

Instructions for Completion of ePERs for Terminated Employees

1. Certification must be completed by someone with firsthand knowledge of the employee's effort. This should be the employee's supervisor, who has access to the terminated employee's ePER through the UCCS portal and should certify electronically in lieu of completing a hard copy of the employees' ePER. If this is not possible, the principal investigator for the sponsored project(s) on which the employee worked, or the lab manager may certify a hard copy of the terminated employee's ePER.
2. Grants and contracts will provide a hard copy of the terminated employee's ePER based on receipt of information from the department which provides the name(s) of the employee(s) that have terminated and their employee IDs only if the terminated employee's ePER cannot be accessed via the UCCS portal.
3. When filling out a hard copy ePER, enter the appropriate effort percentages on the paper copy in pen.
4. Sign below the statement that says "I certify that the above estimate of effort expended is accurate and covers all work performed during the stated period".
5. Return the hard copy of the ePER(s) through the campus mail to Brad Bailey at MH1.
6. Contact Brad Bailey at 255-3397 if you need assistance or have any questions on this.