UNIVERSITY OF South Carolina

Controller's Office – Compliance Team

Time and Effort Reporting – Employee

I. Navigation in HCM PeopleSoft (https://hcm.ps.sc.edu/)

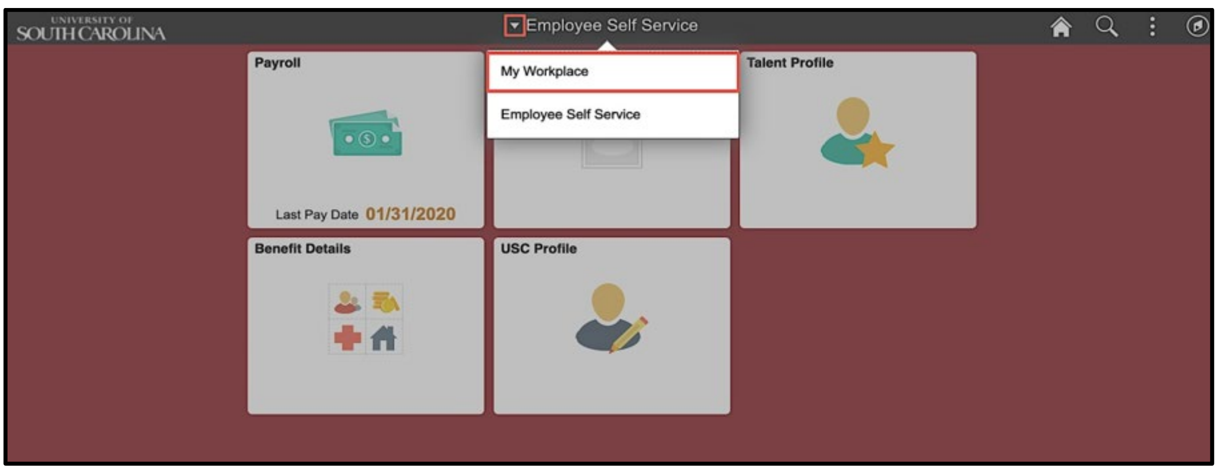
To view the Time and Effort report home screen, navigate to:

Employee Self Service → My Workplace / My Homepage → Grant Time and Effort

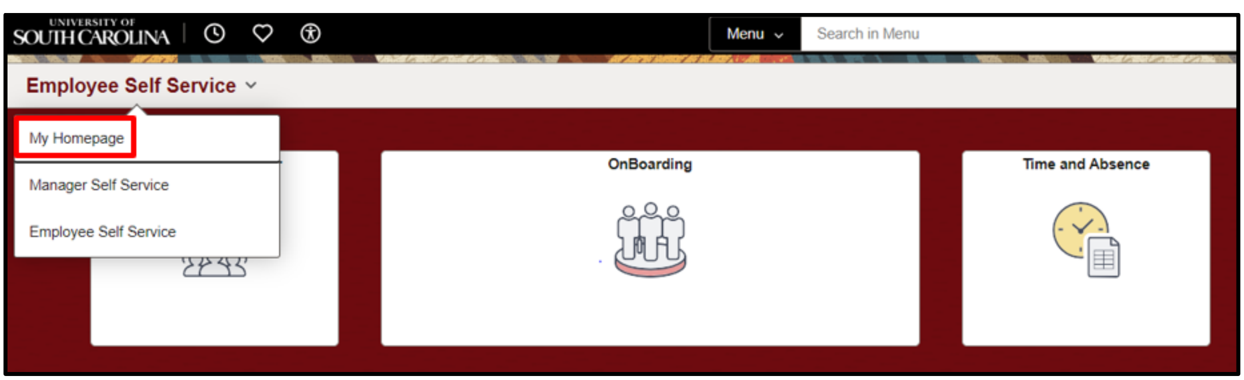
Step 1: Click the **Employee Self Service** drop-down arrow.

Step 2: Click the **My Workplace** or **My Homepage** option from the list.

