Processing Payroll Reconciliation Tasks

After the close of the Certification Period, the Effort Coordinator or the Certifier may realize that the processed Effort Statements were certified and processed with incorrect data. **Only the Primary Effort Coordinator can perform this task.** The steps below cover the situation where payroll adjustment entries have been processed after the Effort Statement(s) were certified and processed.

Note: The status is in the Org Code Dashboard is now displayed as Certification Complete, Adjustment Pending 🚧.
To access the Payroll Adjustment via Manage Effort Tasks:

On the *ECRT Home Page*:

1. To access the Payroll Adjustment, select the appropriate task from the **Effort Task** list.

   **Note:** No email notifications are sent when the Payroll Adjustment task is created. Check the home page on at least a quarterly basis to see if there are payroll adjustments that need to be resolved.

   **Note:** Effort Coordinators should process all Payroll Reconciliation Tasks at least monthly. Outstanding Payroll Reconciliation Tasks will be reviewed by the Effort Support Team in OSP.

**Note:** As a reminder, the options listed are based on your security roles assigned in ECRT. Therefore, only the options available for the roles assigned will display.
2. Scroll down to the **Payroll Reconciliation Transaction Break Down for Period of Performance...** section.

3. Notice the **two views available via tabs** for this section as listed below and detailed in the next steps:
   - **View by Pay Period By GL Account.**
   - **View by GL Account By Pay Period.**

4. The **View by Pay Period By GL Account** tab displays as the default. Use this display to see the columns of data sorted **first by the Payroll Period**, and then by Account (CC/WBSE/G/L Account), as shown in example above.
5. Select the **View by GL Account By Pay Period** tab to see the columns of data sorted first by Account (CC/WBSE/GL Account) and then Payroll Period as shown in example above.

6. Scroll down to the **Base Effort Statement Reconciliation Summary for Period of Performance**… section.

7. Review the data and select the **Post & Re-open** button. ECRT reviews the payroll adjustment and could determine that the statement does not require re-opening, thus a **Post Adjustment(s) without re-opening statement** button could display.
Note: By clicking on the View Effort Statement icon, the Effort Statement will display without the payroll adjustment.

Note: Opening the Base Effort Statement only impacts that statement. If applicable, the Supplemental Effort Statement and TPE Statement do not re-open. Contact ecrt-support@duke.edu for assistance with opening the TPE Statement.

8. Once the **Post & Re-open** button is used, note the following:

- ECRT automatically sends an email from the Effort Coordinator to the Certifier to inform the Certifier that their Effort Statement(s) has been opened and requires recertification.

- The **Status** field of both the Effort Statement(s) and the Org Code Dashboard changes to **Not Certified, Re-Opened Due to Adjustment**.

- The **Certify** button reappears at the bottom of the Certifier’s Effort Statement(s).