

ePERs Inquiry Page

Use this guide to navigate to the ePERs Inquiry page. Please note that this is primarily available to people that have a fiscal role in the system.

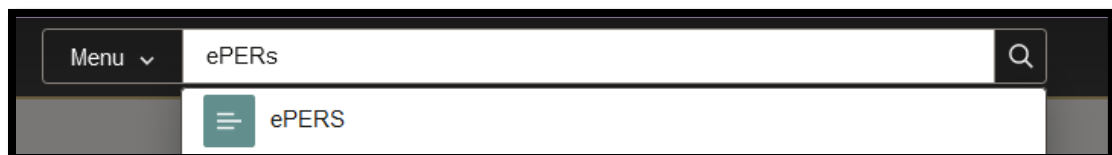
1. Log into UCD Access
2. Click on the Finance Tile



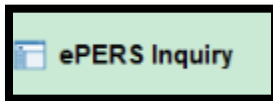
3. Click on the ePERs Tile



- a. If you do not see the ePERs tile use the search bar at the top of the screen and type in ePERS



- Once you are in the ePERs screen, click on the ePERs Inquiry tab



- You can search by any of the criteria to find an employee's ePER

A screenshot of the "ePERS Inquiry" search interface. At the top, the title "ePERS Inquiry" is in blue. Below it is a grey instruction box: "Enter any information you have and click Search. Leave fields blank for a list of all values." A blue button labeled "Find an Existing Value" is positioned above a light blue "Search Criteria" section. This section contains several search fields: "Empl ID" (dropdown: "begins with", text input), "Name" (dropdown: "begins with", text input), "Fiscal Year" (dropdown: "=", text input), "Accounting Period" (dropdown: "=", text input), "Complete Switch" (dropdown: "=", dropdown menu), "Semester" (dropdown: "begins with", text input with search icon), "Employee Status" (dropdown: "=", dropdown menu), and "HR Department ID" (dropdown: "begins with", text input with search icon). A "Case Sensitive" checkbox is below these fields. At the bottom, there are buttons for "Search" and "Clear", and links for "Basic Search" (with a magnifying glass icon) and "Save Search Criteria" (with a save icon).

- You will not be able to certify the ePER or make any changes in this mode to people's ePERs.
- You can view and print the ePERs.