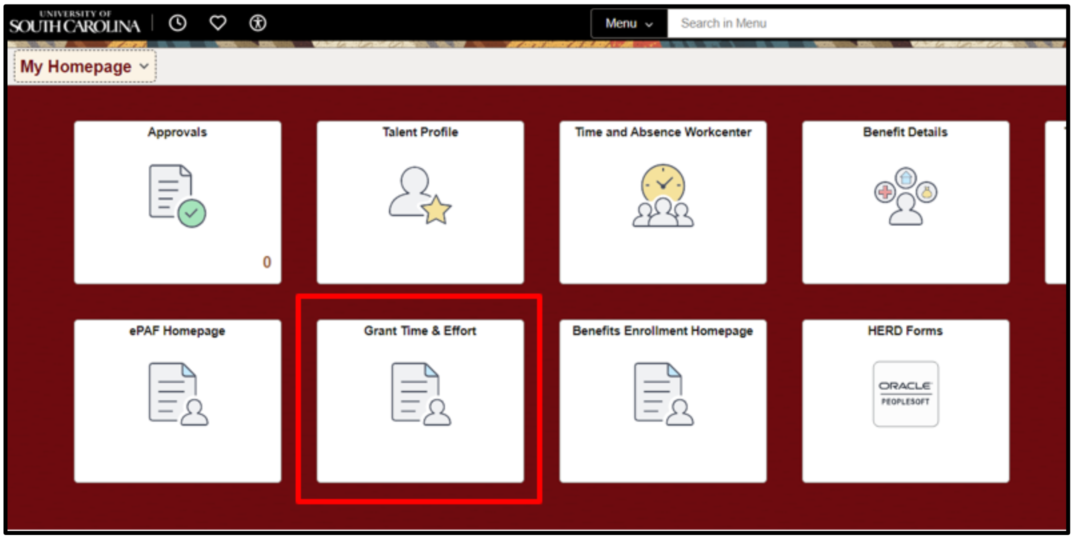
Note: Each individual's specific access will determine whether the My Workplace or My Homepage option appears – both lead to the Grant Time & Effort tile).



or



Step 3: Click the **Grant Time & Effort** tile.



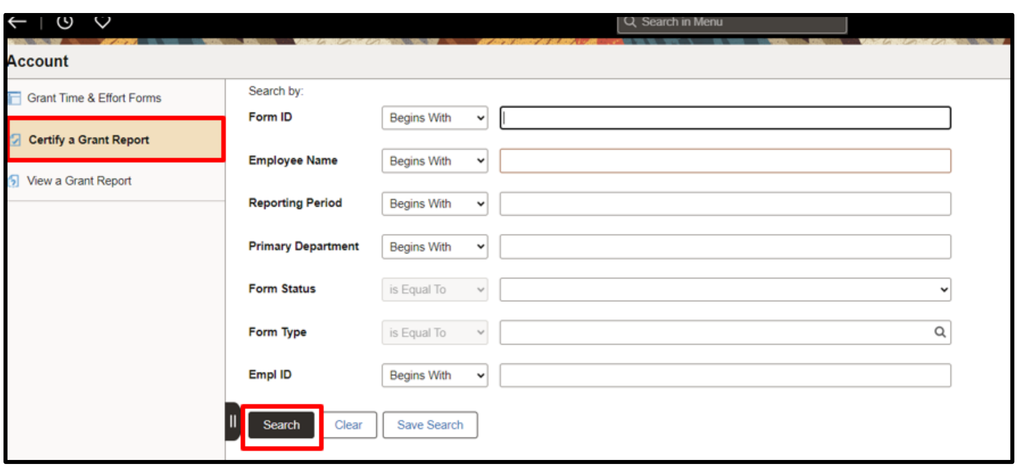
II. Verifying and Approving Time and Effort Report eForms

It is now time for you to certify and acknowledge that the payroll percentages captured on your time and effort report reasonably reflect your actual time/effort.

If you have questions regarding your report, please contact your Business Manager. You may also contact the Controller's Office Compliance Team at timeandeffort@sc.edu for assistance with any questions your Business Manager cannot address.

Step 1: Click the **Certify a Grant Report** tab.

