

Controller's Office – Compliance Team
Time and Effort Reporting – Principal Investigator

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

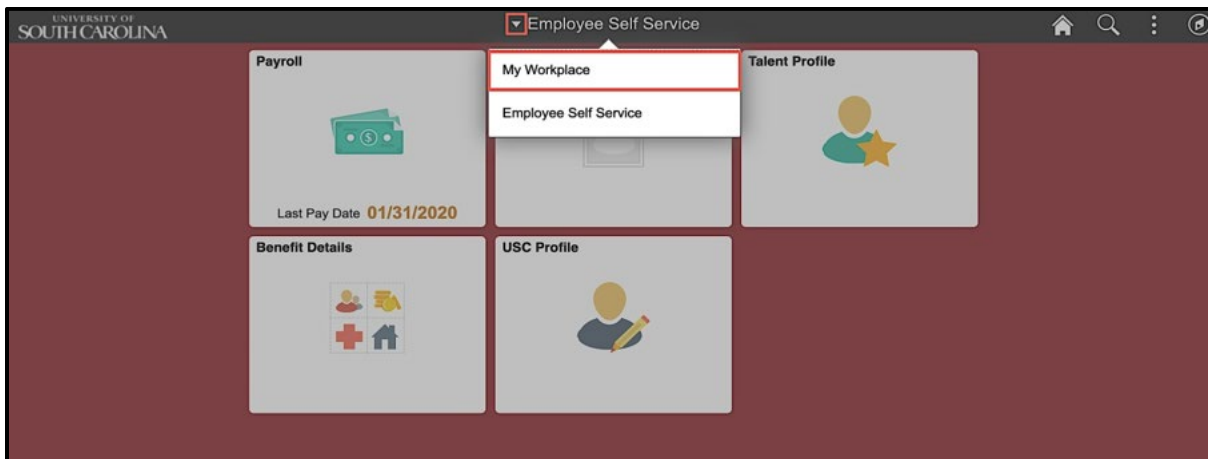
To view the Time and Effort report home screen, navigate to:

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

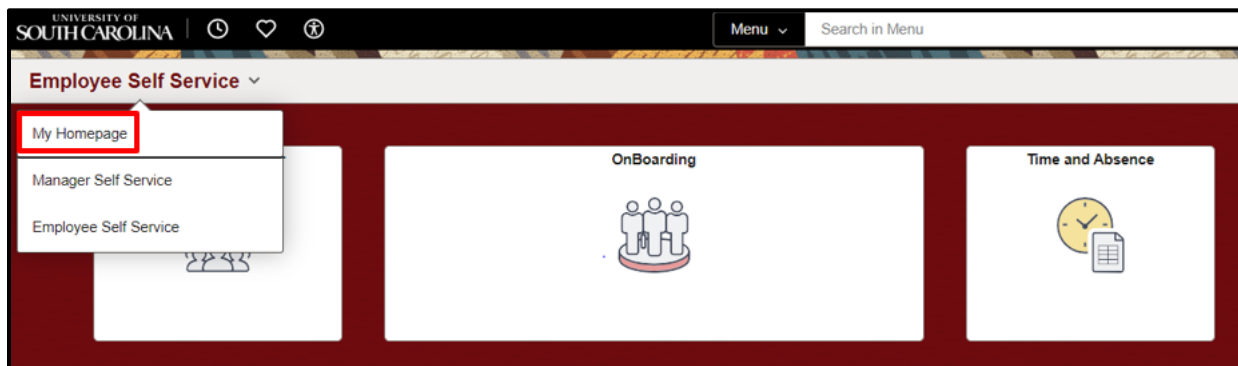
Step 1: Click the **Employee Self Service** drop-down arrow.

