ECRT

Effort Certification and Reporting Technology

Effort Supporting DUHS (ES-DUHS) Guide for Effort Coordinators

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ECRT Guide

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Introduction to ECRT

The **Effort Certification and Reporting Technology** tool, known as **ECRT**, is used at Duke University to certify, approve, and track/report the effort exerted by Faculty and Monthly Staff who work on externally sponsored projects or otherwise meet the criteria of a “Certifier”. This tool is used by the Certifier to certify how their effort is allocated. This tool is also used by Effort Coordinators to track and approve the effort certification for their responsible areas. This guide is designed specifically for Effort Coordinators who support Certifiers that have effort which supports Duke University Health System. For more information, please see the [ECRT Effort Reporting Basic Guide](#).
Overview of Effort Supporting Duke University Health System (ES-DUHS)

General Introduction of ES-DUHS in ECRT:

Faculty members are required to annually certify effort that supports Duke University Health System (DUHS) and is funded from University sources (effort charged to G/L Account 600200). The funding for this effort is reimbursable through the hospital’s Federal cost reports, and it is essential that the effort is appropriately identified and certified. During the effort certification process, Faculty are also required to report the average number of hours per week represented by the DUHS effort percent of the University base salary. The reported hours must represent a reasonable work week. The ECRT system includes this ES-DUHS certification and reporting.

Additionally, Faculty members are required to confirm effort that supports DUHS on a quarterly basis as well.

Overview of the ES-DUHS Process in ECRT:

Quarterly Confirmation

In the ECRT system, DUHS Cost and Reimbursement Accounting requires that Faculty confirm their Effort Supporting DUHS (ES-DUHS) at the end of each quarter of the Duke fiscal year. Faculty members will receive an e-mail notice that they must log into the ECRT system to confirm their effort on the ES-DUHS statement. The quarters for confirming ES-DUHS are outlined as follows:

<table>
<thead>
<tr>
<th>Period of Performance</th>
<th>Confirmation Period**</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 – September 30</td>
<td>October 1-15</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>January 1-15</td>
</tr>
<tr>
<td>January 1 – March 31</td>
<td>April 1-15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>Auto-confirmed – part of annual review – period communicated via email notification.</td>
</tr>
</tbody>
</table>

**The Effort Coordinator may elect to pre-fill the data for their Faculty ahead of time once the Payroll data is loaded into ECRT. The Effort Coordinator is responsible for coordinating this effort with their Faculty.
Overview of ES-DUHS (cont.)

Logic Checks

Logic checks are built into ECRT to ensure that average weekly hours committed to effort supporting DUHS (as reported by Faculty) are compatible with Payroll and Total Professional Effort data. The logic check measures the calculated weekly hours worked by the faculty member against an acceptable range of 30hours to 80 hours. If the calculated hours per week fall outside this range, the Faculty will receive warnings during the quarterly process. The warnings will not stop the Faculty from confirming their quarterly effort, but will generate tasks for the Primary Effort Coordinator to review as each quarterly period is processed.

The calculation formula is as follows:

1. The Average Weekly Hours entered for ES-DUHS is divided by the percentage of time paid from G/L Account 600200.
2. The number of hours derived above is then divided by the percentage of time spent on University TPE.
3. The number of hours derived in the second step above is divided by the FTE (full time equivalent) value for the Faculty.
4. The total number of hours from this calculation must fall within a reasonable range of hours per Duke’s policy.

An example of the calculation for a Faculty is as follows:

Background for Faculty Member:
- Total Average Weekly Hours entered = 8 hours
- Total Percentage of ES-DUHS paid on G/L Account 600200 for time period = 25% (base effort weighted average).
- Total Percentage of TPE for University = 50%
- FTE for Faculty = 1 (40 hrs/week x 52 weeks /yr)

Calculation Example:
1. Divide 8 by .25 (percent ES-DUHS on 600200) = 32
2. Divide 32 by .50 (percent University TPE) = 64
3. Divide 64 by 1 (FTE) = 64
4. Compare 64 hours to acceptable range of hours (35- 75) and no warning would be generated (See Table on Next Page).
Overview of ES-DUHS (cont.)