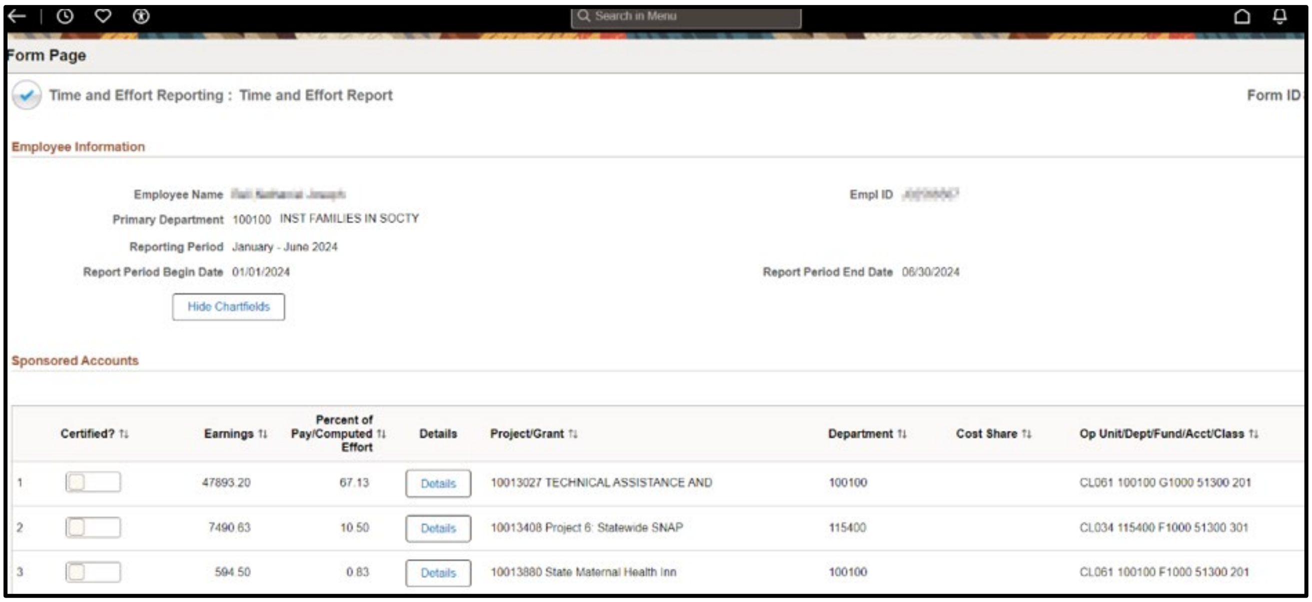
Step 2: Click the **Search** button.



<u>Step 3</u>: If there is only one report available for you to certify, the eForm page will automatically open. Otherwise, the multiple reports requiring your certification will populate below the search criteria section of the page.

Note: More forms may appear if you are listed as the Principal Investigator or Supervisor for another employee's report – these reports route to you for secondary approval after the employee's certification.

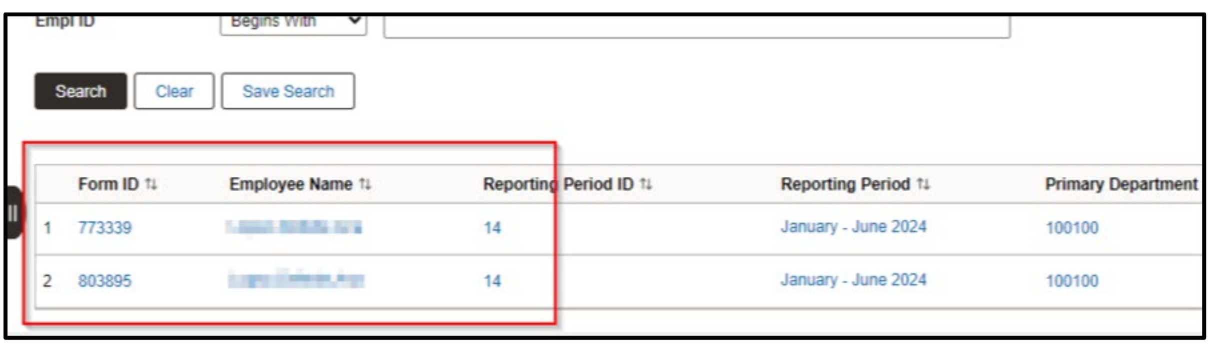
One Report Available:



