OUHSC Primary Effort Coordinator and Grant Manager Guide

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Grant Manager (GM) – Person assigned to manage a specific project or projects. The project(s) will appear on the Assigned Subactivities tab on the Home Page. The Grant Manager is able to Pre Review this project.

Primary Effort Coordinator (PEC) – Person assigned to manage a specific department and all projects associated to that department. By default, the PEC is the grant manager for all projects. The PEC is able to Pre Review all projects associated to the department.

The Primary Effort Coordinator should be aware of all grant managers in their department. The grant manager should perform all actions on their assigned projects even though the PEC has the ability to perform the same actions.

Logging into ecrt

User Login: Users will input their OUHSC credentials to login to ecrt.

Home Page: Users will be routed to their Home Page after logging in.

Statements Awaiting Certification Tab – Under the Quarterly Time and Effort Certifications header, all project statements that need to be certified will appear.
The **Assigned Subactivities tab** displays all project statements associated to the department(s) that the PEC is assigned. This list is sortable by PI, Project Title, Account Number and Period.

<table>
<thead>
<tr>
<th>Statements Awaiting Certification (U)</th>
<th>Associated Certifiers (U)</th>
<th>Assigned Subactivities (T1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choe, Oh Ben</td>
<td>COBRE: Project 1 - Oh Ben Chen Ye...</td>
<td>C1930609</td>
</tr>
<tr>
<td>Choe, Oh Ben</td>
<td>COBRE: Project 2 - Oh Ben Chen Ye...</td>
<td>C1930609</td>
</tr>
<tr>
<td>Choe, Oh Ben</td>
<td>COBRE: Project 3 - Oh Ben Chen Ye...</td>
<td>C1930609</td>
</tr>
<tr>
<td>Choe, Oh Ben</td>
<td>COBRE: Project 4 - Oh Ben Chen Ye...</td>
<td>C1930609</td>
</tr>
</tbody>
</table>

The Grant Manager will see the projects for which they are assigned. No other projects will appear here.
Understanding the Department Dashboard

The department dashboard is for PEC’s to review and manage the information related to a department including the employees, accounts, and awards associated to that department.

Note: The GM will not have access to a department dashboard unless assigned to a department as an Effort Coordinator.

Under the Manage tab on the navigation bar, select Department Dashboard.

The PEC will only have access to their assigned department(s). Select a department from the drop down menu and select Choose.

The Department Dashboard appears.

Note: The People tab will not be used for project certification.
The **Project Certifications tab** includes the Project Certification Summary Chart and Project Statements sections.

**Project Certification Summary Chart** - When first accessing the page, the chart shows the statistics for all statement types and all employee types for the most recent Period of Performance. To see the statistics for a specific period, select the employee type in the drop-down and the Period of Performance from the drop-down list.

![Department Dashboard for Medicine - Endocrinology - COM21S](image)

**Note:** Search for employee type OUHSC

The chart shows only those statuses that apply to statements for that period.

Send emails to individuals that have a statement of the selected status type for the selected Period of Performance by clicking the envelope icon next to the status.

![Project Certification Summary Chart](image)

The subject and body of the email are configurable. After composing the email, click Send the Email. The email will route to all PIs, designee’s and grant managers with a statement in the status selected from the Project Certification Summary Chart.
**Project Statements section** – This section lists all project statements associated to the department.

Under the Statements column, hover over the icons to view the project statements’ PI, period of performance and current status.
The **Award and Account** tab contains all of the awards and accounts that are assigned to the department, whether active or inactive, in a single list. All of the columns are sortable except the SPES column.

![Table of awards and accounts](image)

- This icon indicates the project end date has passed and is now considered inactive.
- The list can be filtered by name, number, sponsor, or PI. Click the filter icon and type the project name, number, PI or Grant Manager in the search field. Click the magnifying glass to search.

![Filter icon and search field](image)

![Project Statements](image)

The page will display the results from the information entered into the filter field.

![Filtered table of awards and accounts](image)
The **Department Information** tab contains the information about the department’s Effort Coordinators, department viewers, and the department tree.