Based on the calculation, hard and soft warnings may be generated per the outlined points and table below:

- A soft warning is generated if the calculated hours fall between 30-35 hours or 71 – 79 hours (see table below).
- A hard warning is generated if the calculated hours are below 30 hours or above 80 hours (see table below).
- This logic check is performed after each quarterly confirmation.
- Faculty can proceed during quarterly confirmation of effort supporting DUHS if either type of warning message is received.
- Faculty can confirm their annual effort if a “soft” warning is present.
- Faculty CANNOT confirm their annual effort supporting DUHS if a “hard” warning is present.
- A check is also performed on the percent of Duke University ES-DUHS, and if the percent in the payroll system is outside of the calculated range which is based on the hours supporting DUHS as reported by the faculty member, the effort statement payroll and/or ES-DUHS hours must be changed.

- See the table below for warning codes and reason:

<table>
<thead>
<tr>
<th>Warning Type</th>
<th>Reason for Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard Stop – High</td>
<td>Calculated hours &gt; 80 hours</td>
</tr>
<tr>
<td>Soft Stop – High</td>
<td>Calculated hours fall between 71 – 79 hours</td>
</tr>
<tr>
<td>Soft Stop – Low</td>
<td>Calculated hours fall between 30– 35 hours</td>
</tr>
<tr>
<td>Hard Stop - Low</td>
<td>Calculated hours &lt; 30 hours</td>
</tr>
</tbody>
</table>
Overview of ES-DUHS (cont.)

Annual Effort Confirmation

The ECRT system will not allow annual confirmation of ES-DUHS until the Faculty member has completed confirmation of all quarters in which there is payroll effort on G/L Account 600200. The Effort Coordinators for each department are responsible for insuring that this effort is confirmed in a timely manner. Once the annual certification of University effort (Base, Supplemental, and TPE) is fully completed (confirmed and processed), Faculty will receive an email notice (similar to the quarterly process) to confirm their ES-DUHS for the entire year.

The hard warnings per the logic checks on the previous quarters for the ES-DUHS confirmation must be addressed and corrected before the annual ES-DUHS confirmation can be completed.

If a faculty member encounters a hard error, but their data is determined to be correct, the only option for confirmation is for them to sign a paper copy of their ESDUHS card. This should be uploaded to ECRT with a note from the effort coordinator explaining the situation.
Overview of ES-DUHS (cont.)

Steps done by Faculty for the ES-DUHS quarterly certification:

1. Faculty will receive an email notification generated from ECRT with a link to the Effort Supporting Duke Health Systems Effort Statement.

2. Faculty must select on the email link and enter their Net ID and Password when prompted.

In the resulting Effort Supporting Duke Health Systems Effort Statement:

3. At the top, Faculty can review their data, including the name and email address for their Effort Coordinator, the reporting period, and the Status of the ES-DUHS effort statement.
4. In the next section, Faculty will:
   - Enter the average weekly hours for the ES-DUHS for the quarter. This may be pre-populated by Effort Coordinators.
   - Indicate the areas in which the ES-DUHS was expended during the quarter.

   **Note:** The percent of effort must be entered and the calculated Grand Total for the ES-DUHS must equal 100.0%.

5. Faculty may make changes to prior quarter information if ES-DUHS was recorded in those prior quarters. Any changes made should be coordinated with their Effort Coordinator.

   **Note:** Entry of data into quarters in which no payroll was made on G/L Account 600200 will not be allowed by ECRT (that quarter’s column will be grayed out).
6. For each quarterly review, after all the data is entered, the Faculty will select the **Confirm Reporting Period** button (or use the other available buttons if needed). When the **annual certification of ES-DUHS** is ready to be processed, Faculty will use the **Confirm** button.

7. For the annual certification of ES-DUHS, if no warning messages are present, Faculty will read the certification statement (shown above) and select once more on the **Confirm** button to complete the process.

