eCrt provides project statements to demonstrate actual payroll expenses per project. Project statements must be pre reviewed and confirmed quarterly. The Primary Dept Effort Coordinator pre reviews and the PI confirms. Chrome and Firefox provide the best viewing experience in eCrt.

-Log in the myUK portal.
-Click the <Enterprise Services> tab.
-Select the <eCrt Payroll Confirmation> tab.
-Select the eCrt Payroll Confirmation link.
-On the Welcome to eCrt page, click the continue button.
-Select the <Reports> tab
-From the Report list, select the Project Status Report
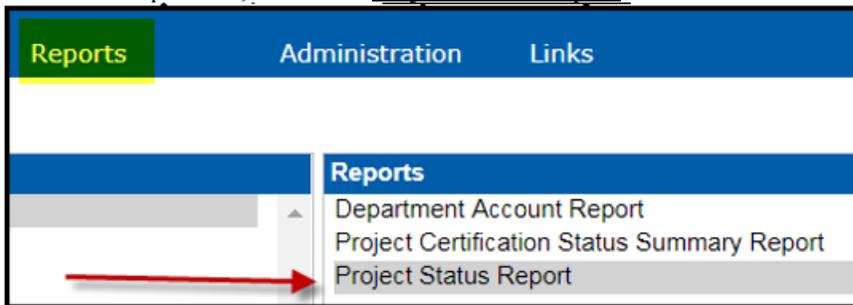


-Choose your parameters from the Available Status box, and move to your Selected Status box by highlighting/clicking on the blue right arrow button.

**Example**:  To generate a report to see how many PI's still have statements to confirm, you would select the Ready for Confirmation option.



-In the School/Department field type the first three letters of your department.
-Choose your department from the drop down menu.
-Choose the dates for the appropriate quarter, and then click the Run Report button.
NOTE: You will not see your list of PIs until after you have pre-reviewed and they are made available to your PIs.



Last Updated:  8/23/17
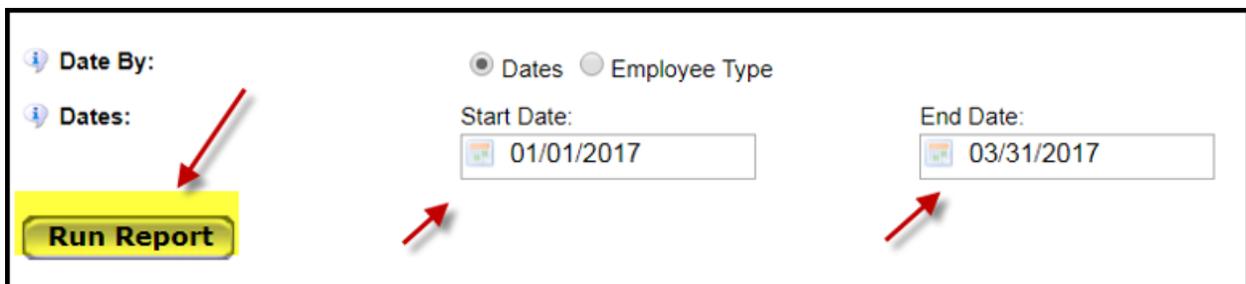
-A list will display for the status of "Ready for Confirmation."

| Project Number | Nickname | Current Status |
|---|---|---|
| 32⟨         ⟩ | FY17 Quarter 4 | ❌ Ready for Confirmation |
| 32 | FY17 Quarter 4 | ❌ Ready for Confirmation |

**Resources**

eCrt Quick Reference Guides and FAQs