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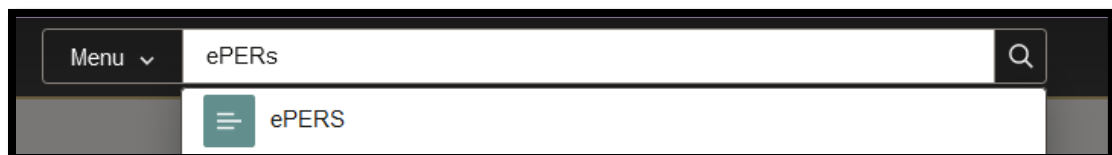
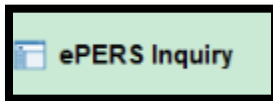1. Log into UCD Access
2. Click on the Finance Tile

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

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

ePERS Inquiry

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

ePERS Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ▾	
Name	begins with ▾	
Fiscal Year	= ▾	
Accounting Period	= ▾	
Complete Switch	= ▾	▾
Semester	begins with ▾	🔍
Employee Status	= ▾	▾
HR Department ID	begins with ▾	🔍

☐ Case Sensitive

[Search]   [Clear]   Basic Search   Save Search Criteria

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

Personal Effort Report

[Print]   [Back to List]