

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 <u>Welcome to eCrt</u> page, click the continue button.
- Select the <Reports> tab
- From the Report list, select the Project Status Report

Reports	Adı	ministration	Links
		Reports	
		Department Account Report	
		Project Certification Status Summary Report	
		Project Status Report	

• Choose your parameters from the <u>Available Status</u> box, and move to your <u>Selected Status</u> 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 <u>Ready for Confirmation</u> option.

Available Status		*	Selected Status
Revision Penuing			[Available Options]
In Progress		<u>></u>	Ready for Confirmation
Ready for Pre Review		\rightarrow	
Pre Reviewed			*
Confirmed		<	
Confirmed, Payroll Pending		- 11	
Ready for Confirmation			
Deady for Confirmation Do Onened			

- 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.

<u>NOTE</u>: You will not see your list of PIs until **after** you have pre-reviewed and they are made available to your PIs.

Date By:	Dates Employee Type	
③ Dates:	Start Date:	End Date: 03/31/2017
Run Report	1	>



• 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