<u>or</u>

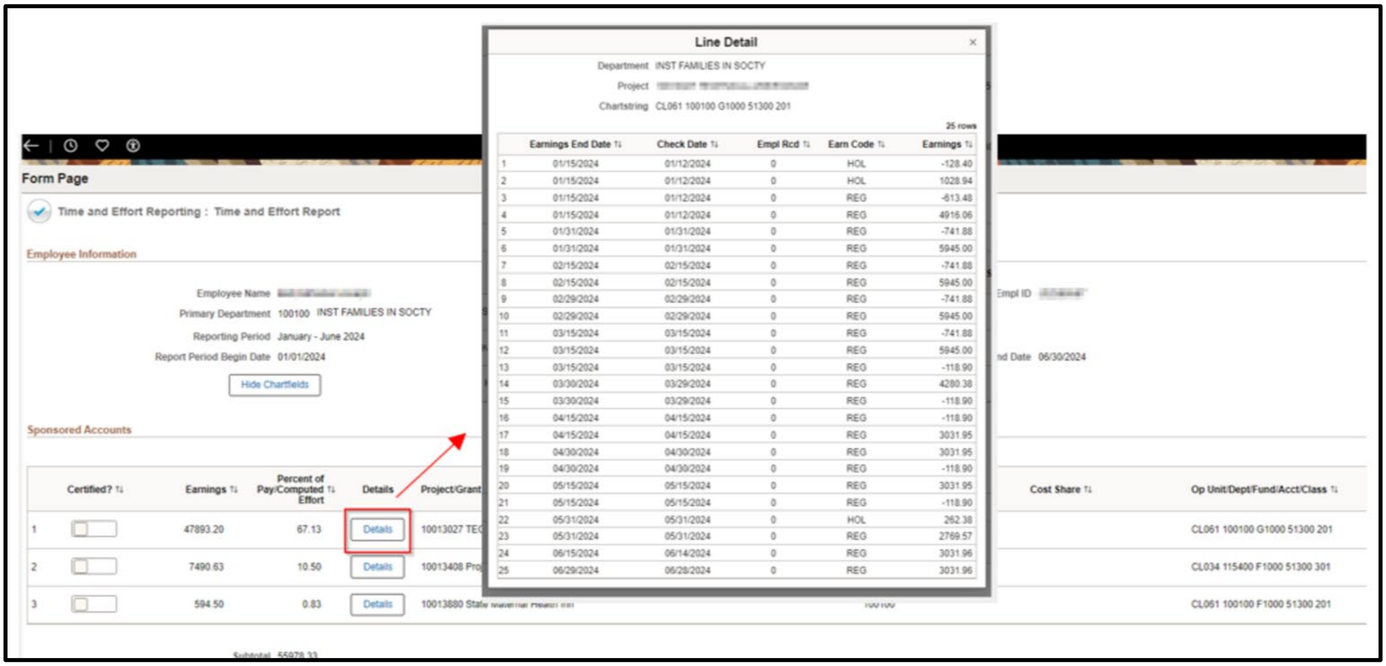
Multiple Reports Available:

(Click one of the links within the row to access the report).

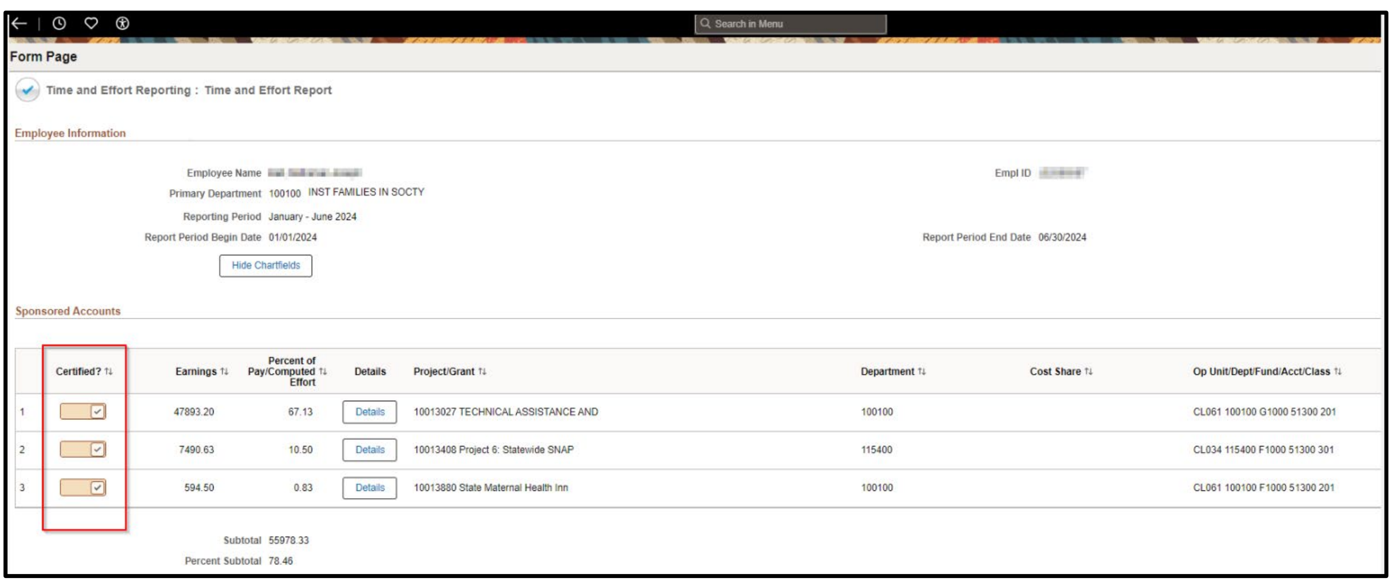


<u>Step 4</u>: Review the earnings and percent of pay charged to each distribution (e.g., project, department) during the reporting period for reasonableness.

If you need additional information, click the **Details** button to view the specific paycheck and pay periods included in the distribution.

