECCRT
All units should ensure that any payroll in suspense is allocated to the correct account prior to effort certification. If it has not been removed, an SWRJ must be submitted in the [SWRJ Application](#) to clear all Suspense.
Use the Tableau “Payroll Distribution Report (PD)” to identify payroll in suspense.
- **Accessing the Effort Compensation Certification & Reporting System, “ECCRT”**
ECCRT Login is located by scrolling down the RFS website at:
 - <https://research.rutgers.edu/research-financial-services>



OR

- [myRUTGERS Portal - ECCRT](#)



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○ ECCRT System Access:

- Register for training at: <https://hrservices.rutgers.edu/crs/>
- Once training is completed you will need to complete and submit an [ECCRT Application Access Form](#) to have an Effort Coordinator (“EC”) or Viewer role in the ECCRT System
- Principal Investigator (“PI”) access does not mandate system training or system Access Form. However, PIs are encouraged to attend training.

○ Effort Coordinator (“EC”) or Viewer access is current

Navigate to “Organization Dashboard” (*Manage -> Organization Dashboard*)

Do you see all the organizations/departments you should have access to?

Have you been assigned the correct role –

- Primary or Secondary Effort Coordinator or Viewer. The Primary EC is always highlighted in **yellow**

Organization Basic Information:			
Name:	10471 Research Financial Services	Type:	10471
Description:		Code:	
Active:	Yes		
Organization Effort Coordinator(s)			
Name	Address	Phone	Email
Martin-Amodio, Ms. Elaine - 00104059		848-932-4174	martinel@research.rutgers.edu
Youssef, Magdy - 00138034			my271@research.rutgers.edu
Zaltsberg, Inessa - 00115937			iz47@rutgers.edu
Add			
Viewer(s)			
Name	Address	Phone	Email
Muhammed, Nazam Z - 00003908		848-932-4139	nmohamme@red.rutgers.edu
Zafis, Ms. Betul - 00045426			tz@research.rutgers.edu
Add			

- If any change is needed, please contact rppc@research.rutgers.edu.

○ Web Browsers:

- Google Chrome:



- Mozilla-Firefox:



- Safari



○

Microsoft Edge or Internet Explorer have compatibility issues with ECCRT 5.2

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PHASE 2: Pre-Review

○ Confirm Employees within your Org(s):

Verify that all faculty and staff have an effort card in the ECCRT system.

Federal Work-Study(“FWS”) students are not in ECCRT

You can run the following ECCRT Reports:

- Navigate to **Reports -> Payroll/Cost Share -> Payroll Report**

- Navigate to **Reports -> Management -> Certification Status Report -> Status: Certification Required**

Monitor that all employees are reflected

If not, please review ECI and/or Tableau Reports to verify if they were charged to Sponsored projects.

○ Review each Employee’s Effort Card for:

Completeness:

Ensure that employees’ effort cards contain all necessary fund sources where effort was expended, and compensation was paid.

- If **any fund sources/projects are missing** on the effort card, please investigate why.
- Was salary charged correctly? Refer to ECI and/or Tableau Report. If salary was not charged correctly, please complete an SWRJ Cost Transfer.
- You cannot manually add projects to the effort card using the “**Add Fund Source**” link. Please contact [RFS Financial Compliance](#) if you wish to add a fund source

		\$ Value	Add Fund Source	Effort Calc
Payroll	Cost Share	Computed Effort	Certified Effort	Certify?
0.00%	0.00%	0.00%	0%	<input type="checkbox"/>
55.47%	0.00%	55.47%	55%	<input type="checkbox"/>
0.00%	25.00%	25.00%	25%	<input type="checkbox"/>
55.47%	25.00%	80.47%	80%	<input type="checkbox"/>

- A manually added fund source/project should be used if required to timely certify and compensation will follow
- Review the Tableau Payroll Distribution Reports (PD) in conjunction with the percentage and salary distributions on the effort cards.
- Some Earning Codes do not come into ECCRT. Please review the Earnings Codes document at [Determination of a Base or Supplemental Effort Card](#) to determine any reconciling payroll items.

