

Step-by-Step Guide

Supervisor Certification of ePERS for Employees

Supervisors can certify ePERS for terminated or active employees

If you are listed as having one or more “reports to” in the Human Resources Management System (HRMS), you can view the ePERS (if applicable) of the employees who report to you. Furthermore, you can certify the ePERs for those employees, whether they are currently active employees or terminated employees.

For an explanation of the purpose of an ePER and how to certify one, refer to the Step-by- Step Guide [Certifying Electronic Personnel Effort Reports \(ePERs\)](#).

To view and/or process ePERs, log in to your campus portal:

Boulder – <https://portal.cusys.edu/MyCUInfoFedAuthLogin.html>

Colorado Springs – <https://portal.cusys.edu/MyUCCSFedAuthLogin.html>

Denver – <https://portal.cusys.edu/UCDAccessFedAuthLogin.html>

System Administration – <https://portal.prod.cu.edu/SYSFedAuthLogin.html>

Select the **CU Resources** tab. Then select **Business Applications** and click on the **ePERs** link. The resulting screen will show several search options. The first 3 search options are for your own ePERs:

- ☐ PERs need to be certified
- ☐ PERs need to be re-certified
- ☐ PERs have been certified

Certifying ePERS for employees who report to you

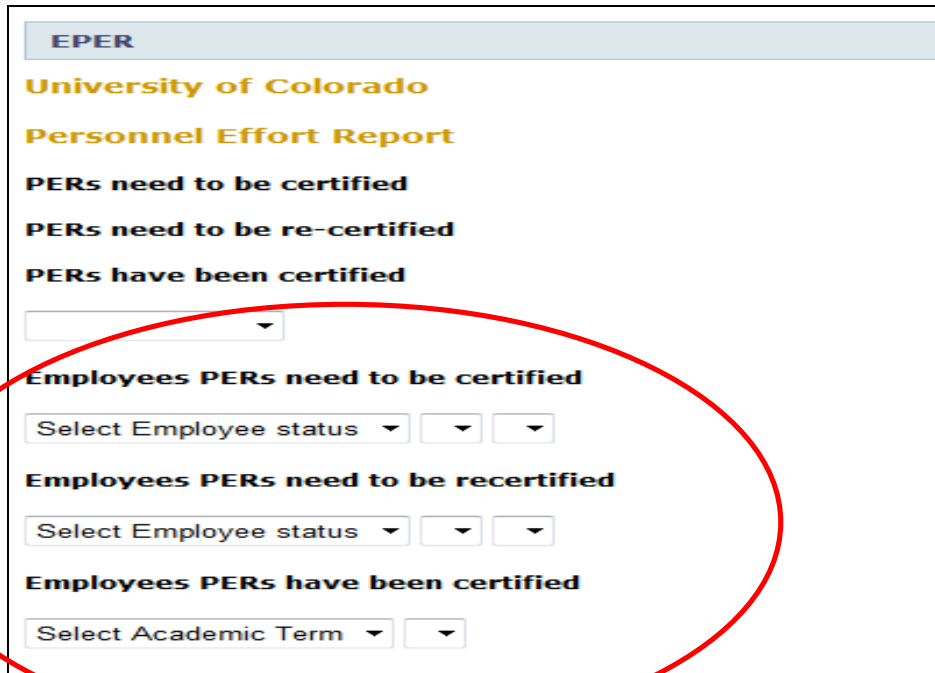
The next 3 search options enable you to search for an employee who reports to you. To find out which of your supervised employees have not yet certified their ePERs, use the dropdown boxes below the **Employees PERs need to be certified** option:

- ☐ Click on the 1st dropdown box to select employees who are in either **Active** or **Terminated** status.
- ☐ The 2nd dropdown parameter lets you select a particular semester
- ☐ The 3rd dropdown will provide a list of active or terminated employees who still have an outstanding ePERs requiring certification for that particular semester. Click on a name to open that person’s ePER.

See the image on the next page ...

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The screenshot shows the 'ePER' section of the University of Colorado's Personnel Effort Report. It lists three main categories: 'PERs need to be certified', 'PERs need to be re-certified', and 'PERs have been certified'. Below these, there are three sections for employee-specific actions, each with dropdown menus. A red circle highlights the 'Employees PERs need to be recertified' section and its associated dropdowns.

EPER

University of Colorado

Personnel Effort Report

PERs need to be certified

PERs need to be re-certified

PERs have been certified

Employees PERs need to be certified

Select Employee status

Employees PERs need to be recertified

Select Employee status

Employees PERs have been certified

Select Academic Term

If an employee's ePER has changed and requires recertification, use the dropdown boxes for **Employees PERs need to be recertified** to find which of your employee's ePERs are still in recertification status.

The final option, **Employees PERs have been certified**, allows you to view ePERs that have previously been certified by employees who report to you. You can specify the time periods – you can only view this information for the semesters for which you were listed as their supervisor in HRMS.