Note: The Primary Effort Coordinator is highlighted in yellow and cannot be edited.
# Statement Statuses

The project statement will update to different statuses throughout the certification period.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Progress</strong></td>
<td>This status indicates that a Project Statement is not yet ready for certification. This occurs during the Period of Performance, when payroll and profile data are being loaded and the Project Statements are building.</td>
</tr>
<tr>
<td><strong>Ready for Pre Review</strong></td>
<td>This status indicates that a Project Statement is ready to be pre reviewed. This status occurs before the statement is released to the PI for certification.</td>
</tr>
<tr>
<td><strong>Pre Reviewed</strong></td>
<td>This status indicates that a Project Statement has been pre reviewed by a department or central administrator.</td>
</tr>
<tr>
<td><strong>Ready for Certification</strong></td>
<td>This status indicates that the Project Statement is ready to be certified. Statements move to this status when the Certification Period begins and the statement requires an individual to certify.</td>
</tr>
<tr>
<td><strong>Auto Approved</strong></td>
<td>This status is for project statements that are Auto Approved. The system automatically moves project statements that have no sponsored payroll or cost share associated to them into this status.</td>
</tr>
<tr>
<td><strong>Certified</strong></td>
<td>This status indicates that an individual certified his/her Project Statement.</td>
</tr>
<tr>
<td><strong>Certified, Payroll Pending</strong></td>
<td>This status indicates that an individual certified his/her Project Statement and a payroll transaction occurred after the fact. The payroll transaction creates a PAR task and the project statement remains in this status until an administrator completes the PAR task.</td>
</tr>
<tr>
<td><strong>Ready for Recertification</strong></td>
<td>This is the status of a Project Statement that has been re-opened by an administrator. The PI will be able to certify his/her project statement again.</td>
</tr>
</tbody>
</table>
Navigating to the Project Statement

There are multiple ways to navigate to a project statement.

The **Look-up Page** is located under the Manage tab on the navigation bar. The PEC can use this page to search for departments and projects associated to them.

Enter a project number or name or department name in the Search box. In this example, we will look-up a project.

To narrow the suggestions the system generates, enter as much information as possible in the Search Box.
A new browser tab will open, displaying the **Award/Account Summary Page** for that project. The Award Summary and Account Summary page contains summary information about the project.

Below the page heading is the general information about the award including the award name, number, amount, sponsor name, sponsor number, the PI and the PI’s Primary Effort Coordinator, the start and end dates, among other data.

**Account Summary**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>Balances Model of Perussion Disease and Vaccine Evaluation</td>
</tr>
<tr>
<td>Account Nickname:</td>
<td>Balances Model of Perussion Disease and Vaccine Evaluation</td>
</tr>
<tr>
<td>Account Number:</td>
<td>C1677621</td>
</tr>
<tr>
<td>Award Name:</td>
<td>Balances Model of Perussion Disease and Vaccine Evaluation</td>
</tr>
<tr>
<td>Account PI:</td>
<td>James Papu - 500813 (Primary Effort Coordinator: Deborah Belderdijk -  119992)</td>
</tr>
<tr>
<td>Account Sponsor Name:</td>
<td></td>
</tr>
<tr>
<td>Account Sponsor Number:</td>
<td></td>
</tr>
<tr>
<td>Account Amount:</td>
<td>$1,957,289.63</td>
</tr>
<tr>
<td>NIH Account Salary Cap</td>
<td></td>
</tr>
<tr>
<td>NIH Account Salary Cap Override:</td>
<td></td>
</tr>
<tr>
<td>Project Number:</td>
<td>C1677621</td>
</tr>
</tbody>
</table>

Click the **Show More** hyperlink to display additional project information.

**Account Summary**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>Balances Model of Perussion Disease and Vaccine Evaluation</td>
</tr>
<tr>
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<td>Balances Model of Perussion Disease and Vaccine Evaluation</td>
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<tr>
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<td>C1677621</td>
</tr>
<tr>
<td>Award Name:</td>
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<tr>
<td>NIH Account Salary Cap</td>
<td></td>
</tr>
<tr>
<td>NIH Account Salary Cap Override:</td>
<td></td>
</tr>
<tr>
<td>Project Number:</td>
<td>C1677621</td>
</tr>
</tbody>
</table>

Click on the **Account PI** hyperlink to send an email directly to the PI.
Below the project information are the Associated Project Statements. Here, the PEC can view all current and historical statements related to the project.

Click on the period name or status name hyperlink in either the Period or Project Certification Status column to navigate to the project statement.
Another way to navigate to the project statement is through the Project Certifications tab on the Department Dashboard.

Click on any icon under the Status column to navigate to the project statement.

Note: Use the hover over feature to identify the period of the project statement.