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

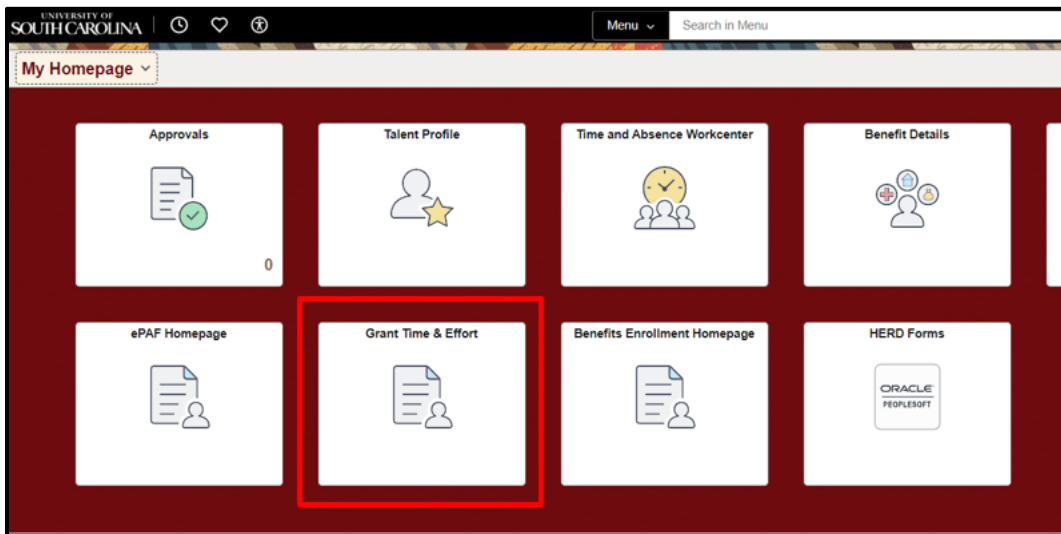
Note: Each individual's specific access will determine whether the My Workplace or My Homepage option appears – both lead to the Grant Time & Effort tile).



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 the employee's time and effort report reasonably reflect the actual time/effort they spent on your sponsored award(s).

If you have questions regarding any reports, 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.

 A screenshot of the 'Account' page in the system. The left sidebar shows a navigation menu with three items: 'Grant Time & Effort Forms', 'Certify a Grant Report' (highlighted with a red box), and 'View a Grant Report'. The main content area contains search filters for: Form ID, Employee Name, Reporting Period, Primary Department, Form Status, Form Type, and Empl ID. Each filter has a dropdown menu and an input field. At the bottom of the search filters, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Save Search'.

Step 3: 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.

Notice that the employee’s certification is complete because all lines are toggled to .

One Report Available:

Form Page
Time and Effort Reporting : Time and Effort Report

Employee Information

Employee Name [REDACTED] Empl ID [REDACTED]
 Primary Department 100100 INST FAMILIES IN SOCTY
 Reporting Period January - June 2024
 Report Period Begin Date 01/01/2024 Report Period End Date 06/30/2024
[Hide Chartfields](#)

Sponsored Accounts

	Certified? [⌵]	Earnings [⌵]	Percent of Pay/Computed [⌵] Effort	Details	Project/Grant [⌵]	Department [⌵]	Cost Share [⌵]	Op Unit/Dept/Fund/Acct/Class [⌵]
1	<input checked="" type="checkbox"/>	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
2	<input checked="" type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400 F1000 51300 301
3	<input checked="" type="checkbox"/>	594.50	0.83	Details	10013880 State Maternal Health Inn	100100		CL061 100100 F1000 51300 201

or

Multiple Reports Available:

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

Empl ID [REDACTED] Begins With [REDACTED]

[Search](#) [Clear](#) [Save Search](#)

	Form ID [⌵]	Employee Name [⌵]	Reporting Period ID [⌵]	Reporting Period [⌵]	Primary Department
1	773339	[REDACTED]	14	January - June 2024	100100
2	803895	[REDACTED]	14	January - June 2024	100100

Step 4: Review the earnings and percent of pay charged to your sponsored award(s) during the reporting period for reasonableness.