**Note:** If the calculated hours per week fall outside the acceptable ranges per the ECRT logic checks, Faculty will receive warnings during the quarterly process. The warnings will not stop the Faculty from confirming their quarterly effort, but will generate tasks for the Primary Effort Coordinator to review as each quarterly period is processed. See next steps for more details.
8. If the ECRT logic check determines that reported hours fall outside of the acceptable ranges, the Faculty will receive a warning message (example shown above) and must select on the Confirm Reporting Period button again if the hours and percentages are correct.

Note: Although a warning is issued if this logic check fails, the quarterly process will not be stopped. However, an effort task will be sent to the Primary Effort Coordinator and reports will be available in ECRT to the department’s Effort Coordinator(s). These reports will list Faculty who have incomplete year-to-date data and Faculty who have failed the logic check. These reports will also be available to the SOM Finance Office analysts, who will remind the Effort Coordinators to follow up with Faculty until corrections have been made to the effort or the hours reported for the quarter.

9. Once confirmed, Faculty will return to the ES-DUHS statement. Select the Do Nothing to return to the ECRT home screen where they can log out.
Processing the ES-DUHS Statement

To pre-fill the ES-DUHS effort statement for your Faculty:

1. Review the following points about pre-filling the ES-DUHS statement for your Faculty:
   - Effort Coordinators may choose to pre-fill or populate the ES-DUHS statement for their Faculty.
   - Effort Coordinators enter the hours and percentages into the ES-DUHS statement prior to the email going to Certifiers to confirm their quarterly time (the ES-DUHS statement is created as soon as payroll on G/L Account 600200 for a quarter has been loaded).
   - This allows Faculty to review the hours and percentages entered and confirm that the data entered is correct for their ES-DUHS versus having to input the hours and percentage of effort themselves.
   - Effort Coordinators will need to coordinate this process and communicate with their Faculty to ensure Faculty know when to go to the ES-DUHS Statement and confirm their effort.
2. To access the Faculty’s ES-DUHS Statement from the ECRT Home Page screen, select the Manage page and go to Org. Code Dashboard.

OR

Enter the Faculty’s Name or DUID in the search box to directly access the base effort statement.

Note: If using the search box, the effort statement will automatically open if an exact match is found.
In the resulting Org. Code Dashboard screen:

3. Scroll down to the Certifiers associated to this Org Code section and open the folders as needed (such as the Sponsored folder).

4. Locate the Certifier's name on the list for the Effort Statement that needs to be accessed.

5. In the Statements column for that Certifier, select on the current Effort Statement icon (either if the statement is being built or if the statement is built but not certified) to access the Effort Statement.
6. To access the ES-DUHS Effort Statement:
   - Select on the **Icon** link located along the top of the Base Effort statement and select **Effort Supporting DUHS Statement**.

In the resulting **Effort Supporting Duke Health Systems** statement for the Certifier chose:

7. Enter the **average weekly hours** that the Faculty expended for the ES-DUHS for the quarter.

8. Enter the **percentage of effort for the average weekly hours** entered above **in the areas in which the ES-DUHS was expended** during the quarter (i.e., Duke Hospital, Duke Regional Hospital, etc.)
Processing the ES-DUHS Statement (cont.)

9. Scroll down and review the **Grand Total** line to **ensure that the percentages entered equal 100%** for the quarter entered.

10. Revise the data in other quarters if needed.

   Note: *Entry of data into quarters in which no payroll was paid on G/L Account 600200 will not be allowed by the ECRT (that quarter's column will be grayed out).*

11. Enter a note or attach a file in the lower section if needed.

12. After all the data is entered, select on the **Save to Complete Later** button (or use the other available buttons if needed).

13. Notify the Faculty that their ES-DUHS statement has been pre-filled and instruct them to access the statement via the email link and confirm their effort.
ECRT – Effort Supporting DUHS

Processing ES-DUHS Statement (cont.)

To process the ES-DUHS quarterly confirmation:

1. Review the following points for Effort Coordinators about the ES-DUHS quarterly confirmation by Faculty:

   • If the Faculty confirms their quarterly ES-DUHS and there are NO warnings generated by ECRT logic checks, then the Effort Coordinator does NOT need to take any action and NO tasks will display in the Manage Effort Tasks.