The project statement generates in a new tab.
From the navigation menu, select **Certify**, and then click **My Project Statements**.

The project PI’s are listed in the Work List. Only the projects associated to the PEC’s department will be listed.

Use the > arrow key to expand and view the PI’s project statements. The project statements will be grouped by status. Use the > arrow next to each status to view all of the PI’s project statements that are in that status.

Click the project number, title or period to navigate to the project statement for the period listed next to the project title.
Click the select all icon to view all project statements on one page.

![Work List](image_url)

<table>
<thead>
<tr>
<th>Work List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paplin, James - 506813</strong></td>
</tr>
<tr>
<td>Ready for Certification 🌟</td>
</tr>
<tr>
<td>C1077401</td>
</tr>
<tr>
<td>C1077401</td>
</tr>
<tr>
<td>Pre Reviewed</td>
</tr>
<tr>
<td>Ready for Pre Review</td>
</tr>
</tbody>
</table>
Pre Reviewing a Project Statement

The PEC and/or the GM will receive a system generated email notifying them that project statements are now in the status ‘Ready for Pre Review’.

Note: The Primary Effort Coordinator should be aware of all grant managers in their department. The grant manager should perform all actions on their assigned projects even though the PEC has ability to perform the same actions.

The PEC/GM will have 15 days to Pre Review all project statements.

Click the hyperlink next to the project name. The ecrt login page appears. Login using your OUHSC credentials.

Welcome to ECRT

The University of Oklahoma Health Sciences Center has deployed the web-based ECRT system to serve as the new tool to facilitate the institution’s effort reporting and certification process. The institution’s previous process, which included a cumbersome paper process, will no longer be in use. Instead, that is expected to improve and certify that sponsored effort can now be reviewed and processed by the system.

ECRT is a web-based technology that allows users to view and certify that sponsored effort can be reviewed and processed. The ECRT system uses a guided process to walk you through the steps that you will need to complete.

The ECRT system is designed to help faculty comply with the requirements of this institution’s effort reporting obligations. Federal policy 2 CFR 200.435. DHHS limits the amount of effort and other relevant agency that govern the need to provide certification of an individual’s effort pursuant to federally sponsored programs. Faculty who are sponsored programs are required to complete and submit an Effort Certification Statement in accordance with the timelines established by the university’s policy for federal grant.
After logging in, click the **Assigned Subactivities tab** to view all project statements that are Ready for Pre Review.

![Work List for Deborah Bellardot](image)

Click one of the hyperlinks next to navigate to the project statement.

The project statement appears. Notice the project is highlighted under the Work List in the left pane of the project statement. Project information including the project department, project title, program number, award number and funding start and end dates appear in the right pane of the project statement.

![Project Statement](image)

The project statement lists all employees who were paid or cost shared during the period listed.
The columns displayed on the project statement include:

- The **CS Fund** column shows the cost share fund code that the corresponding employee was paid from. Hover over the name in this column to display the full account number.
- The **Committed Effort** column shows the committed effort for the individual for the project statement period.
- The **Payroll Dollars** column lists the dollar amount the employee was paid from the project during the period. The **Payroll Effort** column is the percentage of the payroll dollars based on the person’s total pay for the period.
- The **Cost Share Dollars** column lists the dollar amount the employee was paid from the Cost Share fund code for the project. The **Cost Share Effort** column is the percentage of the cost share dollars based on the person’s total pay for the period.
- The **Total Payroll $** column = payroll dollars + cost share dollars
- The **Certified Effort** column = payroll effort + cost share effort
- The **Certify?** column shows blank checkboxes that the PI will use during certification.
- The **Action** column includes two payroll reports that the PEC/GM can use to review and validate payroll dollars and percentages for each employee.
Run the payroll report for each employee by clicking the dollar sign icon under the action column. The report will generate in a new window.

The report defaults on a Pay Period View showing the employee’s payroll amount broken-down by pay period. The total payroll dollar and payroll percentage column are the amounts shown in the Total Payroll $ and Certified Effort columns on the project statement.

This report can be exported into excel by clicking the excel hyperlink at the bottom of the page.

Click the Account View hyperlink to view all payroll for the employee for the period, broken-down by account.
The report displays the name of the employee, the employee’s primary department name and number, the account (shown below as Grant), the pay period, the payroll amount, the percentage of the total statement payroll for the account, the pay type, and the employee type.

