

March 15, 2017

**Sponsored Research Offices
University of Puerto Rico**



I am pleased to announce that the University of Puerto Rico recently developed an Electronic Time & Effort Reporting System (TERS) for all the units. This system is housed under the UPR portal, which is the same system that employees access for different administrative purposes like payslips, w2, etc. The new TERS gathers its data from the recently implemented Oracle HRMS system. This setup provides a consolidated view and ease the management of the certification process. The Time & Effort certification process will be governed by the:

1. Time & Effort Reporting Policies & Procedures
2. Electronic Time & Effort System Manual

The time & effort certification policies establishes a certification deadline on March 15. However, due to the transition process between HRS and HRMS and some adjustments required in the process, this date was delayed. Therefore, the certification deadline for the fall 2016 reporting period is set to **Friday April 21st 2017**. By that date all time & effort reports must be finalized and certified.

If you have any question or comments please contact compliance@upr.edu.

Cordially,

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Director
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