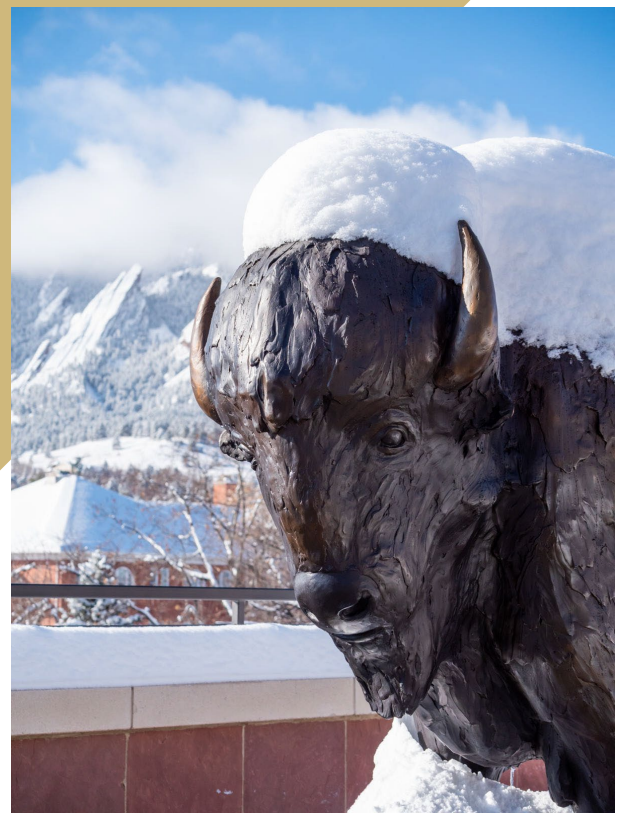


Effort Reporting – Understanding and Certifying ePERs

Presenter: Ethan Goldsmith and Evan Blaisdell

Contact: epers@cu.edu

Agenda

- What is Effort Reporting?
- Navigating and Filling Out ePERs
- ePERs Examples
- Common Problems
- ePERs for Separated Employees
- Resources for Completing ePERs
- Audit Finding Examples
- Questions

What is Effort Reporting?

- The federal government requires work time or effort to be reported on all Federally Sponsored Awards
- As a measure of compliance and consistency, the University of Colorado requires effort reporting on all sponsored projects, federal and non-federal
- The University of Colorado uses electronic Personnel Effort Reporting (ePERs) to comply with this requirement

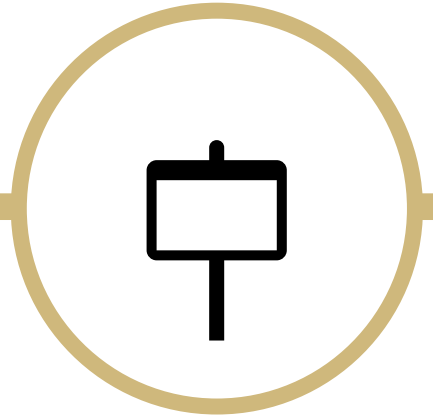
ePERs – When Do They Occur?

- Effort Reports are generated for each semester based upon the payroll distribution in HCM:

- Spring: Jan – May
- Summer: Jun – Aug
- Fall: Sep – Dec

- An ePER will be generated during the month following the end of an ePER term

Sections of an ePER

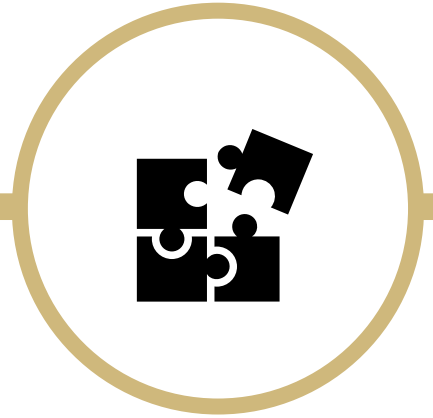


Position

Each position will have its own section of Sponsored Projects and Other Institutional Support to fill out

Sponsored Projects

List of Sponsored Project Speedtypes from which an employee received payroll



Other Institutional Support

Summary of all other work and funding the employee received that is non-sponsored (instruction, department administration, department research, clinical duties etc.)

Sections of an ePER Cont.

Payroll Distribution %

Displays the % of salary paid by the speedtype/project listed on the ePER

Pay with Cost Share effort/NIH Cap

Includes payroll plus any additional percentage of effort committed to the project that will be covered by other university funding sources.

