What is the ePER Summary by Org report?

The ePER Summary by Org report is run in the Cognos Reporting System. It focuses on a particular semester and includes all of an organizational unit's individuals who have been paid by a sponsored project, or who have a cost share effort commitment for a sponsored project, and must therefore certify an ePER. The report lists detailed payroll totals allocated to various projects and a dollar amount for "Total Other Institutional Support." It also indicates whether or not their effort has been certified.

Why should you review this report?

An organizational unit should review this report to see if payroll allocations are correct, who has finished certifying her or his effort, and who has yet to complete this important task.

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 ➔ ePERs Summary by Org**.

Select the appropriate **Academic Term** for your report by using the drop-down list.

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.

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

Step-by-Step Guide
ePER Summary by Org Report

How to read your report: understanding data elements

Each ePER Summary by Org report should have the same elements as the report below:

(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)	(10)	(11)	(12)	(13)
EMPL ID	**EMPL NAME**	**POSITION NUM**	**SPD TYPE**	**PROJ ID**	**SPONSOR**		**DESC**	**AMOUNT**	**PAY PCNT**	**CS PCNT**	**PAY W/CS PCNT**	**CERT PCNT**
(14) ORG: 10324	CHEMICAL AND BIOLOGICAL ENGIN											
183773	Adzima,Brian James	00607656	13071195	1542584	NIDCR		NOVEL CROSSLINK POLY	9,770.85	100	0	100	100
(15)								**9,770.85**	**100**	**0**	**100**	**100**
152341	Alford,John	00639075	13074541	1543211	NIBIB		AGGREGATION OF PROTE	5,862.51	100	0	100	100
								5,862.51	**100**	**0**	**100**	**100**
174606	Bee,Jared S	00662489	63032419	2537770	AMGENRES		AMGEN CNTF RES #12C	9,770.85	100	0	100	100
								9,770.85	**100**	**0**	**100**	**100**
177812	Benton,Julie A	00603687	13057199	1540070	AHA		TISSUE ENGINEERING H	1,738.71	77	0	77	77
		00603687	13062463	1541025	NSF		ALAN T. WATERMAN AWA	11.29	1	0	1	1
		00613667					OTHER INST SUPPORT	500.00	22	0	22	22
								2,250.00	**100**	**0**	**100**	**100**
183242	Berman,Gregory Michael	00603688					OTHER INST SUPPORT	2,991.20	99	0	99	99
		00603688	13062463	1541025	NSF		ALAN T. WATERMAN AWA	20.16	1	0	1	1
								3,011.36	**100**	**0**	**100**	**100**
107503	Bowman,Christopher	00159071					OTHER INST SUPPORT	79,242.25	77	0	58	0
		00159071	13052676	1535879	NIDCR		PHOTOPOLYMERIZED GEL	2,874.07	3	5	8	0
		00159071	13053454	1536138	NSF		FERROELECTRIC LIQUID	0.00	0	13	13	0
		00159071	13073040	1542916	NSF		GOALI: ADVANCED THIO	0.00	0	1	1	0
		00607790	13071195	1542584	NIDCR		NOVEL CROSSLINK POLY	8,510.06	8	1	9	0
		00611337					OTHER INST SUPPORT	7,620.03	7	0	7	0
		00660633					OTHER INST SUPPORT	4,668.78	5	0	5	0
								102,915.19	**100**	**20**	**101**	**0**
143183	Brotherton,Christopher M	00616349	13061520	1540852	AMCHEMPRF		EMULSION FLOW THROUG	6,793.07	100	0	100	100
								6,793.07	**100**	**0**	**100**	**100**
111785	Bryant,Stephanie J	00664359					OTHER INST SUPPORT	42,026.67	89	0	56	22
		00664359	13067938	1542177	NIDCR		MECHANICAL STIMULATI	0.00	0	33	33	67
		00673234					OTHER INST SUPPORT	1,279.07	3	0	3	3
		00673234	13067938	1542177	NIDCR		MECHANICAL STIMULATI	3,837.22	8	0	8	8
								47,142.96	**100**	**33**	**100**	**100**
(16) TOTAL FOR ORG: 10324								**1,746,391.57**				

Report Header (1): Personnel Effort Reporting System — ePERS Summary by Org — SPRING 2007 — Page: 1 — Run Date: Mon, Sep 10, 2007 — Run Time: 2:24:09 PM — University of Colorado (Boulder | Colorado Springs | Denver | Anschutz Medical Campus) — Reporting System

Elements of the report:

1. **Report Header –** provides information about the report, including the University of Colorado logo, report title, etc. Pay particular note to academic term listed on the bottom row of the Report Header. The report in the example above is for the Spring 2007 academic term.
2. **Empl ID –** lists the employee ID for each individual that had a PER created, whether or not the PER has been certified.
3. **Empl Name –** lists the name of each individual that had a PER created.
4. **Position Num –** lists every position number for each employee for which effort has been paid or cost share effort commitments have been made during the semester. Each position number will be reported separately on one ePER.
5. **Spd Type –** shows the SpeedType of the project to which the effort was charged. Individual SpeedTypes are not listed for "Other Inst Support" because all non-project salary is combined into one total.

6. **Proj ID –** shows the project ID to which the effort was charged. *Note: Program IDs are not provided in the report.*
7. **Sponsor –** indicates an abbreviation for the name of the entity that funds the project.
8. **Desc –** provides the brief description of the project as it appears in the Finance System.
9. **Amount -** indicates the dollar amount of the individual's effort on each project being charged to the respective SpeedType.
10. **Pay Pcnt** - indicates the percentage of the individual's total salary being charged to the respective SpeedType.
11. **CS Pcnt –** indicates the cost share effort percentage committed to the project.
12. **Pay w/CS Pcnt -** shows the combined percentage of both the pay and the cost share components for the SpeedType indicated.
13. **Cert Pcnt –** indicates what percentage of the effort has been certified. (If the number in column 13 does not equal the number in column 12, then an adjustment must be made.)
14. **Org –** shows the organizational unit number and name.
15. **Individual Totals–** indicates the total amounts of Amount, Pay Pcnt, CS Pcnt, Pay w/CS Pcnt, and Cert Pcnt (columns 9 through 13) for each individual.
16. **Org Total–** sums each individual's amount to indicate the total dollar amount being charged to the organizational unit for project efforts. *However, an individual might be paid from more than one organizational unit.* Therefore, the numbers on the ePER Summary by Org report may not reflect the entire amount of pay and/or cost share that pertains to each person listed on the report.

How to read your report: identifying and handling potential issues

Review the report paying particular attention to the numbers in Column 12 (**Pay w/ CS Pcnt**) and Column 13 (**Cert Pcnt**). If these numbers differ, it means that effort has not been certified exactly as it appears on the ePER. These cases should be reviewed to ensure the certification is appropriate and corrective action is taken to match salary paid with effort certified. Also, pay attention to Column 9 (**Amount**). If a negative salary is listed with one of the SpeedTypes or position numbers, the salary distribution needs to be corrected before the ePER can be certified.