   • If the Faculty confirms their quarterly ES-DUHS and there are warnings generated by ECRT logic checks, then the assigned Effort Coordinator for the Faculty will receive a related Effort Task (a “to do” item) to be reviewed.

   • Hard High and Hard Low warnings should be carefully reviewed and corrected on a quarterly basis, if needed. The annual confirmation is an average of the weekly hours entered for each quarter. Therefore, a Hard High or Hard Low warning in one quarter may be acceptable if you are aware that the Faculty’s ES-DUHS hours in other quarters are such that the annual average of weekly hours will still be within the range of acceptable hours for the entire year.

   • The steps covered in this section outline the steps needed if an Effort Task is generated.

1. To access the Faculty’s ES-DUHS Statement from the ECRT Home Page screen, select the task on the Effort Task Tab.
Processing ES-DUHS Statement (cont.)

In the resulting *Effort Supporting Duke Health System* screen:

2. Note that the **Period Confirmed** icon displays in the DUHS Reporting QTR # column heading to indicate that the Faculty confirmed ES-DUHS for that quarter.

3. Review the **Average Weekly Hours** entered by the Faculty for ES-DUHS keeping in mind these generated a hard warning message.

4. Review the **percentage of effort** entered across the areas below for the average hours entered above (ensure Grand Total line equals to 100% for the quarter being reviewed).

5. Take the following action for **hard warning** messages:
   - Consult with the Faculty to correct the hours reported, the percent of Total Professional Effort (TPE) spent at Duke, and/or the percent of Duke ES-DUHS (corrections are optional for soft warnings).
   - Use the ES-DUHS statement to correct average weekly hours.
   - Use the TPE statement to correct Duke TPE percentages.
   - Use an iForm to correct the G/L Account 600200 percent effort.
6. Scroll to the bottom of the ES-DUHS statement and ensure the Grand Total line equals to 100% for the quarter being reviewed.

7. To enter a note:
   - Select in the Text field to enter comments or instructions for the Faculty prior to processing or sending the ES-DUHS statement back.
   - Once text is entered, select on the Save Note button.

*Note:* If Faculty member indicates effort in the “Other” category for ES-DUHS, the Faculty should also record a description of the activity in the text box prior to completing the effort statement.

8. Attach a file if needed (see the Basic Guide for Effort Coordinators for detailed instructions).

9. Once you have confirmed accuracy ES-DUHS effort with the Faculty member, select on the Save to Complete Later button whether or not you make changes. This action will validate that the statement is accurate for the quarter.
To process the ES-DUHS annual confirmation:

1. Review the following points for Effort Coordinators about the ES-DUHS annual certification by Faculty:
   - Once the final quarter has been confirmed by the Faculty, reviewed by the department’s Effort Coordinator, then ECRT will calculate the annual average percentages and hours for ES-DUHS.
   - Any quarterly Hard warnings must be addressed prior to the annual confirmation to ensure the annual average weekly hours is within the acceptable range.
   - As a reminder, when the annual confirmation process is opened, Faculty will receive an e-mail notice with a link which takes them to the ES-DUHS statement.
   - Faculty will confirm the calculated annual average hours and percentages by checking the Confirm button.
   - The assigned Effort Coordinator for the Faculty will receive a related Effort Task to be reviewed and accepted.

2. To access the Faculty’s ES-DUHS Statement, on the ECRT Home Page screen, the action will be listed as an Effort Task. Select the hyperlink associated with the Faculty’s name.
In the resulting **Review Effort Supporting Duke Health System** screen:

3. Note that the **Period Confirmed** icon displays in the **DUHS Reporting QTR #** column headings to indicate that the Faculty confirmed ES-DUHS for all quarters.

4. Review the **Year End Average** column for the Average Weekly Hours calculated for ES-DUHS and the **percentage of effort** entered across the areas below for the average hours entered above.

5. Review the **percentage of effort** entered across the areas below for the average hours entered above. (ensure Grand Total line equals to 100% for all quarters).