Total Other Institutional Support

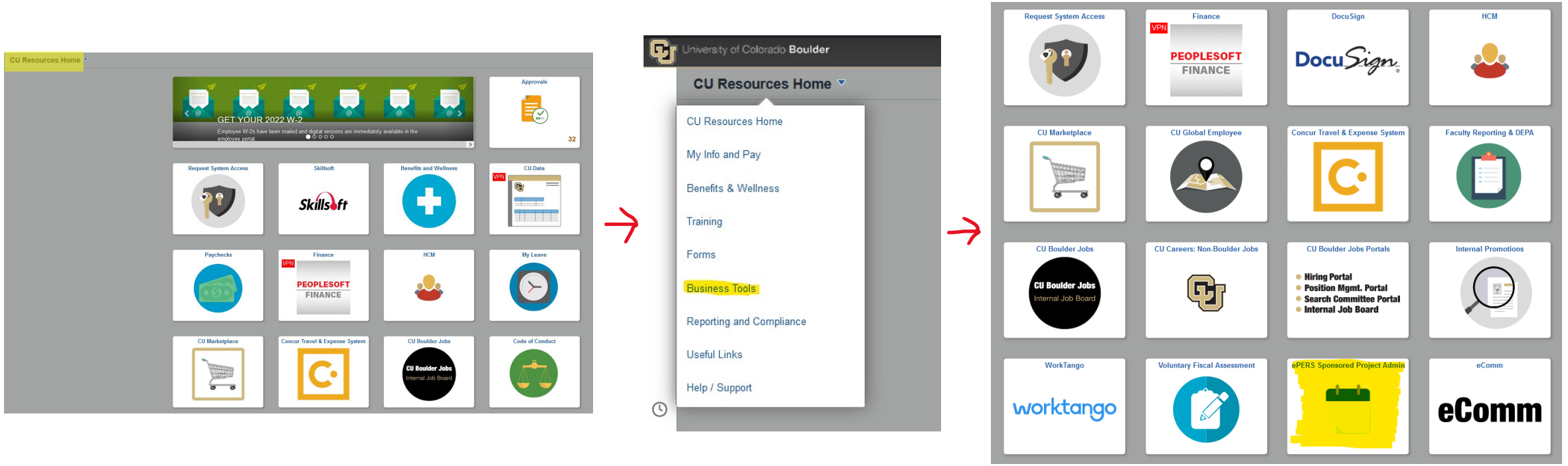
% of salary paid for non-sponsored project effort by any funding sources other than Funds 30/31. A value must be entered in this field, even if it's 0, to certify.

Actual Effort %

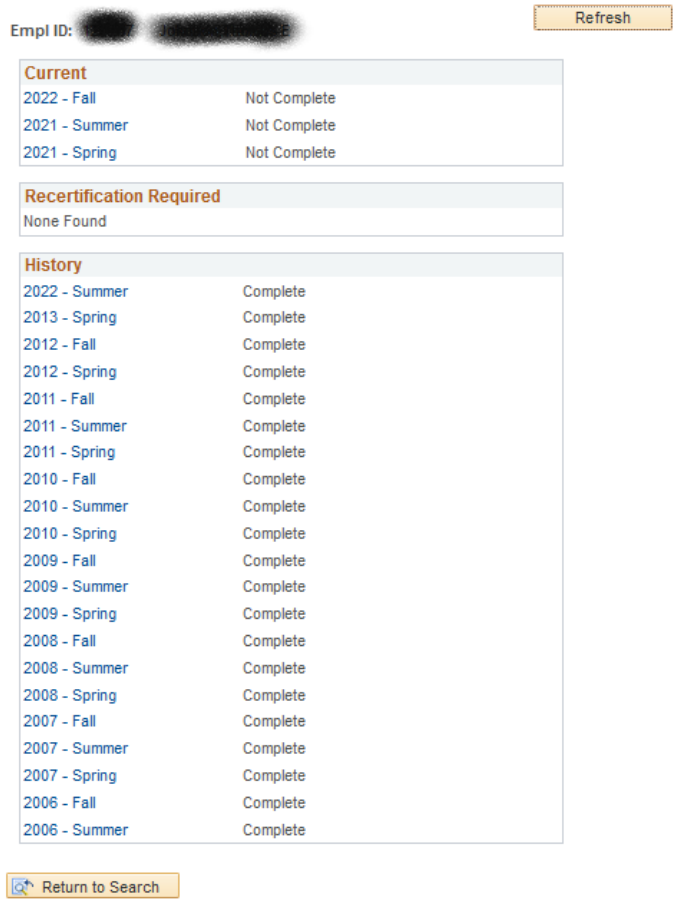
The editable section of the ePERs. Individual needs to input their effort on a sponsored project or other institutional support.

