

Controller's Office – Grants and Funds Management

Time and Effort Reporting – Principal Investigator

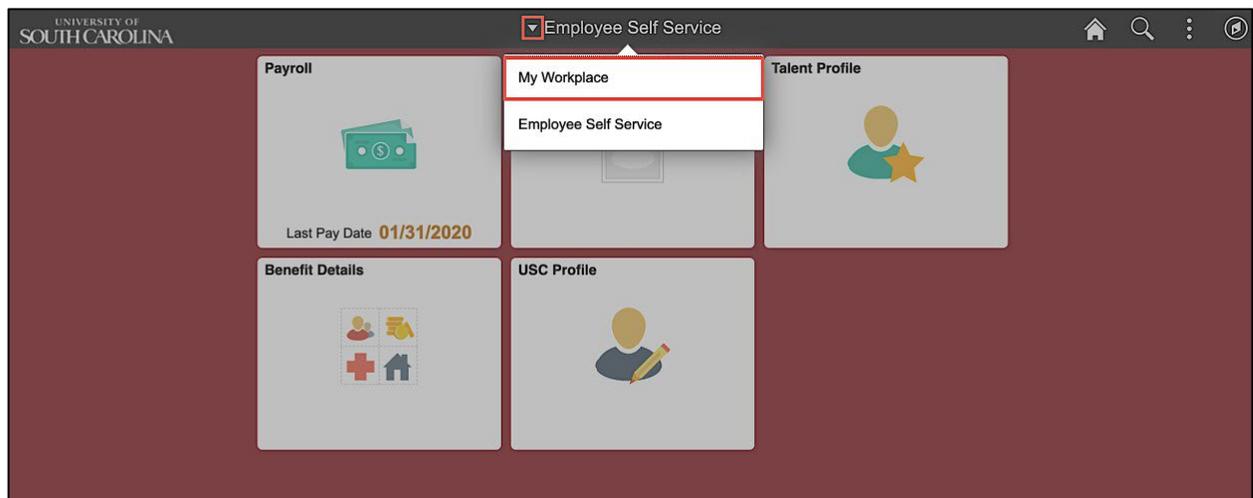
I. Navigation in HCM PeopleSoft (<https://hcm.ps.sc.edu/>)

To view the Time and Effort home screen navigate to:

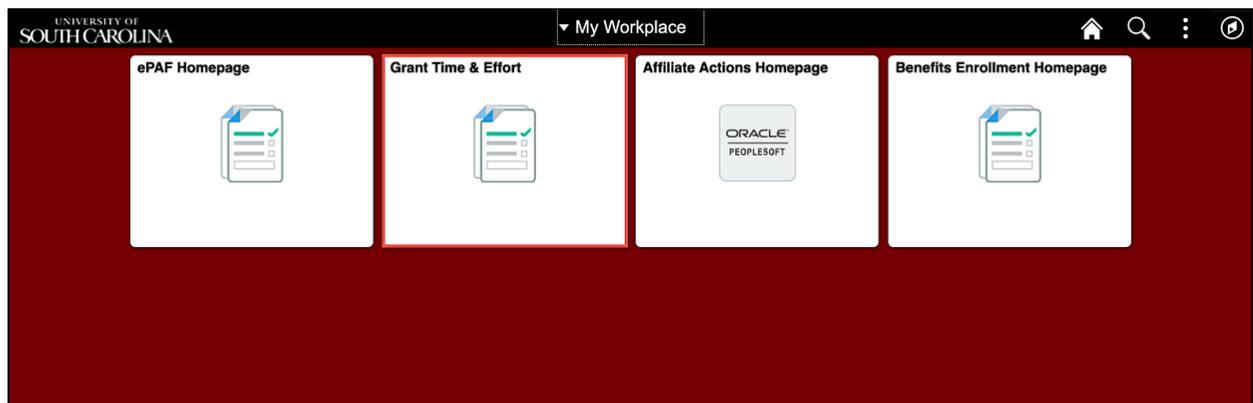
Employee Self Service > My Workplace/My Homepage > Grant Time and Effort

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

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



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



II. Verifying and Releasing Time and Effort Report eForms

It is now time for you to certify and acknowledge the payroll percentages identified on a Time and Effort eForm reasonably reflect an employee’s effort.

