**Sponsored Projects Accounting Office**

**December 21, 2016**

**Electronic Certification (ePER) Process**

*This document identifies the process performed by the Sponsored Projects Accounting Office to ensure that 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*

**What is an ePER?**

* Tracks effort of anyone who has worked on a grant (excluding hourly)
* 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

**Our Process for Certification**

Our goal is to have 100% compliance. To do that, we will send three notifications via email:

* **Initial Notification @60 days**
  + Employees are notified two months after system-generated emails are disbursed
  + The employee is asked to certify online and is given a one month deadline
  + In a separate email, the research administrator is provided a summary of all employees with uncertified ePERS
  + The idea is to bolster communication among inter-departmental employees
* **Secondary Notification @90 days**
  + Research administrator will be notified of both progress and uncertified ePERS
  + The Sponsored Projects Accounting Office will provide a 2-week deadline for certification
* **Final Notification-2 weeks before the 120 day deadline**
  + Requests are forwarded to PI and Chair of each department
    - Research administrator and employee are included on email
  + Departments are asked to certify ePERS within 2-weeks to meet the 120 day deadline

**If we are unable to get an individual or the responsible party to certify an ePER after all of these attempts, the Dean will be notified and a discussion will take place regarding moving the salary to the Departmental ST that was provided at the setup of the project.**

If you have any questions regarding the ePER certification process, please contact us at:

**Sponsored Projects Accounting Office**

**Located in the UCCS Controller’s Office**

**Phone: (719) 255-3397**

**Web:** [**http://www.uccs.edu/~rmd/**](http://www.uccs.edu/~rmd/)