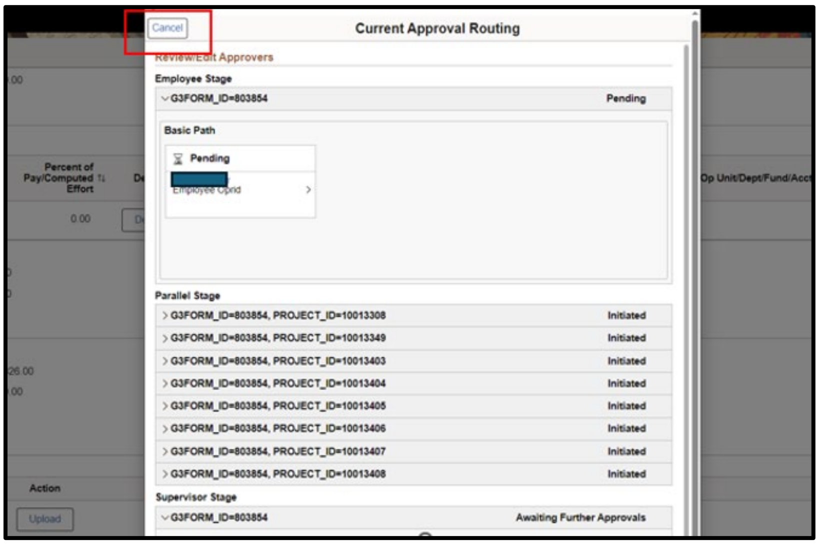


<u>Step 5</u>: If you feel the percentages reasonably reflect the actual time/effort you spent on each activity, toggle the Certified field to ✓ for each line (in both the Sponsored Accounts and University Accounts sections).



<u>Step 6</u>: If you are interested in viewing the workflow approval route, including the specific approvers included in the workflow (Employee → PI → Supervisor), click the **View Approval Routing** button.

Then click the **Cancel** button to return to the report page.



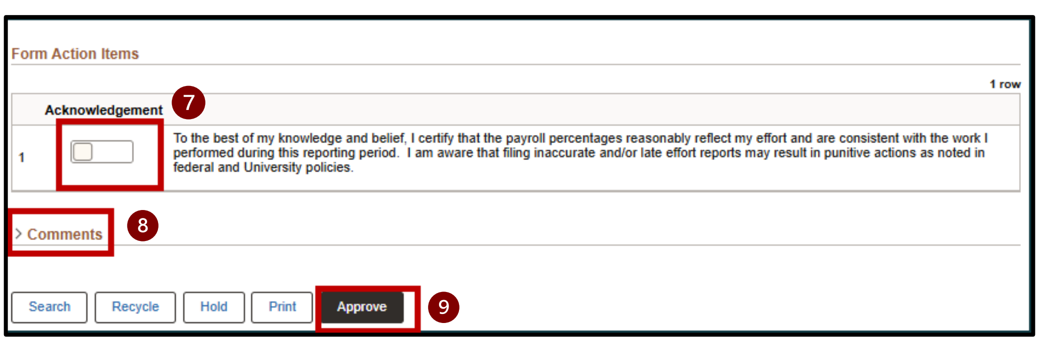
<u>Step 7</u>: When all lines are certified, acknowledge the reasonableness of the report by toggling the Acknowledgement field to ✓.

Note: The Acknowledgement section will not display until all lines are individually certified.

<u>Step 8</u>: If you would like to leave a comment on the report, click the **Comments** drop-down area to view the comment box. A common employee comment on a correct form is "This report appears reasonable."

*Note: Comments will be visible to **<u>all</u>** individuals who can view the report, including the Principal Investigator(s) and Supervisor included in the workflow approval route, your Business Manager, and the Controller's Office Compliance Team.*

<u>Step 9</u>: Click the **Approve** button to complete and submit your certification.



