

## **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 1<sup>st</sup> dropdown box to select employees who are in either **Active** or **Terminated** status.
- The 2<sup>nd</sup> dropdown parameter lets you select a particular semester
- The 3<sup>rd</sup> 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 ...

## Step-by-Step Guide

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**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.