Introduction to ECRT

Duke University deployed the ECRT system to serve as the official institutional tool to facilitate compliance with effort reporting and certification requirements. The ECRT system is designed to comply with the provisions of Duke’s effort reporting policies, Federal regulations (as cited in 2 CFR 200.430), and other Sponsor policies that require certification of 100% of an individual’s effort. The ECRT system uses a guided process for both Certifiers and Effort Coordinators toward completion of all required Effort Certification Statements.

Effort Certification Statements are created/updated in ECRT when the exempt employee’s payroll data that posted to Duke’s General Ledger is loaded to the ECRT tool. The payroll data is loaded every month.

The ECRT tool is used at Duke University to certify, approve, and track/report the effort exerted by Faculty and Exempt Staff that 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.

Duke Auditors, Federal agencies, Department Chairs, Deans and other oversight units utilize ECRT reports for a variety of reasons – compliance monitoring, planning, assessment, etc. Most specifically, auditors review these documents/records to determine if Duke University is billing sponsored projects according to prescribed rules and regulations.
Introduction (cont.)

To access ECRT via Duke@Work

On the Duke@Work web portal screen:

1. Select the ECRT tab to open the ECRT tool in the window below.

2. If your browser pops up a security dialog box, select the “Yes” button.

3. On the Welcome to ECRT screen, select the Continue button.

Note: If you have questions regarding ECRT that are not addressed in this Guide, please send an email to ecrt-support@duke.edu.
On the ECRT Home Page screen:

4. Notice the navigation tabs across the top of the screen.

5. Notice the **Effort Tasks List** highlighted in gray. This displays the list of tasks awaiting action. Coordinators can change the view to **Statements Awaiting Certification** to work with their effort statement.

   *Note:* The task list will only display if tasks require action.

6. Notice each type of action is in blue. These are hyperlinks that can be used to open the information to process the specific action.

7. Refer to the rest of the Guide for how to perform functions from this Home Page. Use the **Certifier Quick Reference Guide** as a resource for Certifiers.

To exit ECRT and Logout:

8. Select the **Sign Out** button.