As the PI, you will only have access to the lines associated with sponsored awards for which you are the PI. Your certification and acknowledgement are only applicable to those lines.

You should not have access to toggle the lines associated with other, unrelated sponsored awards.

Note: If you are also the employee's Supervisor, you will have access to all lines of the report.

Step 5: If you feel the percentages reasonably reflect the actual time/effort the employee spent on your sponsored award(s), toggle the Certified field to ✓ for each applicable line.

Form Page
Time and Effort Reporting : Time and Effort Report

Employee Information

Employee Name: [Redacted] Empl ID: [Redacted]
 Primary Department: 100100 INST FAMILIES IN SOCTY
 Reporting Period: January - June 2024
 Report Period Begin Date: 01/01/2024 Report Period End Date: 06/30/2024
[Hide Chartfields](#)

Sponsored Accounts

	Certified? ^{TL}	Earnings ^{TL}	Percent of Pay/Computed Effort ^{TL}	Details	Project/Grant ^{TL}	Department ^{TL}	Cost Share ^{TL}	Op Unit/Dept/Fund/Acct/Class ^{TL}
1	<input type="checkbox"/>	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
2	<input checked="" type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400 F1000 51300 301
3	<input type="checkbox"/>	594.50	0.83	Details	10013880 State Maternal Health Inn	100100		CL061 100100 F1000 51300 201

Step 6: 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.

Percent Total: 100.00 [View Approval Routing](#)

File Attachments

Notice the employee has already approved the report and it is pending with the PIs.

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

Current Approval Routing [Cancel](#)

Review/Edit Approvers

Employee Stage
 > G3FORM_ID=810218 Awaiting Further Approvals

Parallel Stage
 > G3FORM_ID=810218, PROJECT_ID=10013027 Pending
 > G3FORM_ID=810218, PROJECT_ID=10013408 Pending
 > G3FORM_ID=810218, PROJECT_ID=10013880 Pending

Supervisor Stage
 > G3FORM_ID=810218 Awaiting Further Approvals

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

Step 8: If you would like to leave a comment on the report, click the **Comments** drop-down area to view the comment box. A common PI comment on a correct form is “This report appears reasonable.”

Make note of any comments entered by previous approvers.

*Note: Comments will be visible to **all** individuals who can view the report, including the Employee, other Principal Investigators, and Supervisor included in the workflow approval route, your Business Manager, and the Controller’s Office Compliance Team.*

Step 9: Click the **Approve** button to complete and submit your certification.

The screenshot shows a 'Form Action Items' section with the following elements:

- A table with one row containing an 'Acknowledgement' checkbox (marked with a red circle 7) and a text area with the following text: "To the best of my knowledge and belief, I certify the employee's payroll percentages reasonably reflect their effort on award(s) and are consistent with the work performed during this reporting period where I am the Principal Investigator. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies."
- A 'Comments' section (marked with a red circle 8) with a text input field.
- A row of buttons at the bottom: 'Search', 'Recycle', 'Hold', 'Print', and 'Approve' (marked with a red circle 9).

Step 10: 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 was previously approved by the employee (in the Employee Stage), and has now been approved by you in the PI role (in the Parallel Stage) for any of your sponsored award(s). Once any additional PIs approve, the report will route to the employee’s current Supervisor for final approval.

A few notes to remember about the Approval Route:

- The **Parallel Stage** will show all the PIs associated with the sponsored awards reflected on the 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.
 - If you are included in the approval route as the PI for multiple sponsored awards or as both the PI and the Supervisor, you will receive multiple email notifications, but you will only need to approve the report once.

- It is possible for a report to be pending in multiple queues at the same time if the sponsored awards included the effort reports are associated with different PIs.