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- Identify projects where the employee provided **effort with no salary** support and report the appropriate distribution of effort.
Effort devoted to a grant on which no salary is received, is called Voluntary Uncommitted Cost Share, (“**VUCS**”) and should be reflected as part of the employee’s 100% effort.
VUCS should be limited to a 15% maximum per project. A note must be entered on the effort card reflecting this and stating, “no cost transfer required.”

- **Reasonableness:**

Are the **effort percentages** shown on each effort card, in the “**Certified Effort Column**” correct?

- Ensure that the effort percentages are reasonable with the compensation received.
- There is a tolerable variance of <5% per fund source/project line, between computed effort and certified effort.
- If effort percentages are inaccurate, please adjust the effort cards to reflect the accurate effort percentages. If changes are more than 5%, a Processing Task will appear on the EC’s homepage after the card is certified.
- Determine if cost transfers are required to align salary with effort.

Each **effort card must total 100%** for proper certification and should be adjusted for rounding differences in the non-sponsored section of the effort card. The system will allow certification at 98% up to 102%.

- **Salaried Employees:**

All salaried employee compensation is brought into ECCRT
Multiple expenditure types and earnings codes exists.
Class 9 employees (FWS) are not in ECCRT

- **Hourly/Per-Diem Employees:**

- All hourly/per-diem employee compensation is brought into ECCRT

- **Sponsored Effort:**

Projects beginning with 8XXXXXX, 90XXXX; 98XXXX

- **Non-Sponsored Effort**

Various Legacy Account Numbers including some discretionary accounts beginning with 81XXXX and 98XXXX

Includes the “GL String”, identified in ECCRT as Project “000000”

Individuals with 100% Non-Sponsored/non-certifiable effort during the POP will NOT require certification within ECCRT.

- Includes 100% effort on private grants-corporations, foundations and not for profits
- These effort cards are automatically closed via an “Auto Approved” status.

If any of these effort cards are open, please contact rppc@research.rutgers.edu to close the card.

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Are there any New Principal Investigators (“PI”) for your org(s)?

Ensure that new PIs with Sponsored grants, have ECCRT access.

Name	Employee Type	Employee ID	Role	Statements
Sponsored				
Condict, Ira	Other	10014105		
Rutgers, Henry	Salaried	10014103	Principal Investigators	
Student, Susie	Non-Salary	10014110		

Contact rppc@research.rutgers.edu to have their access **enabled**. (System Access Form is not required for PIs.)

A PI tutorial can be completed online, at: [PI ECCRT Tutorial](#)

○ **Designee Certifiers Required for PIs**

If PIs are no longer with the University or a PI is unable to certify, establish a Designee for the specific project(s) or for all the PI’s projects.

This will enable a responsible person to certify on behalf of the PI.

A Designee is determined by the department’s Dean, Director, or those in authority.

A completed “**Designee Request Form**” The form must be completed online at:

[ECCRT Delegate Designee Submission](#)

Prior to access being granted, you must read and accept the “Agreement for Accessing University Information”. Please go to <https://identityservices.rutgers.edu/agreement/> to read and accept this agreement.

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PHASE 3: Certification

- **During the certification phase, Effort Coordinators should:**
 - Monitor the Certification process to:
 - Ensure Principal Investigators are certifying on time
 - Guide and answer questions the PI may have
- **Processing Tasks:**

Work List for Primary Coordinator

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 (6)	
Type	Identifier	Name	Date
Payroll Adjustment	10074208	Gates, Merrill	11/22/2011 6:02 PM
Payroll Adjustment	10074205	Condict, Ira	11/22/2011 6:02 PM
Process Base Certification Statement	10074204	Scott, Austin	11/22/2011 5:12 PM
Process Base Certification Statement	10074206	Milledoler, Philip	11/22/2011 5:12 PM
Process Base Certification Statement	10074207	Hasbrouck, Abraham	11/22/2011 5:12 PM
Process Base Certification Statement	10074202	Zimmerli, William	11/22/2011 5:12 PM

○ Two categories of Tasks may appear on the EC home Page:

- Payroll Adjustment
- Process Base or Supplemental Certification Statement

These tasks appear on the EC's home page and represent effort cards with changes to the certified effort vs computed effort that were certified by the PI. If these changes are >5%, a processing task is presented to the EC.