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

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

Step 3: The eForm page automatically opens indicating there is only one report available for you to certify. If responsible for multiple reports, a list of eForms requiring your approval will populate below the search criteria section of the page. Just click the employee name to begin certifying and approving eForms for which you are responsible.

Employee Information							
Employee Name				Empl ID			
Primary Department: 155401 MECHANICAL ENGINEERING							
Reporting Period: Go-Live Catch-up 2019							
Report Period Begin Date: 04/01/2019				Report Period End Date: 12/31/2019			
Hide Chartfields							
Sponsored Accounts							
Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
2	22573.99	12.47	Details		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
3	18104.86	10.00	Details		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
4	45814.60	25.31	Details		155001	10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101
Subtotal: 106579.25							
Percent Subtotal: 58.88							
University Accounts							
Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	74403.53	41.11	Details		155001		CL040 155001 A0001 51300 101
Subtotal: 74403.53							
Percent Subtotal: 41.11							
Total Qualifying Accounts							
Total: 180982.78							
Percent Total: 100.00							

Now let's begin reviewing and certifying each distribution line.

Step 4: If you feel the percentage identified on Distribution Line 1 reasonably reflects an employee's effort, then move on to the next line.

Continue to review all remaining Distribution Lines. As the PI, you will only have access to change distribution lines where you are listed as PI. In addition, your acknowledgement and certification is only applicable to those distribution lines.

The screenshot shows the 'Time and Effort Reporting' interface. Under 'Employee Information', the Primary Department is 155401 MECHANICAL ENGINEERING and the Reporting Period is April - December 2019. The 'Sponsored Accounts' table has the following data:

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
Yes	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
<input checked="" type="checkbox"/>	22573.99	12.47	Details	10008115 Work Activity 202C18: Progress	155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
<input checked="" type="checkbox"/>	18104.66	10.00	Details	10008116 Work Activity 202C19: High Ene	155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
<input checked="" type="checkbox"/>	40451.38	22.35	Details	10008118 Work Activity No 202C20: Rapid	155001	10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101

Subtotal: 101216.03
Percent Subtotal: 55.92

University Accounts table:

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
Yes	79766.75	44.07	Details		155001		CL040 155001 A0001 51300 101

If you are also listed Supervisor for an employee, you will have access to all of the distribution lines as shown below.

The screenshot shows the 'Time and Effort Reporting' interface for a supervisor. The Reporting Period is 'Go-Live Catch-up 2019'. The 'Sponsored Accounts' table has the following data:

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
<input checked="" type="checkbox"/>	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
<input checked="" type="checkbox"/>	22573.99	12.47	Details	10008115 Work Activity 202C18: Progress	155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
<input checked="" type="checkbox"/>	18104.66	10.00	Details	10008116 Work Activity 202C19: High Ene	155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
<input checked="" type="checkbox"/>	45814.60	25.31	Details	10008118 Work Activity No 202C20: Rapid	155001	10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101

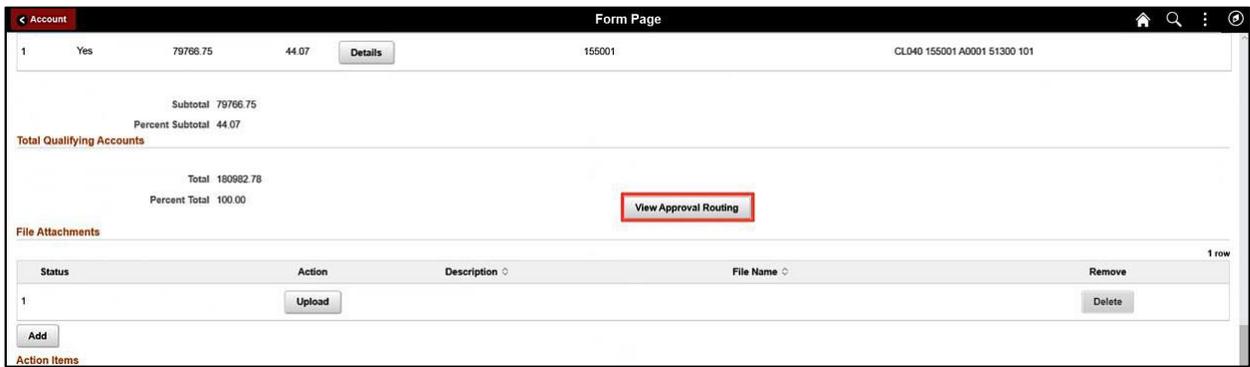
Subtotal: 106579.25
Percent Subtotal: 58.88