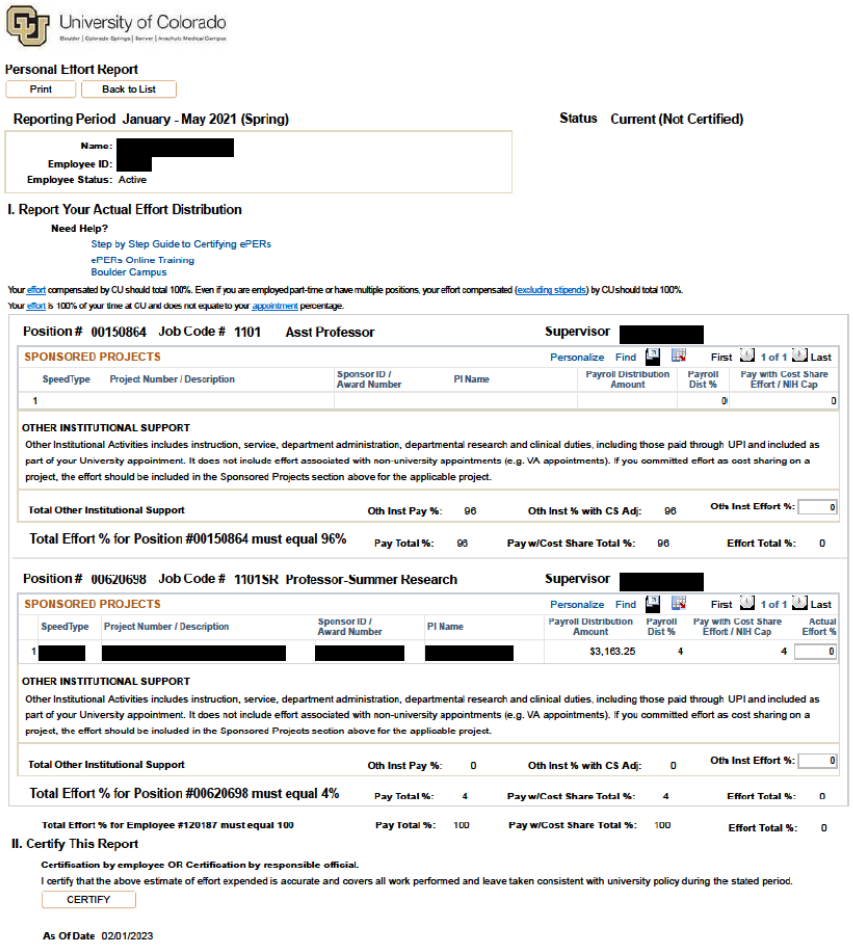
ePERs - Navigation

Navigate to the campus portal at my.cu.edu



ePERs – Navigation Cont.





ePER Example #1

Position # 00642874 Job Code # 1310 Professional Research Asst Supervisor: Doe M.D., John

SPONSORED PROJECTS

Personalize | Find | First 1-2 of 2 Last

	SpeedType	Project Number / Description	Sponsor ID / Award Number	PI Name	Payroll Distribution Amount	Payroll Dist %	Pay with Cost Share Effort / NIH Cap	Actual Effort %
1	130xxxxx	25xxxx / Nih	NIH	Smith M.D.,Joe	$7,700.00	62	62	62
2	130yyyyyy	257yyyyy/ Famu	FAMU	Smith M.D.,Joe	$4,800.00	38	38	38

OTHER INSTITUTIONAL SUPPORT

Other Institutional Activities includes instruction, service, department administration, departmental research and clinical duties, including those paid through UPI and included as part of your University appointment. It does not include effort associated with non-university appointments (e.g. VA appointments). If you committed effort as cost sharing on a project, the effort should be included in the Sponsored Projects section above for the applicable project.