6. Take the following action for hard warning messages:
   - Consult with the Faculty to correct the hours reported, the percent of Total Professional Effort (TPE) spent at Duke, and/or the percent of Duke ES-DUHS (corrections are optional for soft warnings).

   **Note:** If the annual average weekly hours exceeds 75 hours per the calculation and the Faculty member confirms that these calculated hours are correct, then contact the **School of Medicine Management Center at 684-2211** for instructions on completing the confirmation.

   - Use the ES-DUHS statement to correct average weekly hours.
   - Use the TPE statement to correct Duke TPE percentages.
• Use an iForm to correct the G/L Account 600200 percent effort.  

  *Note:* Once the corrections have been made in ECRT so that the logic checks are satisfied, the faculty member will be able to open and confirm the ES-DUHS statement.  

7. Scroll to the bottom of the ES-DUHS statement and ensure the Grand Total line equals to 100% for the **Year End Average** column.  

8. To enter a note:  

   • Select in the **Text** field to enter comments or instructions for the Faculty prior to processing or sending the ES-DUHS statement back.  

   • Once text is entered, select on the **Save Note** button.  

   *Note:* If Faculty member indicates effort in the “Other” category for ES-DUHS, the Faculty should also record a description of the activity in the text box prior to completing the effort statement.  

9. Attach a file if needed (see the Basic Guide for Effort Coordinators for detailed instructions).  

10. Once the review is complete and the ES-DUHS statement is acceptable (see next step if not acceptable), select on the **Review Accepted** button to accept the annual ES-DUHS confirmation and remove this effort task from your list.
11. If the review of the ES-DUHS statement is not acceptable (example, the Faculty changed prior quarter hours at a later point in time and you do not accept those hours), do the following as needed:

- Optional: Select the check box for Re-Open Base Effort? to indicate that you would like to re-open the Base Effort Statement, in order for the Faculty to revise the TPE Effort as needed.

- Select the Review Not Accepted button.

Note: Using the Review Not Accepted button will remove the ES-DUHS statement task from the Effort Coordinator's Manage Effort Tasks page and require the Certifier to confirm their ES-DUHS again.
Reviewing ECRT Reports for ES-DUHS

To access the ECRT reports:

Note: The following reports have been created to monitor the activity in the quarterly and annual reporting of ES-DUHS. It is essential that these reports be run so that all Faculty complete the effort reporting in a timely manner and allow Effort Coordinators time to make corrections to the effort and/or hours as needed.

Note: As a reminder, the options listed are based on your security roles assigned in ECRT as an Effort Coordinator. Therefore, only the options available for the roles assigned will display. These options are not available to the Certifier.

1. To access reports, select the Reports page. On the Reports page, select ES-DUHS Report in the Category Section.
2. Available reports are listed in the **Reports** column. Descriptions of each report display in the **Description** column. Please review the descriptions for the following reports:

- Clinical Activity Hours Validation Quarterly*
- Clinical Activity Hours Validation Yearly*
- ES-DUHS Statement Notes
- Medicare Incomplete Data*

*Note: The reports above highlighted by an asterisk are demonstrated on the following pages.*
To review the Clinical Activity Hours Validation Quarterly Report:

Note: Query that lists by quarter those certifiers that have violated the year-end Clinical Activity threshold that was established by the institution. This report captures violations as they happen, but does not delete the violations once data is fixed so it is not a real time report.

1. On the Reports page, choose the Clinical Activity Hours Validation Quarterly Report from the ESDUHS Category.

2. Enter the calendar end date for the period being confirmed in the format indicated (MM-DD-YYYY) in the Confirmation Date field.