University Accounts table:

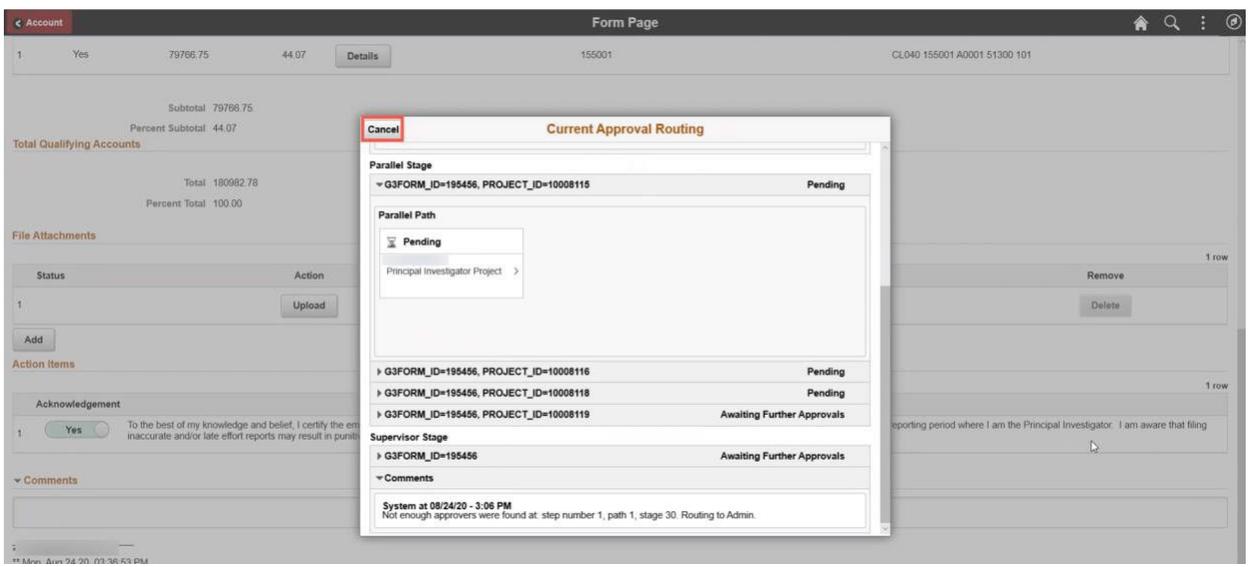
Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
<input checked="" type="checkbox"/>	74403.53	41.11	Details		155001		CL040 155001 A0001 51300 101

Total Qualifying Accounts:
Total: 180982.78
Percent Total: 100.00

Step 5: Click the **View Approval Routing** button to see the approval workflow.



Step 6: Click the **Cancel** button to return to the form page.



Step 7: When your review is complete and you are ready to acknowledge the reported effort is reasonably reflected, click the **Acknowledgement** button to show **Yes**.

Step 8: Click the **Comments** drop-down arrow, click in the Comments box and enter an appropriate comment. These comments will be visible to **all** who can view the eForm. A comment is only required if the form is recycled.

Notice the comments entered by previous approvers.