Click the X in the upper right corner to close the report.

View all payroll for an employee for the period by clicking the scroll icon under the action column. A pop up box will appear listing all of the projects the employee was paid from for the period. Each project is listed with the corresponding payroll dollar amount and percentage. The total percentage will equal 100%.
Use the **Add Notes** feature to add a note to a project statement.

Select the document icon and a new pop-up window appears. Enter a note that will be attached to the project statement in the pop up box.

Note that these comments appear on the statement at all times so anyone that can review the statement will see the comments.

To retain the information entered, select the **Save Note** button.

Once the note is saved, it is viewable within the Notes list. A yellow star icon appears next to the Notes label when a note is present.

The date the note was added, the name and username of the person that added the note, and the note summary are visible.
Use the **Add Attachments** feature to add an attachment to a project statement.

Select the paper clip icon and a new pop-up window appears, allowing the PEC/GM to attach a file to the project statement.

To locate the file, select the Browse button. When the correct file is selected, the file name will appear in the Select File to Attach field.

Select the Attach File button to upload the file to the project statement. Once the file is uploaded, a confirmation message appears.

The Attachments section of the project statement now displays the name of the file that was uploaded and the date it was uploaded.
Any and all transactions that affect the project statement as well as all status changes are documented in the **Transactions Log.**

![Transactions Log](image)

Click the > arrow icon to expand the transaction log. Note, the transactions are reflected in the Action column and the user whom the transaction effects, is reflected in the User column.

![Transaction Log Example](image)

The **Activity Log** tracks actions and activities that are not captured in the Transactions log including accessing and viewing the statement and assigning designees. Note, the activities are reflected in the Action column and the person who performed the activity is reflected in the User column.

![Activity Log Example](image)
The Email Log captures all emails relevant to the specific project statement. The type of email sent is reflected in the Action column. The log records the following emails:

- All notification emails and all reminder emails specific to the statement
- Emails triggered from the statement to the statement owner
- Group emails based on the status of the statement, regardless of where the message was initiated
- Emails about the statement being returned to the Certifier or reopened.
After reviewing the project statement, if no changes are needed, Pre Review the project statement by selecting the Pre Review button.

The page refreshes and is now in the status **Pre Reviewed**.

After reviewing the project statement, if changes are needed, the PEC/GM must make the changes in PeopleSoft prior to Pre Reviewing the project statement. A cost transfer must be submitted in PeopleSoft to make the necessary effort correction(s). Once the cost transfer has posted to the GL in PeopleSoft, the new payroll transactions will load to the project statement overnight. At this time the project statement can be reviewed to ensure the payroll is now correct and the Pre Review process can be completed. Do not mark a project statement as Pre Reviewed if the data is not correct.

Return to the Subactivities tab on the **Home Page** to continue Pre Reviewing remaining project statements.
The project statement that was Pre Reviewed now appears on the Subactivities tab in the status, **Pre Reviewed.**
Understanding the Certification Process

When the certification period begins, the PI will receive a system generated email notifying them that their project statements are **Ready for Certification**.

The PI will click the hyperlink next to the project name. The ecrt login page appears. The PI will login by using their OUHSC credentials.

After logging in, the Work List will appear. Under the Statements Awaiting Certification tab and the Quarterly Time and Effort Certifications header, all project statements that are **Ready for Certification** will appear.

If the PI clicked directly on the project hyperlink from the email, the PI will be routed directly to the project statement after logging in.
The PI can click on the red icon in the Staff column to view all staff that will appear on that project statement.

The PI can click any hyperlink to navigate to the project statement.

The PI can click the Select All icon located on the top left work list pane to view all project statements on one screen. Although all project statements will appear on the page, each statement will need to be certified individually.
During the Certification process, the PI should review all project information and payroll dollars and percentages for each employee on their project statement.

/smiley The PI can run the Payroll Report as well as view the total payroll for an individual on their project statement.

After reviewing the project statement, **if changes are needed**, the PEC/GM must make the changes in PeopleSoft **prior** to the PI certifying the project statement. A cost transfer must be submitted in PeopleSoft to make the necessary effort correction(s). Once the cost transfer has posted to the GL in PeopleSoft, the new payroll transactions will load to the project statement overnight. At this time the project statement can be reviewed to ensure the payroll is now correct and the certification process can be completed. The PI should not certify a project statement if the data is not correct.

