

## Step-by-Step Guide

### Uncertified ePERs by Org or Campus Report

#### What is the Uncertified ePERs by Org or Campus report?

The Uncertified ePERs by Org or Campus report is run in the Cognos Reporting System. It is a status report of all individuals by organizational unit, for select units or an entire campus, who have not yet certified or must re-certify an ePER. Also listed are those employees with an ePER in “pending” status because of an outstanding Payroll Expense Transfer (PET) that was generated when effort was certified as being less than what was paid from a project. The report spans all semesters since Summer 2006.

#### Why should you review this report?

An org unit should review this report to see who needs to certify (or re-certify) effort. The report can also indicate if a PET generated by the Finance System requires action.

#### How to run this report

First, 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 **Reporting**.  
Click on **Public Folders** → **ePERs** → **Uncertified ePERs by Org or Campus**.

There are two ways to run this report:

1. **By individual orgs...**

Enter the Org in the **Keywords** field and click **SEARCH**. Review the Orgs displayed in the **Results** box.

Click on the Org(s) you want to include in the report, and then click **INSERT** to move the selected Org(s) into the **Choices** box.

2. **...or by an entire campus.**

Use the **Campus** drop-down list to select a campus.


The screenshot shows the 'Report Viewer - Uncertified ePERs by Org or Campus' interface. At the top, it says 'University of Colorado' and 'Reporting System'. On the right, it says 'ePERs System' and 'Uncertified ePERs by Org(s) or Campus'. Below this, there is a section for 'HR ORG' with a 'Keywords:' field and a 'Search' button. Below the search field is an 'Options' dropdown. To the right of the search field is a 'Choices:' box. Below the search field is a 'Results:' box. Between the 'Results:' and 'Choices:' boxes are 'Insert' and 'Remove' buttons. Below the 'Results:' box are 'Select all' and 'Deselect all' links. Below the 'Choices:' box are 'Select all' and 'Deselect all' links. At the bottom, there is a section for 'OR SELECT A CAMPUS' with a 'CAMPUS' dropdown menu showing 'DEPTTREE LEVEL02 DESC'.

To run the report, click **FINISH** (in lower left corner of the screen – not shown above).

## Step-by-Step Guide

### Uncertified ePERs by Org or Campus Report

Each Uncertified ePERs by Org or Campus report should have the same elements as the report below:

 University of Colorado <small>Boulder   Colorado Springs   Denver   Anschutz Medical Campus</small> Reporting System	<b>1</b> Personnel Effort Reporting System Uncertified ePERs by Org	Page: 58 Run Date: Tue, Sep 11, 2007 Run Time: 1:58:30 PM																																																
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#### Elements of the report:

1. **Report Header** – provides information about the report, including the University of Colorado logo, report title, etc.
2. **Campus** – lists the org node and campus of the report data.
3. **Employee ID** – lists the Employee ID for each individual with an outstanding certification.
4. **Name** – lists the name of each individual needing to certify effort. If an employee has more than one semester of effort outstanding, his or her name will only be listed with the most recent semester.
5. **Academic Term** – indicates which term needs certification.
6. **Status** – shows the status of each ePER, as follows:
  - N** = Never Been Certified
  - P** = Pending PET Approval/Cancel
  - R** = To be Recertified
7. **Org** – indicates the organizational unit number and name.
8. **“N” Tally** – sum of ePERs for an organizational unit with an “N – Not Certified” status. This tally line will not appear if the sum is equal to zero.
9. **“P” Tally** – sum of ePERs for an organizational unit with a “P – Pending PET Approval/Cancel” status. This tally line will not appear if the sum is equal to zero.
10. **“R” Tally** – sum of ePERs for an organizational unit with an “R – To be Recertified” status. This tally line will not appear if the sum is equal to zero.

Any individual appearing on this report means that his or her effort has not been certified properly and the Principal Investigator must ensure the effort is certified in an appropriate and timely manner.