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

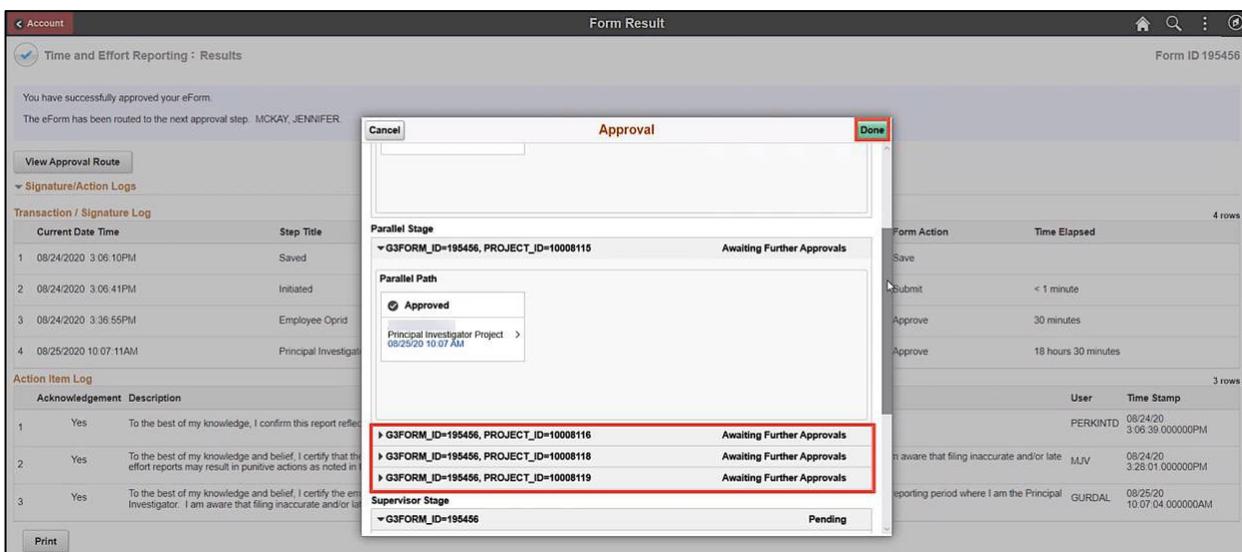
The screenshot displays the 'Form Page' interface. At the top, there is a navigation bar with a home icon, a search icon, and a refresh icon. Below this, a table shows a single row with the following data: '1', 'Yes', '79766.75', '44.07', 'Details', '155001', and 'CL040 155001 A0001 51300 101'. Below the table, there are summary statistics: 'Subtotal 79766.75' and 'Percent Subtotal 44.07'. A section titled 'Total Qualifying Accounts' shows 'Total 180982.78' and 'Percent Total 100.00'. A 'View Approval Routing' button is located below these statistics. The 'File Attachments' section contains a table with columns for 'Status', 'Action', 'Description', 'File Name', and 'Remove'. It shows one row with '1' in the 'Status' column, an 'Upload' button in the 'Action' column, and a 'Delete' button in the 'Remove' column. Below this is an 'Add' button. The 'Action Items' section shows one row for 'Acknowledgement' with a 'Yes' radio button selected. The text of the acknowledgement reads: '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.' Below the acknowledgement is a 'Comments' section with a dropdown arrow and a text input field. A comment from 'OYD, TIFFANY' is visible, dated 'Mon, Aug 24 20, 03:36:53 PM', with the text 'This appears reasonable to me. Thank you.' At the bottom of the form, there are buttons for 'Search', 'Recycle', 'Hold', 'Print', and 'Approve'. The 'Approve' button is highlighted with a red box.

Step 10: Click the **View Approval Route** button to see the approval workflow.

Step 11: You can see that the eForm has now been approved by the employee and is now pending approval by the Principal Investigators (PIs). Once all PIs complete their approval, the report will move to the primary Supervisor.

Step 12: The **Parallel Stage** will show all of the PIs responsible for each project(s) identified on the eForm.

- If the employee and the PI are the same person, PI certification will be automatic at the employee step.
- There are parallel stages for each of the project/grant(s) identified on the report. If the projects listed all have different PIs, it can be in multiple approval ques at the same time. If the same PI is listed on multiple projects, the PI will receive multiple email notifications but will only need to approve the report once.



Step 13: Click the **Signature/Action Logs** drop-down arrow to view additional transaction log information.

< Account
Form Result
08/25/20

Time and Effort Reporting : Results Form ID 195456

You have successfully approved your eForm.
The eForm has been routed to the next approval step. MCKAY, JENNIFER.