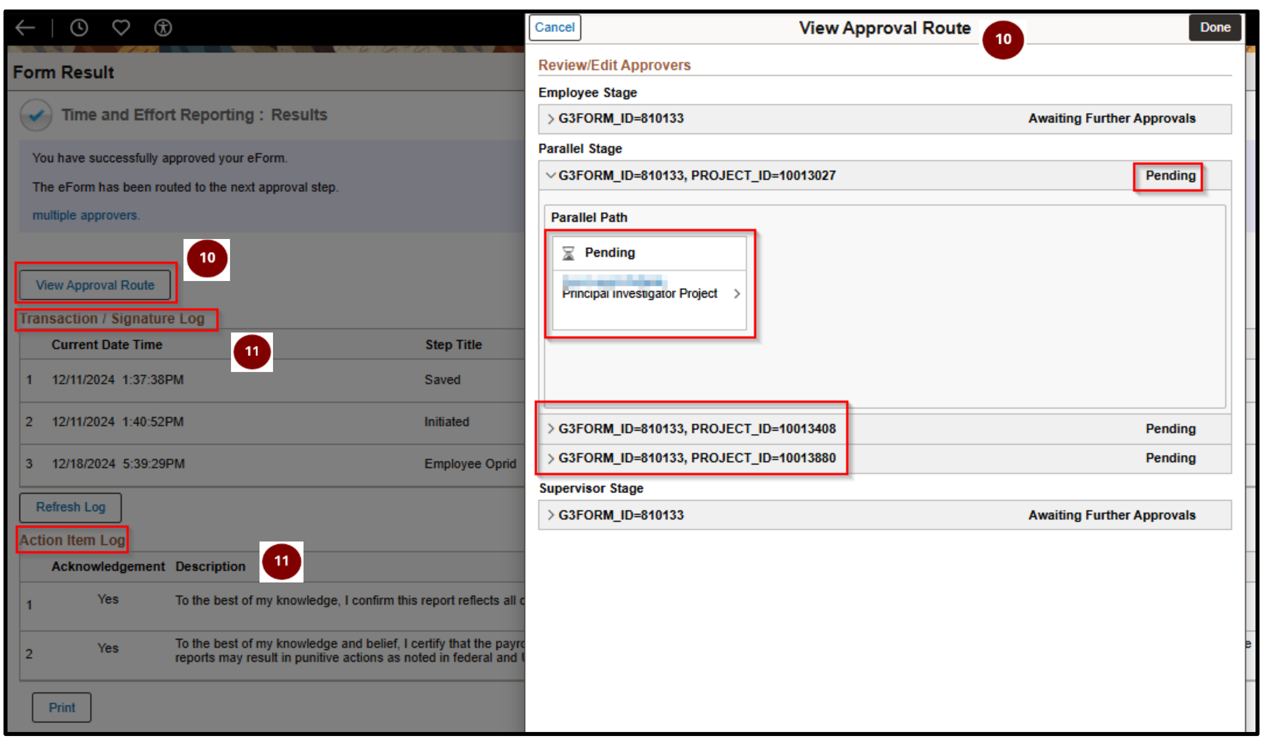
<u>Step 10</u>: If you are interested in viewing the workflow approval route at this stage, including the specific approvers included in the workflow (Employee → PI → Supervisor), click the **View Approval Route** button.

You will see that the report has now been approved by you (in the Employee Stage), and is now pending with the Principal Investigator(s) of any sponsored awards you worked on during the reporting period. Once the Principal Investigator(s) approves, the report will route to your current Supervisor for final approval.

A few notes to remember about the Approval Route:

- The **Parallel Stage** will show <u>all</u> the PIs associated with the sponsored awards reflected on your report.
- If the Employee and the PI are the same person, the report will automatically approve at the Parallel Stage in the PI role after the employee approves.
- Similarly, if the PI and Supervisor are the same person, the report will automatically approve at the Supervisor Stage in the Supervisor role after the PI approves.
- It is possible for the report to be pending in multiple queues at the same time if the sponsored awards included in your effort reports are associated with different PIs.

<u>Step 11</u>: If you are interested in viewing additional detail on the report and certification, refer to the **Transaction / Signature Log** and **Action Item Log**.