Total Other Institutional Support	**Oth Inst Pay %:**	0	**Oth Inst % with CS Adj:**	0	**Oth Inst Effort %:** 0
Total Effort % for Position #00642874 must equal 100%	**Pay Total %:**	100	**Pay w/Cost Share Total %:**	100	**Effort Total %:** 100
Total Effort % for Employee #191755 must equal 100	**Pay Total %:**	100	**Pay w/Cost Share Total %:**	100	**Effort Total %:** 100

Checking Effort Distribution

To calculate effort, use this equation:

$$\frac{\text{Average weekly project hours}}{\text{Average weekly CU hours}} = \%\ \text{Project effort}$$

- Effort % can be higher than Payroll Distribution % on a sponsored project. The reverse (Payroll > Effort) is not allowed.
- Total Effort must equal 100%
- A Payroll Expense Transfer (PET) is used to correct any errors found during ePER review

ePER Example #2

Position # 00642874 Job Code # 1310 Professional Research Asst Supervisor: Doe M.D., John

SPONSORED PROJECTS Personalize | Find | First 1-2 of 2 Last

	SpeedType	Project Number / Description	Sponsor ID / Award Number	PI Name	Payroll Distribution Amount	Payroll Dist %	Pay with Cost Share Effort / NIH Cap	Actual Effort %
1	130xxxxx	25xxxx / Nih	NIH / 5	Smith M.D.,Joe	$7,700.00	40	40	60
2	130yyyyyy	257yyyyy/ Famu	FAMU / C	Smith M.D.,Joe	$4,800.00	20	20	20

OTHER INSTITUTIONAL SUPPORT

Other Institutional Activities includes instruction, service, department administration, departmental research and clinical duties, including those paid through UPI and included as part of your University appointment. It does not include effort associated with non-university appointments (e.g. VA appointments). If you committed effort as cost sharing on a project, the effort should be included in the Sponsored Projects section above for the applicable project.

Total Other Institutional Support	**Oth Inst Pay %:**	0	**Oth Inst % with CS Adj:**	40	**Oth Inst Effort %:** 20
Total Effort % for Position #00642874 must equal 100%	**Pay Total %:**	100	**Pay w/Cost Share Total %:**	100	**Effort Total %:** 100

ePER Example #3

Position # 00642874 Job Code # 1310 Professional Research Asst

Supervisor: Doe M.D., John

SPONSORED PROJECTS

Personalize | Find | First 1-2 of 2 Last

	SpeedType	Project Number / Description	Sponsor ID / Award Number	PI Name	Payroll Distribution Amount	Payroll Dist %	Pay with Cost Share Effort / NIH Cap	Actual Effort %
1	130xxxxx	25xxxx / Nih Se	NIH / 5	Smith M.D.,Joe	$7,700.00	62	62	50
2	130yyyyyy	257yyyyy/ Famu	FAMU / C	Smith M.D.,Joe	$4,800.00	38	38	50

OTHER INSTITUTIONAL SUPPORT

Other Institutional Activities includes instruction, service, department administration, departmental research and clinical duties, including those paid through UPI and included as part of your University appointment. It does not include effort associated with non-university appointments (e.g. VA appointments). If you committed effort as cost sharing on a project, the effort should be included in the Sponsored Projects section above for the applicable project.

Total Other Institutional Support Oth Inst Pay %: 0 Oth Inst % with CS Adj: 0 Oth Inst Effort %: 0

Total Effort % for Position #00642874 must equal 100% Pay Total %: 100 Pay w/Cost Share Total %: 100 Effort Total %: 100

Total Effort % for Employee #191755 must equal 100 Pay Total %: 100 Pay w/Cost Share Total %: 100 Effort Total %: 100

