Instructions and Information for completing the
electronic Personnel Effort Report (ePER)
University of Colorado Denver

1. Accessing an ePER

An e-mail will be sent indicating that the latest electronic Personnel Effort Report (ePER) is available for certification:

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Your Personnel Effort Report is Available to Certify
opers@cusys.edu

To: Sylvan Forrest,

Your Personnel Effort Report (PER) for the Summer, 2016 semester is available in the portal awaiting your certification. Please confirm the correct percentages and certify this PER by 12/01/2016. To get to this portal, copy the link below into your web browser.

https://my.cu.edu

If you have questions regarding this PER, please contact your Sponsored Projects Office.

Thank you.
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To access an ePER, log onto https://my.cu.edu and go to the “my.Tools” tab and then the “ePER Channel”.

![my.cu.edu](https://my.cu.edu)
2. The ePER Screen

<table>
<thead>
<tr>
<th>Speedtype</th>
<th>Project Number</th>
<th>Sponsor ID</th>
<th>Project Description</th>
<th>Payroll Distribution %</th>
<th>Pay with Cost Share effort/ NIH Cap</th>
<th>Actual Effort %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPONSORED PROJECTS</td>
<td>600841620</td>
<td>UC-UC</td>
<td>University Leadership</td>
<td>45%</td>
<td>10%</td>
<td>45%</td>
</tr>
</tbody>
</table>

*Certify this report:

Certification by employee OR Certification by responsible official

I certify that the above estimate of effort expended is accurate and covers all work performed during the stated period. Actual Effort % has to be positive value. Each position must equal the stated percentage and the total percentage must equal 100.

**Project Information (red)**
The first four columns at the top left provide information about the project including:

- Speedtype: the 8-digit number assigned by the financial system to the project
- Project Number: the 7-digit number assigned to the project
- Sponsor ID: the name of the Sponsor for the project
- Project Description: a short description of the project

**Payroll and Cost Sharing/NIH Salary Cap (green)**
These two columns display the payroll information already in the system and are not editable.

**Effort Information (purple)**
Actual Effort % is where actual effort is reported. The top two boxes are editable and the bottom two boxes will calculate the totals. The totals MUST equal 100% or the report will not be able to be certified.

**Certification (blue)**
Clicking the “Certify” button at the lower left electronically certifies the ePER. The button will be shaded until effort (in the effort columns) equals 100%.
3. Reporting Effort

The first two columns of the payroll section show how pay is currently distributed in the system. Make sure these amounts are correct and that funding for the position is from the appropriate source.

Payroll Distribution % shows the percent of total salary (by position) paid on each project. For example, a PI who is paid $50,000 a semester with $25,000 from a project would result in a Payroll Distribution % of 50%.

Pay with Cost Share Effort/NIH Cap shows the Payroll Distribution % (previous column) plus any percent of effort committed to the project but paid by University funds. Any percent of salary over the NIH salary cap is reflected in this column.

If cost sharing effort is mandatory or voluntary committed it will appear in the column “Pay with Cost Share/NIH Cap Effort” section. You must spend at least that much effort on your project plus any percentage of salary that is paid on the sponsored project.

Note: If mandatory or voluntary committed cost sharing is not required but more effort is spent on the project relative to the salary percentage paid by the project, this additional effort can be reported in the Actual Effort % column. This is considered voluntary uncommitted cost sharing.
Actual Effort % is the actual effort expended on sponsored project(s) and Other Institutional activities (under the Other Institutional Support^1 line).

Estimating Actual Effort. Estimate the average weekly hours spent on a project (x), then estimate the average total hours spent on working at CU throughout the entire semester (y). Calculate the % of hours worked on the project as compared to the total hours worked (x/y). Enter the amount in the “Actual Effort %” column. Enter whole numbers – decimals or % sign is not required.

Your time for instruction, service, department administration, department research and clinical duties paid through UPI should be entered as effort for the “Other Institutional Support”.

For VA appointments paid through the VA, these hours are not considered part of your University appointment and should not be included in the Personnel Effort Report.

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^1 Other Institutional Support does not include effort associated with non-university appointments such as VA appointments. If effort is as cost sharing on a project, the effort should be included in the Sponsored Projects section above for the applicable project.
4. Certify the ePER

After the actual effort has been entered, the ePER must be certified. The percentages must total 100%.

If you are on a half or quarter time appointment at CU, your percentage will still show as 100%, because CU is paying 100% of your 50% or 25% time appointment.

For additional information on ePER completion, please refer to the Step-by-Step Guide: Certifying Electronic Personnel Effort Reports (ePERs) located at https://www.cu.edu/controller/documents/Certifying_Effort_in_ePER.pdf.