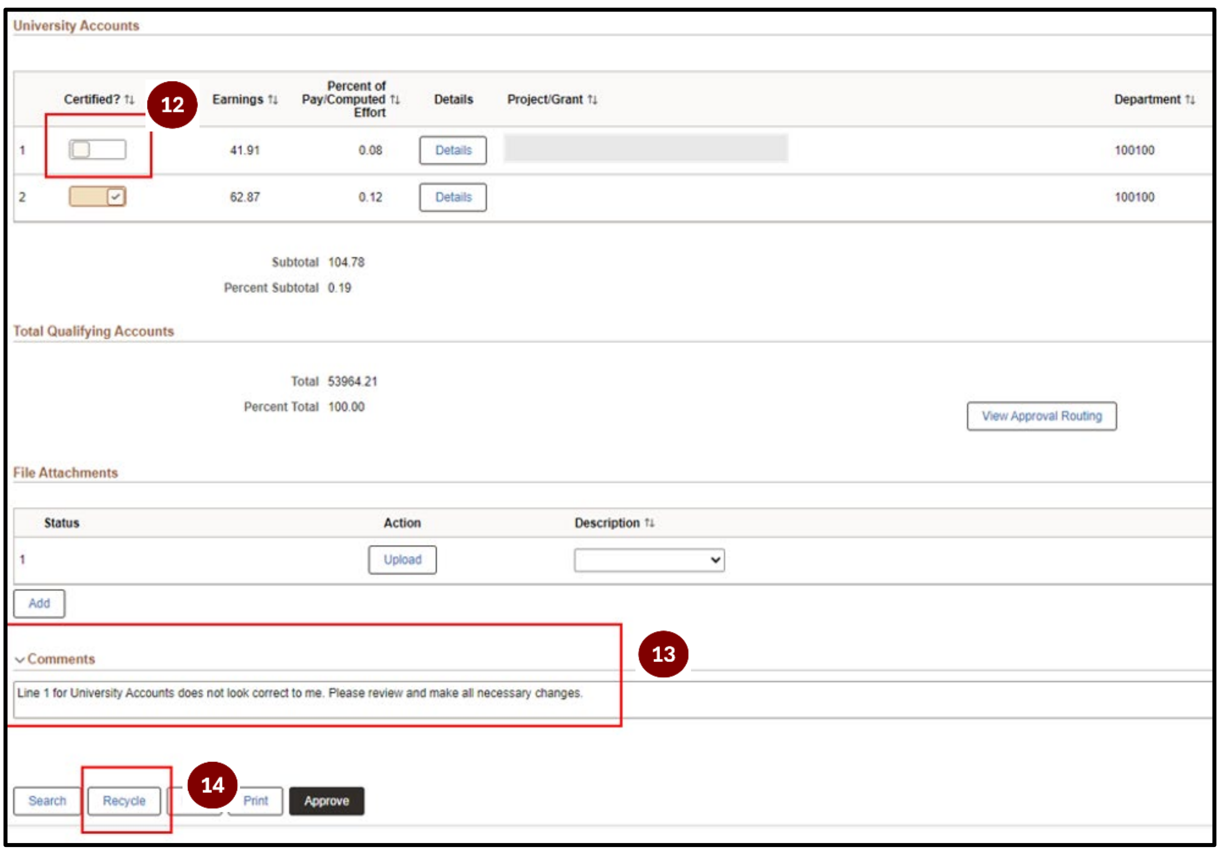
If you find that any of the earnings or percentages captured in your report <u>ARE NOT</u> reasonably reflected, follow Steps 12 through 14 below.

<u>Step 12</u>: If you feel the percentages **<u>do not</u>** reasonably reflect the actual time/effort you spent on an activity, **<u>do not</u>** toggle the Certified field to ✓. Leave those fields in the default position.

<u>Step 13</u>: Click the **Comments** drop-down arrow and add a comment to clearly identify your concern/question, making it easier for your Business Manager to begin the process of requesting the necessary changes. **Comments are required for Recycled reports.**

*Note: Comments will be visible to **<u>all</u>** individuals who can view the report, including the Principal Investigator(s) and Supervisor included in the workflow approval route, your Business Manager, and the Controller's Office Compliance Team.*

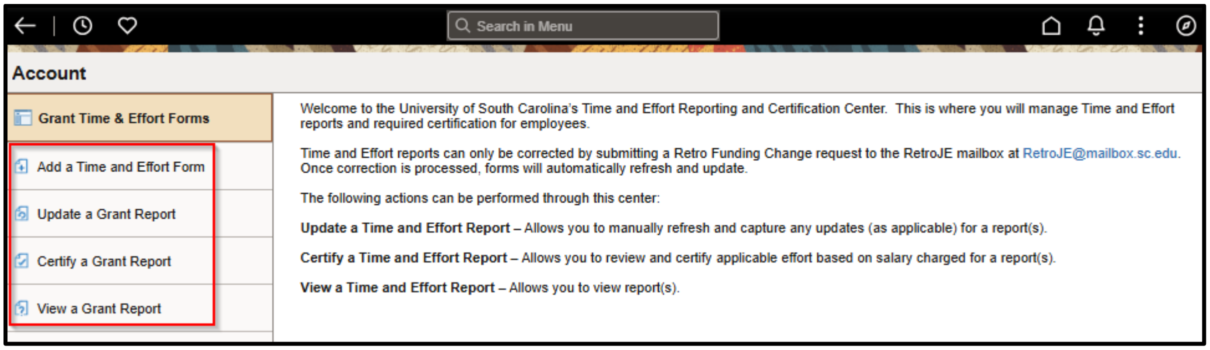
<u>Step 14</u>: Click the **Recycle** button to return the report to your Business Manager for changes.



<u>Next Steps</u>: Once the report has been corrected, your Business Manager will resubmit the report for recertification, at which point it will route back to you for approval (start back at **Step 1**). If a correction is requested at any step of the approval process, including the PI or Supervisor stages, it will require recertification.