Note: The Parameters page is automatically opened when reports are selected. After you run the report, the Result page is displayed. To change parameters, select the Parameters page again.
4. Review the columns of data for accuracy as outlined below (use vertical scrollbar and horizontal scrollbar to view all columns):

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org_unit</td>
<td>Org. Unit (HR) that identifies your Org Unit at Duke</td>
</tr>
<tr>
<td>Org_unit_name</td>
<td>Corresponding name for the organizational unit.</td>
</tr>
<tr>
<td>Employee_id</td>
<td>The Duke Unique ID (DUID) of the Faculty certifier.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the Faculty certifier.</td>
</tr>
<tr>
<td>Total_tpe</td>
<td>Total percent of Total Professional Effort (TPE) entered by the Faculty certifier.</td>
</tr>
<tr>
<td>Confirmed_tpe_pdc</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the PDC.</td>
</tr>
<tr>
<td>Confirmed_tpe_va</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the VA</td>
</tr>
<tr>
<td>Confirmed_tpe_univ</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the University.</td>
</tr>
<tr>
<td>Certified_avg_duhs_hrs</td>
<td>Number of average hours for ES-DUHS entered by the Faculty certifier.</td>
</tr>
<tr>
<td>Certified_effort_percent</td>
<td>Percent of effort certified for ES-DUHS (percentage on G/L Account 600200).</td>
</tr>
<tr>
<td>FTE</td>
<td>Full time equivalent value for the Faculty certifier.</td>
</tr>
<tr>
<td>Violation Type</td>
<td>Type of warning (High Hard, Soft Hard, etc.) per the calculation of hours based on Duke’s policy of acceptable hours</td>
</tr>
<tr>
<td>Threshold_value_violated</td>
<td>Threshold value exceeded per the type of warning (Hard High &gt; 80 hours for Duke, Hard Low &lt; 30hours, etc.)</td>
</tr>
<tr>
<td>Value_validated</td>
<td>Actual calculated average weekly hours for the quarter selected that exceeded the acceptable hours.</td>
</tr>
</tbody>
</table>
Reviewing Reports for ES-DHUS (cont.)

5. If desired, use the buttons at the bottom of the screen to export the data to Excel, XML, PDF, or RTF files (use vertical and horizontal scroll bar to view far right bottom corner).

6. To exit the report, select a different report from the top of the page, select a different ECRT page to visit, or Sign Out.
To review the Clinical Activity Hours Validation Yearly Report:

Note: Query that lists those certifiers that have violated the year-end Clinical Activity threshold that was established by the institution.

1. On the Reports page, choose the Clinical Activity Hours Validation Quarterly Report from the ESDUHS Category.
2. Enter the calendar end date for the period being confirmed in the format indicated (MM-DD-YYYY) in the Confirmation Date field.

Note: The Parameters page is automatically opened when reports are selected. After you run the report, the Result page is displayed. To change parameters, select the Parameters page again.
In the resulting report page:

1. Review the columns of data for accuracy as outlined below (use vertical scrollbar and horizontal scrollbar to view all columns):

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org_unit</td>
<td>Org. Unit (HR) that identifies your Org Unit at Duke.</td>
</tr>
<tr>
<td>Org_unit_name</td>
<td>Corresponding name for the organizational unit.</td>
</tr>
<tr>
<td>Employee_id</td>
<td>The Duke Unique ID (DUID) of the Faculty certifier.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the Faculty certifier.</td>
</tr>
<tr>
<td>Total_tpe</td>
<td>Total percent of Total Professional Effort (TPE) entered by the Faculty certifier.</td>
</tr>
<tr>
<td>Confirmed_tpe_pdc</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the PDC.</td>
</tr>
<tr>
<td>Confirmed_tpe_va</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the VA</td>
</tr>
<tr>
<td>Confirmed_tpe_univ</td>
<td>Percent of Total Professional Effort (TPE) designated by the Faculty certifier for the University.</td>
</tr>
<tr>
<td>Certified_avg_duhs_hrs</td>
<td>Number of avg. hours for ES-DUHS entered by the Faculty certifier.</td>
</tr>
<tr>
<td>Certified_effort_percent</td>
<td>Percent of effort certified for ES-DUHS (G/L Account 600200).</td>
</tr>
<tr>
<td>FTE</td>
<td>Full time equivalent value for the Faculty certifier.</td>
</tr>
<tr>
<td>Violation Type</td>
<td>Type of warning (High Hard, Soft Hard, etc.) per the calculation of hours based on Duke’s policy of acceptable hours</td>
</tr>
<tr>
<td>Threshold_value_violated</td>
<td>Threshold value exceeded per the type of warning (Hard High &gt; 80hours for Duke, Hard Low &lt; 30 hours, etc.)</td>
</tr>
<tr>
<td>Value_validated</td>
<td>Actual calculated average weekly hours for the quarter selected that exceeded the acceptable hours.</td>
</tr>
</tbody>
</table>
5. If desired, use the buttons at the bottom of the screen to export the data to Excel, XML, PDF, or RTF files (use vertical and horizontal scroll bar to view far right bottom corner).