ECs are responsible for processing the task, "Process Base or Supplemental Certification Statement"

- Optional: Run the **Certification Status Report** using status, "**Certified: EC Processing Required**" to obtain the list of these tasks that require processing.
- To process the task, you will click and open the task, verify the "Certified Effort" percentages for each project, and if you approve, select "*Process*" button. Determine if a Cost Transfer is required to align certified effort with computed effort
- If you do not agree with changes to the certified effort, place a note on the effort card and click "*Do Not Process*." This will re-open the card for certification by the PI.

In addition, Navigate to **Reports -> Management -> Certification Status Report -> Status: Certification Required**. This report will display any outstanding effort certification for a department.

- This report should be used throughout the certification period to manage the process and ensure that all effort cards are certified by the due date.
- **NOTE:** Non-Department Personnel will not show up on this report, verify them by manually checking the **Organization Dashboard**

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PHASE 4: Post-Certification

○ **Processing PAR Tasks:**

Work List for Primary Coordinator

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 (6)		
Type	Identifier	Name		Date
Payroll Adjustment	10074208	Gates, Merrill		11/22/2011 6:02 PM
Payroll Adjustment	10074205	Condict, Ira		11/22/2011 6:02 PM

- Another type of task that appears on the Effort Tasks tab is the Payroll Adjustment Reconciliation task (“PAR”).
- These tasks present to the Effort Coordinator payroll transactions that have been loaded into the system that affect previously certified and processed statements.
- These transfers will not affect the certification statement until action is taken by the ECCRT Central Administrator within the RFS Financial Compliance Effort Team.

○ **ESCALATION STEPS--Failure to Comply with Certification:**

- The following escalation steps will commence immediately after the certification deadline:
 - Step 1: RFS will send periodic reminders to certifiers who have yet to certify their reports. (Days 1-5)
 - Step 2: In instances of continued non-compliance with the procedure, RFS will provide the respective Deans a listing of employees that have open, or uncertified, effort reports. (Days 6-10)
 - Step 3: RFS will transfer uncertified sponsored effort to a discretionary project and the effort certification period for that employee will be closed. (Days 11-15)

GENERAL REMINDERS/ TIPS:

○ **Employee Record Numbers**

- Effort cards are generally designed using a combination of the expenditure type and the earnings code.
- The individual’s primary appointment appears on a Base card and compensation is generally Institutional Base Salary (“IBS”)
- The secondary appointment appears on a Supplemental card and compensation is generally all other pay except IBS

○ **Frequency**

Certification will be semi-annually for all Rutgers units

- January - June
- July – December
- The entire 2-week Payroll will appear in the semi-annual period using the pay-period end date.

○ **Summer Salary:**

There will be no distinction between Academic or Calendar year appointments

- Summer research will be split between the 2 semi-annual periods

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- June summer research will appear as a Supplemental effort card in the Jan-Jun period
- July and August summer research will appear as a Supplemental effort card in the Jul-Dec period
- **The Employees' Home Org EC is responsible for ensuring the effort cards within the Org are certified timely and accurately**
 - It is the responsibility of the Home Org EC to ensure that all effort cards are timely and accurately certified.
 - If the employee works across various Orgs, the Home Org EC must communicate and coordinate with the other departmental ECs to ensure that the respective fund sources are certified
- **Timely Certification**
 - Certifiers are responsible for completing their certification within the designated 30-day Certification Period to be considered timely.
 - Effort cards not timely certified and are considered non-compliant. In accordance with the RFS Procedure, the escalation steps will apply.
- **ECCRT Access Forms**
 - ECCRT Access online forms must be completed correctly and completely to prevent any delays.
 - ECCRT System access will **ONLY** be assigned, upon taking the mandatory ROP-033 ECCRT training class.
 - If you are leaving or changing departments, the ECCRT Access form must be updated to keep your profile current.
 - The on-line ECCRT Access form is available at:
[Research Financial Services: ECCRT \(rutgers.edu\)](https://researchfinancialservices.rutgers.edu/eccrt)

If you have any additional questions or concerns, please do not hesitate to contact **ECCRT Help** at rppc@research.rutgers.edu or **848-932-4174**