Supervisors can certify ePERs for terminated or active employees

If you are listed as having one or more "reports to" in the Human Capital Management (HCM) system, you can view the ePERs (if applicable) of the employees who report to you. You can also certify the ePERs for those employees, whether they are currently active employees or terminated employees.

Certifying ePERs for employees who report to you

To begin the process, log in to your campus portal. On the **CU Resources** tab, select **NavBar, CU Resources, Business Tools, ePERS Supervisor.**

You will see three search options:

- **Current**: ePERs for supervised employees that need to be certified. Active and terminated employees will show in the same list. Click on a form to open the individual ePER.

- **Recertification Required**: ePERs for supervised employees that need to be recertified. *Recertification may occur due to changes in payroll/effort.*

- **History**: Allows you to view ePERs that have previously been certified by employees who report to you. *You can only view this information for the semesters for which you were listed as their supervisor in HCM.*

Current			
2016 - Fall	103192	Edelman,Larry I	Not Complete
2016 - Summer	103192	Edelman,Larry I	Not Complete

Recertification Required			
None Found			

History			
2016 - Spring	103192	Edelman,Larry I	Complete
2015 - Fall	103192	Edelman,Larry I	Complete
2015 - Summer	103192	Edelman,Larry I	Complete
2015 - Summer	219703	Carter,David Paul	Complete
2015 - Spring	103192	Edelman,Larry I	Complete
2014 - Fall	103192	Edelman,Larry I	Complete
2014 - Summer	103192	Edelman,Larry I	Complete
2014 - Spring	103192	Edelman,Larry I	Complete
2013 - Fall	103192	Edelman,Larry I	Complete
2013 - Summer	103192	Edelman,Larry I	Complete
2013 - Summer	219703	Carter,David Paul	Complete
2013 - Spring	103192	Edelman,Larry I	Complete
2013 - Spring	219703	Carter,David Paul	Complete
2012 - Fall	103192	Edelman,Larry I	Complete
2012 - Fall	219703	Carter,David Paul	Complete
2012 - Summer	103192	Edelman,Larry I	Complete
2012 - Spring	103192	Edelman,Larry I	Complete
2011 - Fall	103192	Edelman,Larry I	Complete