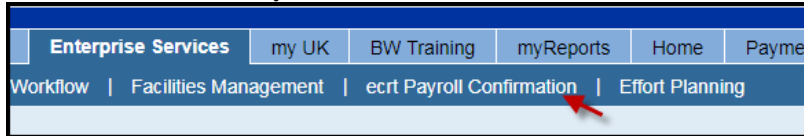
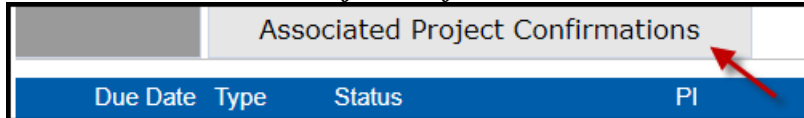


eCRT is the electronic method of certifying that payroll charges on a project are reasonable in relation to the work performed on that project. This confirmation process is carried out on a quarterly basis, based on the posting period of the payroll expense. The following instructions are for the **Pre-Review** part of the workflow. It is best to use CHROME or FIREFOX as your browser.

- Log into the myUK portal
- Click on the *Enterprise Services* tab.
- Click on the eCRT Payroll Confirmation:



- Click on the eCRT Payroll Confirmation link and then scroll down and click the *Continue* button.
- Click on the *Associated Project Confirmation* tab.



-A list of projects will appear. The ones with a yellow magnifying glass icon are ready for pre-review.



- You may click on any hyperlink on the line that is ready for pre-review.
- Confirm that all employees on that project for that specific pay period are accurate. If so, click the **Pre-Review** button:



-If not, click on the **Revise Payroll** checkbox next to the name of the individual requiring an adjustment.



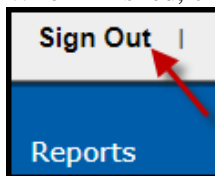
-After selecting the checkbox, a new button **REVISE PAYROLL** will appear. The status of the statement then updates to “Revision Requested”. The statement remains there until the payroll adjustment is made. It remains on your work list but moves to the “Pending Payroll Tasks” tab. For more details on revising payroll, please see the *ECRT Users Guide – Primary Department Effort Coordinator* (pages 6-9) at the following link: <http://www.uky.edu/ufs/payroll-confirmation-service-centers>

Click on the *Home* button.

Total Payroll \$	Total Payroll %	Confirm	Revise Payroll	Payroll Info
\$15,000.00	13%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
\$600.00	29%	<input type="checkbox"/>	<input type="checkbox"/>	\$

Repeat the “confirm” and “preview” steps for all projects listed on the screen.

When finished, click on the *Sign Out* tab at the top of the screen:



The payroll confirmations will then move via the workflow to the next level of the process (the principal investigators).

More QRG Resources can be found at the following UK link:

<http://www.uky.edu/ufs/payroll-confirmation-service-centers>