6. To exit the report, select a different report from the top of the page, select a different ECRT page to visit, or Sign Out.
Reviewing Reports for ES-DHUS (cont.)

To review the Medicare Incomplete Report:

Note: This report will list faculty members with the status of each quarter as “complete” or “incomplete.” Department effort coordinators are responsible for following up with faculty members until each quarter’s ES-DUHS is complete.

Note: It is important to note that this report only includes ES-DUHS cards that are not yet certified. During the annual process faculty who have completed their ES-DUHS confirmation will no longer appear on the report.

1. Choose the Medicare Incomplete Report from the ESDUHS Category
2. Enter the Org. Code (BFR) in the Department Number field and the Fiscal Year Start Date.
4. Review the columns of data for accuracy as outlined below:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certifier_name</td>
<td>Last and first name of the Faculty Certifier.</td>
</tr>
<tr>
<td>Employee_id</td>
<td>The Duke Unique ID (DUID) of the Faculty certifier.</td>
</tr>
<tr>
<td>Dept_name</td>
<td>Name for the organizational unit / department.</td>
</tr>
<tr>
<td>Dept_number</td>
<td>Org. Unit (HR) that identifies your Organizational Unit at Duke.</td>
</tr>
<tr>
<td>Dept_coordinator</td>
<td>Name of the Primary Effort Coordinator assigned to the Certifier</td>
</tr>
<tr>
<td>Med_statement_period</td>
<td>Certification period for the ES-DUHS statement.</td>
</tr>
<tr>
<td>Q1_confirmed</td>
<td>Value to indicate if Faculty has confirmed the quarter (T= True/Yes, F= False/No)</td>
</tr>
<tr>
<td>Q1_payroll</td>
<td>Value to indicate if the Faculty has payroll for the quarter</td>
</tr>
<tr>
<td>Q1_hours</td>
<td>Indicates number of hours recorded for ESDUHS for the quarter</td>
</tr>
<tr>
<td>Q2_confirmed</td>
<td>Value to indicate if Faculty has confirmed the quarter (T= True/Yes, F= False/No)</td>
</tr>
<tr>
<td>Q2_payroll</td>
<td>Value to indicate if the Faculty has payroll for the quarter</td>
</tr>
<tr>
<td>Q2_hours</td>
<td>Indicates number of hours recorded for ESDUHS for the quarter</td>
</tr>
<tr>
<td>Q3_confirmed</td>
<td>Value to indicate if Faculty has confirmed the quarter (T= True/Yes, F= False/No)</td>
</tr>
<tr>
<td>Q3_payroll</td>
<td>Value to indicate if the Faculty has payroll for the quarter</td>
</tr>
<tr>
<td>Q3_hours</td>
<td>Indicates number of hours recorded for ESDUHS for the quarter</td>
</tr>
</tbody>
</table>
Reviewing Reports for ES-DHUS (cont.)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q4_confirmed</td>
<td>Value to indicate if Faculty has confirmed the quarter (T= True/Yes, F= False/No)</td>
</tr>
<tr>
<td>Q4_payroll</td>
<td>Value to indicate if the Faculty has payroll for the quarter</td>
</tr>
<tr>
<td>Q4_hours</td>
<td>Indicates number of hours recorded for ESDUHS for the quarter</td>
</tr>
<tr>
<td>Status</td>
<td>Indicator of status of ES-DUHS statement</td>
</tr>
</tbody>
</table>

5. If desired, use the buttons at the bottom of the screen to export the data to Excel, XML, PDF, or RTF files.

6. To exit the report, select a different report from the top of the page, select a different ECRT page to visit, or Sign Out.