[View Approval Route](#)

▼ **Signature/Action Logs**

Transaction / Signature Log 4 rows

	Current Date Time	Step Title	User ID	User Description	Form Action	Time Elapsed
1	08/24/2020 3:06:10PM	Saved			Save	
2	08/24/2020 3:06:41PM	Initiated			Submit	< 1 minute
3	08/24/2020 3:36:55PM	Employee Oprid			Approve	30 minutes
4	08/25/2020 10:07:11AM	Principal Investigator Project			Approve	18 hours 30 minutes

Action Item Log 3 rows

	Acknowledgement	Description	User	Time Stamp
1	Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.		08/24/20 3:06:39.000000PM
2	Yes	To the best of my knowledge and belief, I certify that the payroll percentages reasonably reflect my effort and are consistent with the work I performed during this reporting period. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.		08/24/20 3:28:01.000000PM
3	Yes	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.		08/25/20 10:07:04.000000AM

[Print](#)

If the effort is not reasonably reflected, follow steps 14 through 16.

Step 14: If the percentage on a distribution line(s) does not look reasonable, click the **Certify** button to toggle to **No**. Notice when a line(s) is not certified, the Acknowledgement disappears.

Step 15: Be sure to clearly identify the problem for the Business Managers in the comment box so they can begin the process of making all necessary changes.

Note: A comment is required when recycling the eForm back to the Business Manager.

Step 16: To return the eForm back to the Business Managers for changes, click the **Recycle** button.

The screenshot displays the 'Form Page' interface. At the top, there is a navigation bar with a back arrow, 'Account', and 'Form Page'. Below this, a table shows a distribution line with a 'No' radio button selected. The table includes columns for 'Status', 'Action', 'Description', 'File Name', and 'Remove'. Below the table, there are sections for 'Total Qualifying Accounts', 'File Attachments', 'Action Items', and 'Acknowledgement'. The 'Acknowledgement' section is currently hidden. A 'Comments' box is visible with the text 'The percentage on the distribution line in University Accounts is not correct.' At the bottom, there are buttons for 'Search', 'Recycle', 'Hold', 'Print', and 'Approve'.

Next Steps:

- The report will be considered complete once all applicable PIs have completed their certification and the report has been approved by the Supervisor.
- If a correction is requested at any step of the process (and the form is recycled), it will route back to the Business Manager to make any needed adjustments.
- The Business Manager will then re-submit the report for re-certification.

Note: If the employee and the PI are the same person, PI certification will be automatic when approved as the employee.

III. Viewing the eForm the Time and Effort eForm

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

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

The screenshot shows the 'My Workplace' interface. On the left, a sidebar contains several tabs: 'Grant Time & Effort Forms', 'Update a Grant Report', 'Certify a Grant Report', and 'View a Grant Report'. The 'View a Grant Report' tab is highlighted with a red border. The main content area is titled 'Account' and contains a search form. The search form has several fields, each with a 'Begins With' dropdown menu: 'Form ID', 'Employee Name', 'Reporting Period', 'Primary Department', 'Form Status' (with an 'is Equal To' dropdown), 'Form Type', and 'Empl ID'. There are 'Search' and 'Clear' buttons at the bottom of the search form. The 'Search' button is highlighted with a red box.

Step 3: The eForm page automatically opens indicating there is only one report available for you to certify. Scroll down to the bottom of the page. When you click Search, a list of eForms will populate below the search criteria section of the page. Just click the employee name to view a report.

Notice the comments at the bottom of the page.

Step 4: To view the approval workflow, click the **Next** button. The **View a Grant Report** tab does not allow you to submit or recycle an eForm.

The screenshot shows the 'Form Page' interface. At the top, there is a table with columns: 'Certified?', 'Earnings', 'Percent of Pay', 'Details', 'Project/Grant', 'Department', 'Cost Share', and 'Op Unit/Dept/Fund/Acct/Class'. The first row has the following values: '1', 'Yes', '74403.53', '41.11', a 'Details' button, '155001', and 'CLD40 155001 A0001 51300 101'. Below the table, there are sections for 'Subtotal' (74403.53) and 'Percent Subtotal' (41.11). There is also a section for 'Total Qualifying Accounts' with 'Total' (180982.78) and 'Percent Total' (100.00). Below that is a 'File Attachments' section with a table that has columns for 'Status', 'Action', 'Description', and 'File Name'. There is one row with an 'Upload' button. At the bottom, there is a 'Comments' section with a list of comments. The 'Next >>' button is highlighted with a red box.

