

Sponsored Projects Accounting Office
December 21, 2016

Electronic Certification (ePER) Process

This document identifies the process performed by Sponsored Projects Accounting 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
Located in the UCCS Controller's Office
Phone: (719) 255-3397
Web: <http://www.uccs.edu/~rmd/>