

Step-by-Step Guide *Certifying Electronic Personnel Effort Reports (ePERs)*

What is an ePER? What is Certification?

If you work on a sponsored project, you are required to certify effort on that project. Certification provides assurance to the sponsor that the effort being put into a project matches the effort paid by grant funding.

Project employees are required to certify their electronic Personnel Effort Report, or ePER. (Hourly employees who work on sponsored projects typically certify effort on their timesheets.) You can review your ePER online in your portal, make changes in effort reported as appropriate, and certify the effort. If you adjust your effort to be less than the salary paid on the project, the ePER system will automatically generate the necessary Payroll Expense Transfer and will notify the Org Fiscal Manager for the affected project SpeedType.

This Step-by-Step Guide focuses on how to find, review, and certify your ePER online.

- If you have questions as you follow the steps in this Guide, contact the Finance and Procurement Help Desk.
- If you have questions on your ePER, or on the effort reporting process in general, consult your campus PER contacts. [Click here](#) for the list of PER contacts by campus.
- Training is available on the automated ePER process through the My.Training tab in the portal. The course name is CU: ePER, electronic Personnel Effort Reporting.

Overview of the automated ePER process

If you are required to certify effort on a sponsored project, you will receive an email after the end of the semester with instructions. **Note:** *The subject line of the email will read "Your ePER Requires Certification".*

If you do not certify the ePER within 45 days after its initial creation, you will receive a reminder email notification. You will also receive a reminder email notification after 70 days, and again at 90 days. Once 90 days after the initial ePER creation, you will receive an email reminder every 10 business days until it is certified.

Certification

To begin the ePER certification, log in to your campus portal:

Boulder – <https://portal.cusys.edu/MyCUInfoFedAuthLogin.html>
Colorado Springs – <https://portal.cusys.edu/MyUCCSFedAuthLogin.html>
Denver – <https://portal.cusys.edu/UCDAccessFedAuthLogin.html>
System Administration – <https://portal.prod.cu.edu/SYSFedAuthLogin.html>

Select the **CU Resources** tab. Then select **Business Applications** and click on the **ePERs** link.

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You will see three search options:

- PERs need to be certified (1st section)
- PERs need to be re-certified (2nd section)
- PERs have been certified (3rd section)

If you have not yet certified your PER, it will be displayed as a link here. →

If you need to recertify a PER, look in this section. *Re-certification may occur due to changes in payroll/effort.* →

To view a PER that has already been certified, use the drop-down list to select. →

The screenshot shows a web application interface with the following elements:

- Navigation tabs: WELCOME, MY.INFORMATION, MY.REPORTS, MY.TOOLS, MY.T
- Page title: EPER
- Organization: University of Colorado
- Section: Personnel Effort Report
- Report categories:
 - PERs need to be certified
 - 2006--Fall
 - 2007--Spring
 - PERs need to be re-certified
 - PERs have been certified
- A drop-down menu is shown below the 'PERs have been certified' section, with '2006--Summer' selected.



Each PER is listed in the format of: Academic Year – Season.
For example, 2011 – Fall is the PER for the Fall season (September – December) of 2011.

Note: If an employee reports to you and also has an ePER to certify, you will see additional options. Refer to the Step-by-Step Guide [Supervisor Certification of ePERs for Employees](#) for more information.

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The specified ePER now displays for your certification

Payroll Distribution % shows the % of your salary paid by the project listed on this ePER during the semester.

Pay with Cost Share effort/NIH Cap (if relevant) includes payroll plus any additional percentage of effort you have committed to the project that will be covered by other university funding sources. In the example here, 15% of your salary is paid by project 2510036 and an additional 2% of your salary (covered by CU) is committed to the same project, for a total commitment of 17% effort for the semester.

I. Report Your Actual Distribution Effort:

Your effort compensated by CU should total 100%. Even if you are employed part-time, your effort compensated ([excluding stipends](#)) by CU should total 100%.
Your effort is 100% of your time at CU and does not equate to your appointment percentage.

You will not be able to certify this document if it does not total 100%.

Position # 00600154 Job Code # 1101 - Professor							
Speedtype	Project Number	Sponsor ID	Project Description	Payroll Distribution %	Pay with Cost Share effort/ NIH Cap	Actual Effort %	
SPONSORED PROJECTS							
	63055732	2510036	NIH	Nih Se Splicing C El	15	17	<input type="text"/>
OTHER INSTITUTIONAL SUPPORT							
Other Institutional Activities includes instruction, service, department administration, departmental research, clinical duties, including those paid through UPI and included as part of your University appointment. It does not include effort associated with non-university appointments (e.g., VA appointments). If you committed effort as cost sharing on a project, the effort should be included in the Sponsored Projects section above for the applicable project.							
Total Other Institutional Support				85	83	<input type="text"/>	
Total Position # 00600154 must equal 100				100	100	<input type="text"/>	

Your total effort for all positions combined must equal 100%, whether you work full- or part-time. In other words, your project effort is not measured by 40-hour work weeks, but by the portion of your total work. Your total work at the University = 100%. Therefore, your project effort plus your non-project effort (if any) must also equal 100%. *You will not be able to certify your ePER unless it totals 100%.*

To calculate effort, you will use this equation:

$$\frac{\text{Average weekly project hours}}{\text{Average weekly CU hours}} = \% \text{ Project effort}$$

Examples:

- You worked 44 hours/week on this project. You did not perform any other university work. Therefore, you contributed 100% (44/44) of your university effort to the project.
- You worked 20 hours/week on this project and 10 additional hours/week on other university activities. Therefore, you contributed 66% (20/30) of your university effort to the project.

Enter the correct actual percentages in the **Actual Effort %** column, according to the equation and scenarios above. *Only whole numbers should be used—don't enter decimals or "%".*

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To certify your ePER, Click the CERTIFY button in the lower left of the screen.

This button will remain grey until the total effort for your position equals 100%.

By certifying, you are agreeing that the effort entered is a reasonable estimate of your actual work during the time period.

The system asks you to verify your action: *Are you sure you want to certify this ePER?*

- If you click CANCEL, you will return to the ePER screen for additional update prior to certification.
- If you click OK, you will see the message 'You have successfully certified this PER' displayed at the top of the form. From there, you can print the PER or log out of the portal.

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- If you click OK, you will see the message 'You have successfully certified this PER' displayed at the top of the form. From there, you can print the PER or log out of the portal.



If you change your reported effort to be less than the amount paid on the project, then the ePER system will generate a Payroll Expense Transfer (PET) to move salary to the appropriate funding source. In addition, the system will send an email to the Org Fiscal Manager for the project SpeedType, asking that the PET be approved. The subject line of the email will read "ePER Payroll Expense Transfer Created."

Uncertification

If you have made a mistake in the certification process, you will need to uncertify your ePERs. To uncertify, consult your campus PER contacts.