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	Yes	74403.53	41.11	Details	155001		CLD40 155001 A0001 51300 101

Subtotal 74403.53
Percent Subtotal 41.11

Total Qualifying Accounts

Total 180982.78
Percent Total 100.00

File Attachments

Status	Action	Description	File Name
1	Upload		

Comments

- ** Tiffany Boyd
** Wed, Mar 4 20, 03:38:29 PM
This report looks good. Thank you!
- ** Hossain Haji-Hariri
** Wed, Mar 4 20, 11:41:34 AM
This all looks reasonable to me. Thank you!
- ** Michael Van Tooren
** Tue, Mar 3 20, 05:01:08 PM
This all looks reasonable to me. Thank you.
- ** Michael Van Tooren
** Tue, Mar 3 20, 05:00:40 PM
Line 1 for University Accounts does not look correct to me. Please review and make all necessary changes.

Search Next >> Print

Step 5: Click the **View Approval Route** to see where the eForm is in the approval process. This eForm is still waiting for Supervisor approval.

The screenshot shows the 'Form Result' page for 'Time and Effort Reporting : Results' (Form ID 195456). A modal window titled 'Approval' is open, showing the approval process. The 'Parallel Stage' for G3FORM_ID=195456, PROJECT_ID=10008115 is 'Awaiting Further Approvals'. The 'Parallel Path' shows 'Approved' with a timestamp of 08/25/20 10:07 AM. The 'Supervisor Stage' for G3FORM_ID=195456 is highlighted as 'Pending'.

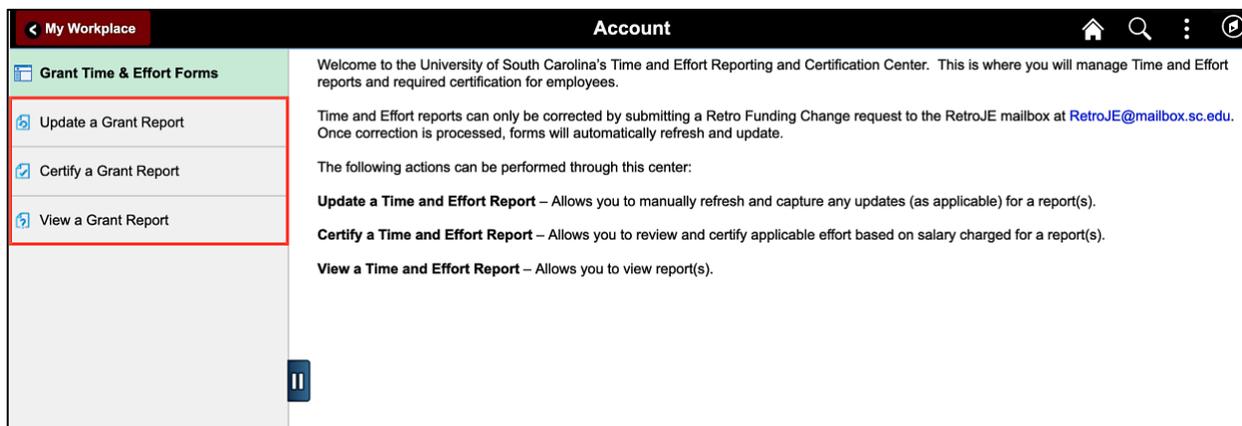
Step 6: Click the **Signature/Action Logs** drop-down arrow to view additional transaction log information.

The screenshot shows the 'Form Result' page with the 'Signature/Action Logs' dropdown menu expanded. It displays a table of transaction logs and an action item log.

