Reviewing the Email Notifications

To understand Quarterly Notices and Email Notifications:

1. Review the steps related to Quarterly Notices as outlined below:
   • During the Fiscal Year, at the end of each calendar quarter a Quarterly Notice email is sent to the Certifier.
   • A Quarterly Notice is also sent to the Primary Effort Coordinator listing all the Certifiers that received the Quarterly Notice email for their department.
   • The Certifier and Effort Coordinator are asked to log into ECRT and review the Effort Statements for accuracy.
   • Corrections to the effort are made by preparing and submitting the appropriate payroll form.
   • Quarterly Notices do not require Effort Statements to be certified.

   Note: Failure to review the Effort Statement(s) on a quarterly basis can cause untimely retroactive salary cost transfers.

2. After the Fiscal Year-End is closed, the following email notices are automatically distributed by ECRT:
   • **ECRT Pre-Review Period** - this email is sent July 1 of each year to all Effort Coordinators. This email informs the Effort Coordinator that the Fiscal Year has ended and requests that they review their Certifiers’ Effort Statements to ensure accuracy.
   • **Start of Certification Period** - this email is sent August 1 of each year to all Certifiers requesting that they review and certify their Effort Statement(s). An email is also sent to the Primary Effort Coordinator listing all the Certifiers that received the Start of Certification Period email for their department.
   • If a person does not meet the criteria that requires certification of effort, ECRT will “auto process” the Effort Statement for that person. This means that no certification is required by the Certifier and no processing by the Effort Coordinator. Effort Coordinators receive an email notification for these Certifiers, but these Certifiers do not receive an email from ECRT.
Reviewing the Email Notifications (cont.)

- **Reminder Emails** – These emails are sent to Certifiers that have not completed the certification process at the following times:
  - Five (5) days prior to the due date
  - One (1) Day after the due date (Overdue)
  - Five (5) days after the due date (Overdue)

3. Email notifications are also sent for a variety of activities that occur in ECRT:

- Certifiers receive an email when Coordinators return an Effort Statement.
- Certifiers receive an email when an Effort Statement is Reopened.