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

Form Result

Time and Effort Reporting : Results

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

Transaction / Signature Log

	Current Date Time	Step Title
1	12/11/2024 1:37:38PM	Saved
2	12/11/2024 1:40:52PM	Initiated
3	12/18/2024 5:39:29PM	Employee Oprid
4	12/18/2024 6:13:17PM	Principal Investigator Pr

Action Item Log

Acknowledgement	Description
1	Yes To the best of my knowledge, I confirm this report reflects all
2	Yes To the best of my knowledge and belief, I certify that the payr reports may result in punitive actions as noted in federal and
3	Yes To the best of my knowledge and belief, I certify the employe Investigator. I am aware that filing inaccurate and/or late effo

View Approval Route

Review/Edit Approvers

Employee Stage
> G3FORM_ID=810133 Awaiting Further Approvals

Parallel Stage
v G3FORM_ID=810133, PROJECT_ID=10013027 Pending

Parallel Path
Pending
Principal Investigator Project >

> G3FORM_ID=810133, PROJECT_ID=10013408 Awaiting Further Approvals

v G3FORM_ID=810133, PROJECT_ID=10013880 Pending

Parallel Path
Pending
Principal Investigator Project >

Supervisor Stage
> G3FORM_ID=810133 Awaiting Further Approvals

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

Step 12: If you feel the percentages **do not** reasonably reflect the actual time/effort the employee spent on your sponsored award(s), **do not** toggle the Certified field or Acknowledgement to ✓. Leave those fields in the default position.

Step 13: 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 all individuals who can view the report, including the Employee, other Principal Investigators, and Supervisor included in the workflow approval route, your Business Manager, and the Controller's Office Compliance Team.

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

Sponsored Accounts

	Certified? <small>↑↓</small>	Earnings <small>↑↓</small>	Percent of Pay/Computed Effort <small>↑↓</small>	Details	Project/Grant <small>↑↓</small>	Department <small>↑↓</small>	Cost Share <small>↑↓</small>	Op Unit/Dept/Fund/Acct/Class <small>↑↓</small>
1	Yes	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
2	<input type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400 F1000 51300 301
3	Yes	594.50	0.83	Details	10013880 State Maternal Health Inn	100100		CL061 100100 F1000 51300 201

Form Action Items

	Item
1	<p>Acknowledgement</p> <p><input type="checkbox"/></p> <p>To the best of my knowledge and belief, I certify the employee's payroll percentages reasonably reflect their effort on award(s) and are consistent with the work performed during this reporting period where I am the Principal Investigator. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.</p>

Comments

The percentage on project 10013408 is not accurate; 25% of the employee's time was spent on this project.

Buttons: Search, **Recycle**, Hold, Print, Approve

Next Steps: Once the report has been corrected, your Business Manager will resubmit the report for recertification, at which point it will route back to the employee, and then you, for approval (start back at **Step 1**). If a correction is requested at any step of the approval process, including the Employee, 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).

Account

Welcome to the University of South Carolina's Time and Effort Reporting and Certification Center. This is where you will manage Time and Effort reports and required certification for employees.

Time and Effort reports can only be corrected by submitting a Retro Funding Change request to the RetroJE mailbox at RetroJE@mailbox.sc.edu. Once correction is processed, forms will automatically refresh and update.

The following actions can be performed through this center:

- Update a Time and Effort Report** – Allows you to manually refresh and capture any updates (as applicable) for a report(s).
- Certify a Time and Effort Report** – Allows you to review and certify applicable effort based on salary charged for a report(s).
- View a Time and Effort Report** – Allows you to view report(s).

	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. Principal Investigator Responsibilities

- Review the effort reports of any employee(s) who performed work on your sponsored award(s) for accuracy in a timely manner (within three days of receipt).
- Electronically certify all lines on the effort reports associated with your sponsored award(s) and provide a certification statement attesting to the reasonableness of the report(s) – all percentages should be representative of how the employee actually spent their time.
- Promptly communicate and coordinate with Business Managers regarding any questions and issues or 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.