Common Problems

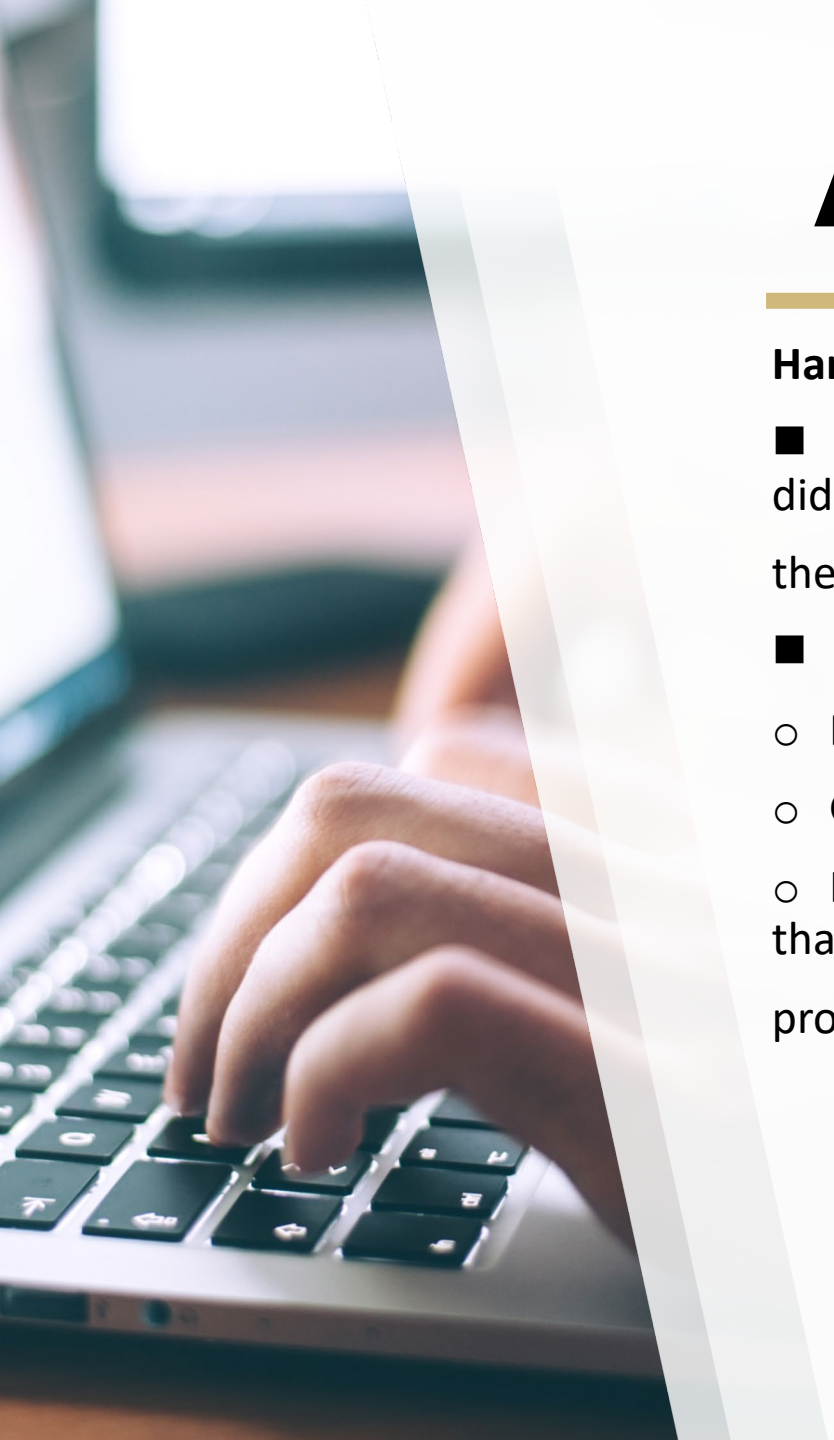
- After reviewing effort, you notice the Payroll Dist % is incorrect on a Sponsored Project
- While trying to access an ePERs tile, the system is saying you have invalid credentials or logs you off
- The ePERs status is listed as ‘Hold’
- An ePERs generated for an academic term which the employee did not work

ePERs for Separated Employees

If a researcher has left the university with outstanding ePERs, the effort will need to be certified by someone with suitable means of verification

- Supervisors of separated employees can access the employee's ePER through their supervisor portal (accessible in the ePERs Supervisor tile)

- The department can contact epers@cu.edu and a PDF version of the ePER can be provided for certification by the PI or chair



Audit Finding Example #1

Harvard University ($2.4 Million Settlement)

- Auditors investigated 4 projects that included expenses for staff members who did not work on

the projects. $2.4 Million Settlement

- Findings

  - Faculty time was also found to be overstated.
  - Government was billed for salaries and expenses unrelated to federal grants.
  - Harvard agreed to pay $3.3 million over charges a researcher spent fewer hours than

promised on a research study.

Audit Finding Example #2

Johns Hopkins University ($2.6 DOJ Million Settlement)

- Auditors investigated physicians who received salaries from the university as well as from another medical practice group.
- Findings
  - Faculty time and effort devoted to NIH grants was overstated.
  - Knowingly overstated time worked
  - Charged more than 100% of salary
  - Promised grant would support work by other employees, but the work was never performed

Resources

Questions and Concerns: Please contact epers@colorado.edu

University of Colorado Training

ePERs Policy and Procedure

ePERs for Separated Employees

Questions?