/get-help The PI will be able to use the **Get Help** button to send emails to the PEC or GM, whoever is assigned to that project. A new email window will generate, pre-populated with the project PEC or GM.
After reviewing the project statement, if no changes are needed, the PI can Certify the project statement. They must select all of the checkboxes under the Certify column by selecting the icon underneath the word Certify, or individually selecting each box.

After checking all of the checkboxes, the Certify button appears. The PI will click this button and the Attestation statement will appear.

The PI must click I Agree to complete the certification.
The statement refreshes and updates to the status **Certified**.

The PI can return to his/her Home Page to certify any remaining project statements.  
**Note: The project statement will drop off the Work List after it is certified.**
Reopening a Project Statement

If a payroll transaction occurs that effects a **certified** project statement, a PAR task will appear in ecrt for the GCA to review.

<table>
<thead>
<tr>
<th>Statements Awaiting Certification</th>
<th>Effort Tasks (2)</th>
<th>Associated Certifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Subactivities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td><strong>Identifier</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Process Project Payroll Adjustment</td>
<td>C1079603</td>
<td>Coupling PKA Signaling to the Adenomatous Polypsis Celi</td>
</tr>
<tr>
<td>Process Project Payroll Adjustment</td>
<td>C1079603</td>
<td>Coupling PKA Signaling to the Adenomatous Polypsis Celi</td>
</tr>
</tbody>
</table>

The GCA can then Post the payroll transaction to the Project Statement and reopen the statement for recertification.

If the statement is reopened, the PI will receive an email from ecrt noting the statement was reopened and is Ready for Certification. The statement will appear on the PI’s Work List when he/she logs in.
Project Certification Reports

There are multiple reports the PEC/GM can use to report information about project statements.

Project Certification Status Summary Report

The Project Certification Status Summary Report is a useful tool to obtain a quick summary of the number of project statements in every status for each certifier or department for a period of performance.

Navigate to the Reports Page > Select Management from the Category header > Find Project Certification Status Summary Report in the Reports header

Select any one of the statuses from the Available Status box and move it over individually by clicking the single right arrow, or select all of the statuses by clicking the double right arrow.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available Status</strong></td>
<td><strong>Selected Status</strong></td>
</tr>
<tr>
<td>[Available Options]</td>
<td>[Selected Statuses]</td>
</tr>
<tr>
<td>Default, Incorrect</td>
<td>Ready for Certification</td>
</tr>
<tr>
<td>Auto Approved</td>
<td></td>
</tr>
<tr>
<td>No Certification Required</td>
<td></td>
</tr>
<tr>
<td>Manual Certification</td>
<td></td>
</tr>
<tr>
<td>No Certification Required, Payroll Pending</td>
<td></td>
</tr>
<tr>
<td>Manual Certification, Payroll Pending</td>
<td></td>
</tr>
</tbody>
</table>

PI: [Field] School / Department: Ped - Gastroenterology

Search by the PI or the School/Department. Note: if the PI and School/department fields are left unpopulated, the summary report will display results for all PIs and Departments to which the user has access.

If using the Dates method (see above) to run the report, the user must enter a Start Date and End Date for which to run the report.
Search by Employee Type and Performance Period by selecting **OUHSC** and a prepopulated period from the drop down menu.

Click Run Report.

The Department Name is displayed, followed by the total number of project statements in each of the statuses listed in the columns.

Note: The report can be exported into excel by clicking the excel hyperlink at the bottom of the report.
Project Status Report

The Project Status Report is a useful tool to view a list of all project statements that have a specified status at the time the report is run.

Navigate to the Reports Page > Select Management from the Category header > Find Project Status Report in the Reports header

Select any one of the statuses from the Available Status box and move it over individually by clicking the single right arrow, or select all of the statuses by clicking the double right arrow.

Search by the PI or the School/Department. Note: if the PI and school/department fields are left unpopulated, the summary report will display results for all PIs and Departments to which the user has access.

If using the Dates method (see above) to run the report, the user must enter a Start Date and End Date for which to run the report.
Search by Employee Type and Performance Period by selecting **OUHSC** and a pre populated period from the drop down menu.

The report generates a list of all individual project statements that match the parameters of the search. The results display the Project’s Nickname, Project Number, Grant Department, Grant Manager, PI Certifier, PI Department, (Period) Nickname, and the Current Status of the project statement for the period. Sort the results by clicking on the column headers.

