

Electronic Personnel Effort Reporting (ePER) Notification Process

This document identifies the process performed by Sponsored Projects Accounting to ensure 100% of ePERs are certified at the University of Colorado at Colorado Springs. This process is separate from the system-generated emails received from epers@cusys.edu. System email cadence is initial, 30-day, 60-day, 90-day, 120-day and then every 10 days.

What is an ePER?

- The ePER is proof that you are giving due time and effort to your sponsored project. The sponsor wants to know that the effort grant personnel put into a project matches the effort promised (and paid for) on the grant.
- Tracks effort of anyone who has worked on a grant (excluding hourly employees)
- Attempts to match effort with payroll distribution
- Does not correct for differences in pay for any given position
- ePERs are due 120 days after the end of a semester
- Everyone working on a sponsored project is required to take ePER training

Our Process for Certification

Our goal is 100% compliance. We send the following notifications via email as well as quarterly reminders to complete effort training in order to reach 100% compliance.

- **First Notification @75 days**
 - The Sponsored Projects Accounting Office will provide a 3-week deadline for certification to the employee, if not certified the PI and Supervisor will be notified.
- **Second Notification @96 days**
 - The PI and Research Administrator will be provided a summary of all employees with uncertified ePERs working on their projects.
 - The Sponsored Projects Accounting Office will provide a 7-day deadline for certification.
 - Notify the employee that along with the PI and Supervisor, the Department Chair will also be notified if not certified within 7 days.
 - The idea is to bolster communication among inter-departmental employees.
- **Third Notification @103 days**
 - Notification is sent to the employee, PI, Supervisor, Department Chair, Research Administrator, and Sponsored Projects Accountant.
 - Individual is asked to certify ePERs within 17-days to meet the 120-day deadline.
- **Delinquent Notification @30 days overdue**
 - Notification is sent to the employee, PI, Supervisor, Department Chair, Research Administrator, and Sponsored Projects Accountant.
 - The PI and Research Administrator will be provided a summary of all employees with uncertified ePERs working on their projects.

- **Delinquent Notification each month until certified**
 - Notification is sent to the employee, PI, Supervisor, Department Chair, Research administrator, and Sponsored Projects Accountant.
 - The PI and Research Administrator will be provided a summary of all employees with uncertified ePERs working on their projects.

The Program Director of Sponsored Projects Accounting will be notified if an ePER is uncertified after the second delinquent notification. As a last resort, a discussion may take place regarding moving the salary to the departmental ST provided at project set up.

Please contact Sponsored Projects Accounting with any questions regarding the ePER certification process.

Sponsored Projects Accounting

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For more information, visit <https://www.cu.edu/controller/epers-training>

Complete ePER training on Skillsoft



[CU: ePER, electronic Personnel Effort Reporting](#)

Custom - Course: 45 Minutes