

Instructions for Completion of ePERs for Terminated Employees

1. 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.
2. Certification must be completed by someone with first hand knowledge of the employee's effort. This may be the employee's supervisor, the principal investigator for the sponsored project(s) on which the employee worked or the lab manager.
3. Enter 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 Rhea Taylor at MH1.