

ePER Email Matrix

Who gets what when and what needs to be done

Type of email notice	You'll receive this email if...	So now you need to...
Initial ePER Notice <i>Sent after the end of each academic term</i>	at least part of your salary was charged to a sponsored project in that term	certify the ePER (i.e. certify your effort on the project during that term)
Reminder Notice <i>Sent 45 and 70 days after the initial ePER notice</i>	you have not yet certified your ePER	certify the ePER within the required 90-day time frame
Past Due Notice <i>Sent every 10 days once the ePER becomes past due</i>	you did not certify your ePER within the required 90 days	certify the ePER as soon as possible
PET Notice <i>Sent when project effort certified is less than salary charged – this automatically generates a PET (Payroll Expense Transfer)</i>	you are the Org Fiscal Manager of the project in question	ensure that the PET is approved by the organizational unit's payroll liaison
PET Reminder Notice <i>Sent every 10 days after initial PET notice, until PET is approved or canceled</i>	your modified ePER certification generated a PET and that PET has not been approved	ensure that the PET is approved by the payroll liaison – note your ePER is not certified until the PET is approved
PET Completion Notice <i>Sent when the PET is approved.</i>	your ePER-generated PET has been approved	do nothing...this is just to inform you that ePER is now certified
PET Cancellation Notice <i>Sent when an ePER-generated PET is cancelled – which means that the ePER must now be recertified</i>	you certified the original ePER, you cancelled the PET, and you are the Org Fiscal Manager of the project in question	recertify the ePER
ePER Recertification Notice <i>Sent when a PET changed your payroll distribution so that is inconsistent with your previously certified ePER</i>	your previously certified ePER has been undone by a new PET that changed your payroll distribution	recertify the ePER
ePER Recertification Past Due Notice <i>Sent every 10 days until ePER is recertified</i>	you did not recertify your ePER within the required 30 days	recertify the ePER

For ePER questions, send email to: epers@colorado.edu