Fall 2011 Certification Period Opening Complete

The Fall 2011 Certification period opening process is now complete. You may again login to ECRT. ECRT now reflects all data from the various University source systems through April 4, 2012.

All Principal Investigators (Certifiers) who must certify in ECRT were notified that the Fall 2011 Certification Period will begin next Monday, April 16, 2012 and that all cards must be certified and processed no later than Tuesday, May 15, 2012. The online tutorial for the Certifiers will be posted to the ECRT website this week for their review. All future announcements to Certifiers will be posted under News/Announcements on the ECRT website under a new Certifiers' section.

You may continue to make any required changes to cards prior to it being certified.

You should now find one of the below statuses reflected on your effort cards:

✓ **Auto-Approved:**
  o Represents all Fall 2011 non-sponsored cards that did not include an award requiring effort certification at the time of the opening process. If you open one of these cards, this card will be reflected under the category of “Historical” on the right side of the card in the header section.

  o If you determine anytime during the certification period (i.e. before May 15) that you need to add a fund source that will require certification to a card that has been auto-approved, please email the ECRT Help Desk requesting the card to be re-opened.

  o If you determine that a fund source which will require certification should have been included after May 15, this constitutes a re-certification and must follow that process.

✓ **Certification Required:**
  o Represents all sponsored cards that PIs must certify for the Fall 2011 period. If you open one of these cards, this card will be reflected under the category of “Needing Certification” on the right side of the card in the header section. These cards must be certified and processed no later than May 15, 2012.

✓ **No Certification Process Complete:**
  o Represents all cards that were deemed not requiring certification, such as the cards for Non-Salaried personnel who were loaded initially into ECRT. If you open one of these cards, this card will be reflected under the category of “Historical” on the right side of the card in the header.

✓ **Effort Statement Building:**
  o Represents Spring 2012 Cards. If you open one of these cards, this card will be reflected under the category of “In Progress” on the right side of the card in the header section.
During the opening process, we cleared all immaterial suspense payroll posted to cards requiring certification whereby the total computed effort column did not round to 1% to allow for certification. All remaining suspense still reflected on Fall 2011 cards must be cleared by a SWRJ through payroll before a PI can certify. **Note:** If you run the Suspense Report – the cards that we cleared the suspense manually through ECRT will still be reflected. To confirm the suspense has been cleared, please query and open the specific card.

Additionally, we are still making Fall 2011 GA/TA adjustments to cards which we anticipate completing this week.

We will provide to you with more updates this week including a Certification Checklist to use as a tool to assist you on how to process effort cards once certified by PIs.

Should you have any questions, please contact us at [pacer@rci.rutgers.edu](mailto:pacer@rci.rutgers.edu) or at 848.932.4142.