III. Time and Effort Report Actions

Below is a summary of each action available within the **Grant Time & Effort** tile, including who can perform each action (based on the assigned level of access).



	ADD To create a new report	UPDATE To validate reports and release them to approvers for certification	CERTIFY To review and certify applicable effort based on salary charged to a specific project/activity	VIEW To view reports, including the workflow approval route and transaction log
Business Manager	X	✓	X	✓
Employee	X	X	✓	✓
Principal Investigator	X	X	✓	✓
Supervisor	X	X	✓	✓
Controller's Office	✓	✓	X	✓

IV. Time and Effort Report Statuses

Below is a summary of each effort report status, including the party responsible for next steps:

Status	Description	Responsible Party
Saved	Report still requires validation and release; no action has been taken, approvers have not received the report	Business Manager
Pending	Report is awaiting approval	Employee, PI, or Supervisor
Recycled	Issue/error identified during the certification process that requires correction; report will need to be revalidated/re-released and reapproved after resolution	Business Manager
Executed	Report is fully certified and complete	N/A - No further action required
Withdrawn	Should **only** be used by the Controller's Office	
On Hold	**SHOULD NOT** be used	

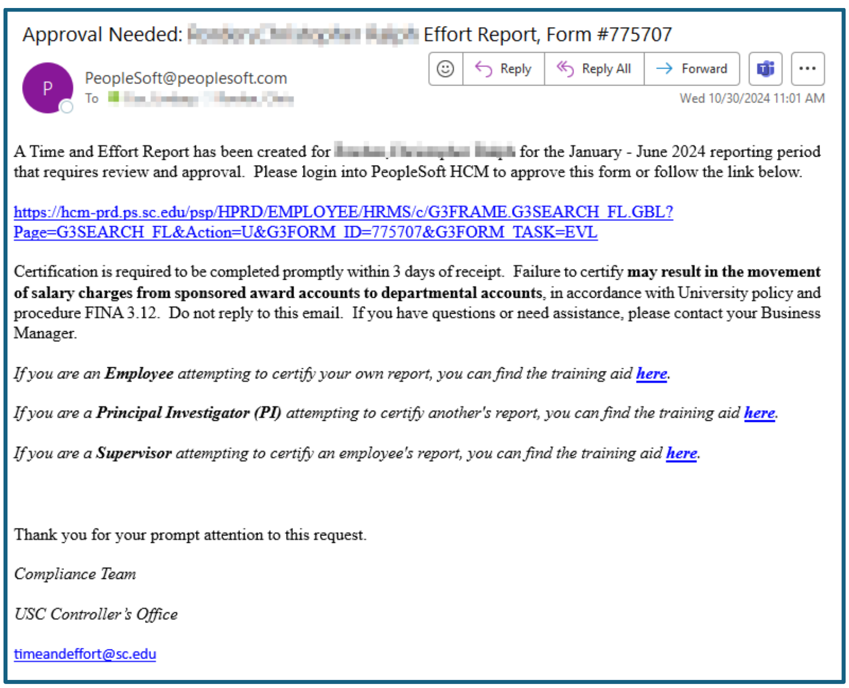
V. Employee Responsibilities

- Review your effort report for accuracy in a timely manner (within three days of receipt).
- Electronically certify all lines on your effort report and provide a certification statement attesting to its reasonableness – all percentages should be representative of how you actually spent your time.
- Promptly communicate and coordinate with Business Managers regarding any identified inaccuracies and needed corrections.

VI. Email Notification

Below is an example of the email notification received when a report has routed to the Employee, Principal Investigator, and Supervisor for approval.

Click the link and you will be prompted to sign into HCM PeopleSoft (see Section I). If you are already logged into HCM PeopleSoft, it will take you directly to the report.



Approval Needed: [redacted] Effort Report, Form #775707

P PeopleSoft@peoplesoft.com

To [redacted]

Reply | Reply All | Forward

Wed 10/30/2024 11:01 AM

A Time and Effort Report has been created for [redacted] for the January - June 2024 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

https://hcm-prd.ps.sc.edu/psp/HPRD/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=775707&G3FORM_TASK=EVL

Certification is required to be completed promptly within 3 days of receipt. Failure to certify **may result in the movement of salary charges from sponsored award accounts to departmental accounts**, in accordance with University policy and procedure FINA 3.12. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

*If you are an **Employee** attempting to certify your own report, you can find the training aid **here**.*

*If you are a **Principal Investigator (PI)** attempting to certify another's report, you can find the training aid **here**.*

*If you are a **Supervisor** attempting to certify an employee's report, you can find the training aid **here**.*

Thank you for your prompt attention to this request.

Compliance Team

USC Controller's Office

timeandeffort@sc.edu