Note: The report can be exported into excel by clicking the excel hyperlink at the bottom of the report.
Payroll Report

The Payroll Report is a payroll summary report for a specific individual, department or account and date range.

Navigate to the Reports Page > Select Payroll/Cost Share from the Category header > Find Payroll Report in the Reports header

Enter the employee’s name, department, or account number and define the date range for this report.

You can also search by Employee Type and Performance Period by selecting OUHSC and a pre populated period from the drop down menu.

Note: The report can be exported into excel by clicking the excel hyperlink at the bottom of the report.
**Payroll Report by Department**

The report displays the name of the employee, the employee’s primary department name and number, the account (shown below as Grant), the pay period, the payroll amount, the percentage of the total statement payroll for the account, the pay type, and the employee type of the individual at the time the statement was created.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Department Number</th>
<th>Pay Period</th>
<th>Pay Amount</th>
<th>Pay Type</th>
<th>Pay Type Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td></td>
<td>2016-05-20</td>
<td>$1,201.92</td>
<td>HR</td>
<td>HR (Regular Pay)</td>
</tr>
<tr>
<td>PR</td>
<td></td>
<td>2016-05-20</td>
<td>$1,201.92</td>
<td>PR</td>
<td>PR (Cost Transfer Regular Pay)</td>
</tr>
<tr>
<td>HR-CS</td>
<td></td>
<td>2016-05-20</td>
<td>$1,201.92</td>
<td>HR-CS</td>
<td>HR-CS (Regular Pay from a Cost Share fund code)</td>
</tr>
<tr>
<td>PR-CS</td>
<td></td>
<td>2016-05-20</td>
<td>$1,201.92</td>
<td>PR-CS</td>
<td>PR-CS (Cost Transfer from a Cost Share fund code)</td>
</tr>
</tbody>
</table>

The Pay Type column provides additional details about the payroll transaction for the corresponding pay period. The pay types include:

- **HR**: (Regular Pay)
- **PR**: (Cost Transfer Regular Pay)
- **HR-CS**: (Regular Pay from a Cost Share fund code)
- **PR-CS**: (Cost Transfer from a Cost Share fund code)
Payroll Report by Employee –

For an employee, the report will show the pay that was charged to each account during each pay period within the Certification Period, the total amounts charged to each account during the period, and the percent of total pay during the period for each account.

The PEC must be associated to the employee’s Home Department in order to run the payroll report for that employee. You can view the employee’s home department on the department dashboard.
Payroll Report by Account –

For an account, the report will show the list of employees paid from the account during the date range selected. The report shows the total payroll dollar amount paid from the account for the date range selected.

<table>
<thead>
<tr>
<th>Certifier</th>
<th>Department</th>
<th>Department Number</th>
<th>Grant</th>
<th>Pay Period</th>
<th>Payroll</th>
<th>Pay %</th>
<th>Pay Type</th>
<th>Employee Type</th>
<th>Statement Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cawell, Joshua</td>
<td>Medicine - Endocrinology</td>
<td>C08215</td>
<td>C3-199001 - Oklahoma Rheumatoid Disease Research Center</td>
<td>12/07/2015 to 01/01/2016</td>
<td>$102.31</td>
<td>8 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/2016 to 01/02/2016</td>
<td>$227.70</td>
<td>15 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/02/2016 to 01/05/2016</td>
<td>$157.60</td>
<td>14 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/05/2016 to 01/07/2016</td>
<td>$203.35</td>
<td>20 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/07/2016 to 01/08/2016</td>
<td>$202.13</td>
<td>20 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/08/2016 to 03/01/2016</td>
<td>$231.05</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$1,286.49</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Koefitsch, Kevin</td>
<td>Medicine - Endocrinology</td>
<td>C08215</td>
<td>C3-199001 - Oklahoma Rheumatoid Disease Research Center</td>
<td>12/07/2015 to 01/01/2016</td>
<td>$247.20</td>
<td>11 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/2016 to 01/02/2016</td>
<td>$412.00</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/02/2016 to 01/05/2016</td>
<td>$412.00</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/05/2016 to 01/07/2016</td>
<td>$412.00</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/07/2016 to 01/08/2016</td>
<td>$412.00</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/08/2016 to 03/01/2016</td>
<td>$412.00</td>
<td>16 %</td>
<td>GYMS Personnel</td>
<td>Base</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$2,547.20</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Of All Certifiers</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$3,833.69</strong></td>
<td></td>
<td>100 %</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>