

ePAR Quick Guide for Faculty and Staff Effort Certification

(Additional instructions for certifying an ePAR may be found at the top of the ePAR page under EDR/ePAR Instructions)

At the end of each quarter, after the final payroll has been processed, your department administrator will review your ePAR and request your certification; as part of their review, some changes may be made to you PAR. After their review, you should receive an email similar to this:

From: edr@noreply.utah.edu [<mailto:edr@noreply.utah.edu>]

Sent: Tuesday, May 26, 2015 10:57 AM

To: *{Faculty/Staff Name}*

Subject: **ePAR/EDR** ePAR Certification Required

Dear *{Faculty/Staff Name}*

Your Electronic Personal Activity Report (ePAR) for the quarter ended *{date the quarter ends}* is ready for your review and certification.

Please certify as soon as possible, but not later than *{Due Date}*.

If you have any questions, please contact your department administrator.

Message From *{Department Administrator}*

(optional message may be included from your department administrator)

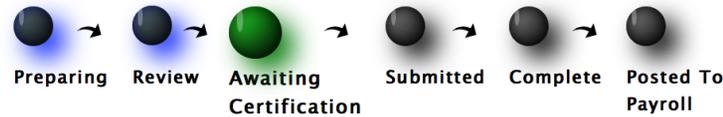
Click on this link to go to your ePAR:

<https://acs.utah.edu/uofu/hrs/EDR/faces/index.xhtml?faces-redirect=true&emplid=...>

Click on the link at the bottom of the email and it will take you to CIS where you will be required to log in, if you are not already logged into CIS. You will then be taken to your ePAR. Alternatively, you can log into CIS, find the Reports section, and click on Effort Distribution Report (EDR) or ePAR Certification; enter in your Emplid and select the correct Fiscal Year and Quarter.

Employee: Employee 1
 Home Department: Employee 1's Department
 ABA: 44,800.00

Reallocation State



ePAR (Certification Required)

PERIOD: 07/01/2014 - 09/30/2014

Hide Popups

Zoom In: Ctrl + Zoom Out: Ctrl -

SL:A

EFFORT-BASED EARNINGS DISTRIBUTION:

Earnings (exempt), including adjustments processed to date for the 1st Quarter of FY2015, were distributed to the following accounts. Any adjustment to the effort distribution will generate a corresponding adjustment to the related benefits. The corrected benefit amounts shown are ESTIMATED only, and will be adjusted (if necessary) by Central Administration when the reallocation is created.

Organized Sponsored Agreements:

BU	Org	Act/Proj	AccountA/U	Rcd	Effort Earnings	Earn Percent	Corr Earn Percent	Corr Earn Amount	Earn Real Amount	Related Benefits	Corr Ben Amount	Ben Real Amount	Total Real Amount	Jobs Code	Proj Beg-End Dates		
State Appropriated Activities																	
01	00062	00005422	51400	1	0	2,295.99	00.000%	90.000	2,066.39	-229.60	16.19	14.57	-1.62	-231.22	9416		
New Chartfields:																	
1	01	00062	58501563	51400	1	0	0.00	.000%	10.000	229.60	229.60	0.00	1.62	1.62	231.22	9416	09/15/2010 08/31/2015
Totals:						2,295.99	100.000%	100.000%	2,295.99	16.19	16.19	0.00	0.00				

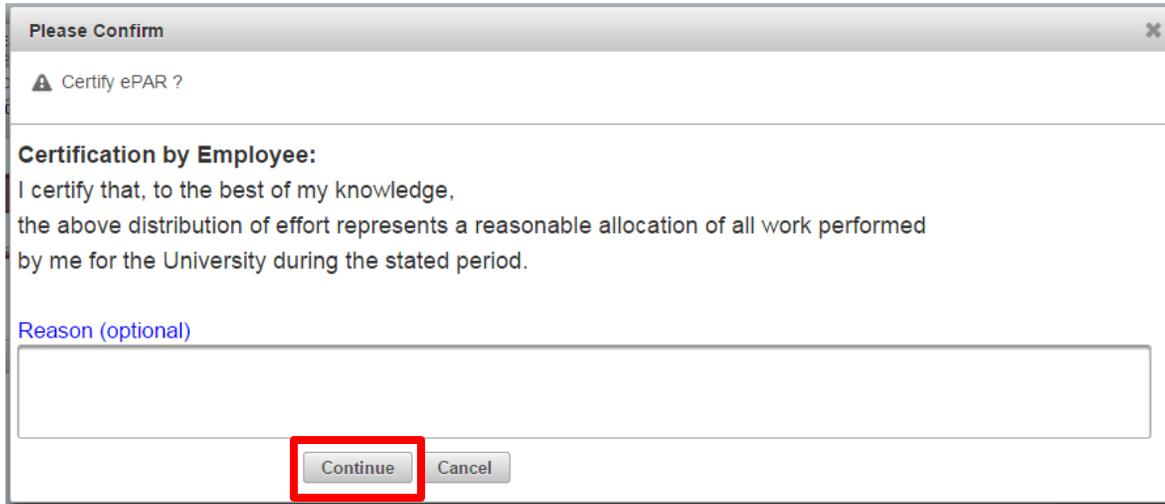
+ Add Chartfield | + Add Multiple Chartfields | Add Chartfields by File Upload

Explanation: 00958421 ~ MERRITT, JEREMY CRAIG | Requested By: 00958421 ~ Craig MERRITT | Processing Comments: AWAITINGCERT | Last Action: AWAITINGCERT | Last Updated By: 00958421 ~ Craig MERRITT ~ MERRITT, JEREMY CRAIG | Reallocation #: | Preparer Email: craig.merritt@admin.utah.edu | Submitted: 06/02/2015 11:01 PM | Last Updated: 06/02/2015 11:01 PM | Pay Period Processed: | Preparer Phone: ~ | Certified By: ~ | **Recycle** | **Certify** | Save | Validate | Submit | Printer-Friendly PDF | Upload Attachment | New Search

You should do the following when reviewing your ePAR:

- Look at each Project/Activity line and the “Percent” and/or “Corr Percent” Column (Corr is short for Corrected). A description of the project/activity can be found on the right side of each line (note: this screenshot does not contain the descriptions).
- Determine if the percentage amount is a reasonable amount of effort/time you spent working on each Project/Activity line.
- Consider if there are any other activities or projects which you worked on that are not on the list which may need to be added.

If all the lines and percentage allocations are reasonably accurate (within 3-5%), **click the “Certify” button**. The following box will pop up:



The screenshot shows a dialog box titled "Please Confirm" with a close button (X) in the top right corner. Below the title bar, there is a warning icon and the text "Certify ePAR?". The main content area contains the text: "Certification by Employee: I certify that, to the best of my knowledge, the above distribution of effort represents a reasonable allocation of all work performed by me for the University during the stated period." Below this text is a blue link labeled "Reason (optional)" followed by a large empty text input field. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

Click the “Continue” button to complete your certification; your PAR is now complete and you may exit out of the application.

If the allocation(s) are not reasonably accurate (within 3-5%) or if there is a project/activity that you have expended effort on which is not included on the PAR, **click the “Recycle” button**. The following box will pop up:



The screenshot shows a dialog box titled "Please Confirm" with a close button (X) in the top right corner. Below the title bar, there is a warning icon and the text "Recycle EDR?". The main content area contains the text: "Reason (optional)" followed by a large empty text input field. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

Click the “Continue” button, this will return the ePAR to your department administrator. You may add a comment about what is not correct here, or talk directly with your supervisor or department administrator about changes that you believe need to be made.