Transaction / Signature Log						
Current Date Time	Step Title	User ID	User Description	Form Action	Time Elapsed	
1 08/24/2020 3:06:10PM	Saved			Save		
2 08/24/2020 3:06:41PM	Initiated			Submit	< 1 minute	
3 08/24/2020 3:36:55PM	Employee Oprid			Approve	30 minutes	
4 08/25/2020 10:07:11AM	Principal Investigator Project			Approve	18 hours 30 minutes	

Action Item Log			
Acknowledgement	Description	User	Time Stamp
1 Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.		08/24/20 3:06:39 000000PM
2 Yes	To the best of my knowledge and belief, I certify that the payroll percentages reasonably reflect my effort and are consistent with the work I performed during this reporting period. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.		08/24/20 3:28:01 000000PM
3 Yes	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.		08/25/20 10:07:04 000000AM

IV. Time and Effort eForm Actions



Below is an explanation of each action highlighted above and who can perform that action.

Time and Effort eForm Actions

	Add	Update	Certify	View
	Only the Controller’s Office can add/create a new eForm.	Allows you to review and verify distribution lines and release for certification.	Allows you to review and certify applicable effort based on salary charged for a report(s).	Allows you to view report(s), including approval workflow and transaction log.
Business Manager	×	✓	×	✓
Employee	×	×	✓	✓
Principal Investigator	×	×	✓	✓
Supervisor	×	×	✓	✓
Controller’s Office	✓	✓	×	✓

Note: Business Managers, Employees, PIs, and Supervisors may see all three action tabs but will not receive search results if it’s an action that cannot be performed by the role as indicated above.

V. Time and Effort eForm Status

Time and Effort eForm Status	Status Description
Saved	<p>Business Manager – Receives the reports in “Saved” status and submits or releases them to Employees for certification.</p> <p>If a retro funding change is processed after the form has been submitted and released for certification, it will automatically be recycled back to the Business Manager in a “Saved” status.</p>
Pending	<p>Employees, Supervisors, & PIs receive the reports in “Pending” status (because they are pending approval).</p>
Partially Approved	<p>If a report is recycled by a user at any point, it will return to the Business Manager in a “Partially Approved” Status.</p> <p>Business Managers will initiate all necessary changes and Resubmit the form.</p>
Executed	<p>Once a report is fully certified, the report status is “Executed”.</p>
On Hold	<p>This function is not recommended used. Reports can stay in an approvers cue until ready to be approved or recycled.</p> <p>The employee, PI, or supervisor have the Time and Effort Report on hold to verify the payroll information before certifying and submitting to the next level.</p>
Withdrawn	<p>The eForm has been withdrawn by the Controller’s Office and is no longer available to the Business Manager to release for certification.</p>

Use **View Option** to review form status, not Update! This will prevent accidentally restarting workflow.

VI. Principal Investigator Responsibility

- Review the salary charged to ensure the percentage charged is a reasonable representation of how the employee spent their time on your award(s) where you are the Principal Investigator
- Ensure the effort that is reported is consistent with effort reported within progress reports submitted to the sponsor
- As Principal Investigator you are responsible overall for the expenses that are charged to the grant award. Inaccurate effort reports may result in punitive actions as noted in Federal and University Policies
- If you have questions or concerns, coordinate with your Business Manager

VII. Time and Effort Email Notification

Below is an example of the Time and Effort email notification received when a form is **routed** to the Employee, Principal Investigator, and Supervisor for approval.

Click the **link** and you will be prompted to sign into HCM PeopleSoft. If you already have HCM PeopleSoft open, it will take you directly to the Time and Effort eForm.

ACTION REQUIRED: 155401, Go-Live Catch-up 2019 T&E Report is ready for Approval, 144842

 [Redacted Name]
 Wednesday, March 4, 2020 at 5:38 PM
[Show Details](#)

Time and Effort Certification Report eForm ID 144842 for [Redacted Name] has been routed for your review and certification. This form is for the Go-Live Catch-up 2019 certification period. Please login into HCM - My Workplace to work on this form or follow the link below.

https://hcm-dev.ps.sc.edu/psp/HDEV/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U8G3FORM_FAMILY=ACCOUNT&G3FORM_ID=144842&G3FORM_TASK=EVL

Certification is required to be completed within 30 days. Late or inaccurate certifications may result in punitive actions as noted in federal and University policies. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

Thank you,
 Grants and Funds Management
 UofSC Controller's Office