Controller's Office – Grants and Funds Management

Time and Effort Reporting – Principal Investigator

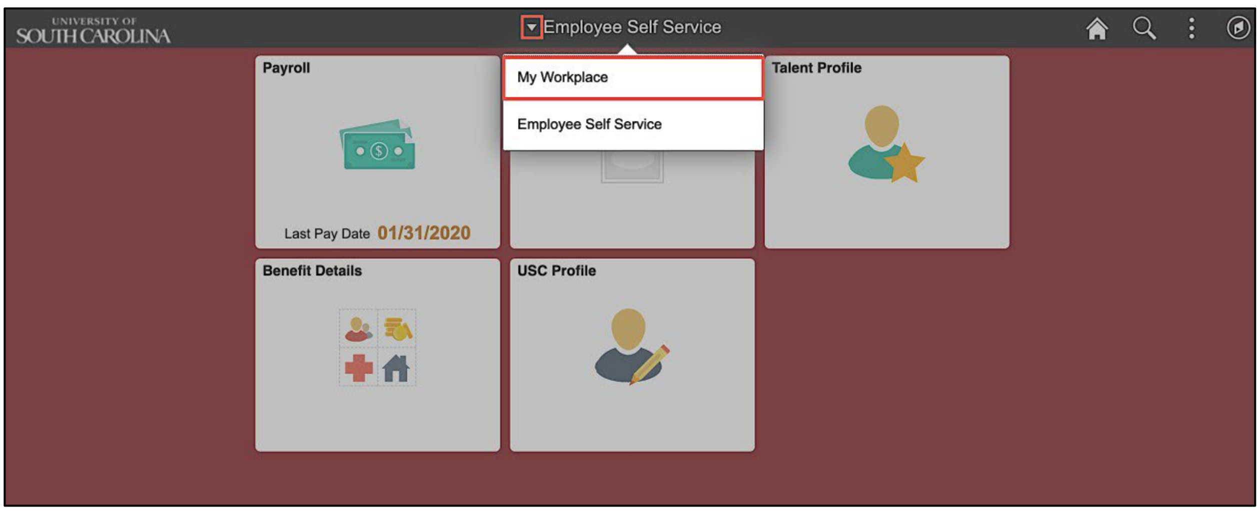
I. Navigation in HCM PeopleSoft (https://hcm.ps.sc.edu/)

To view the Time and Effort home screen navigate to:

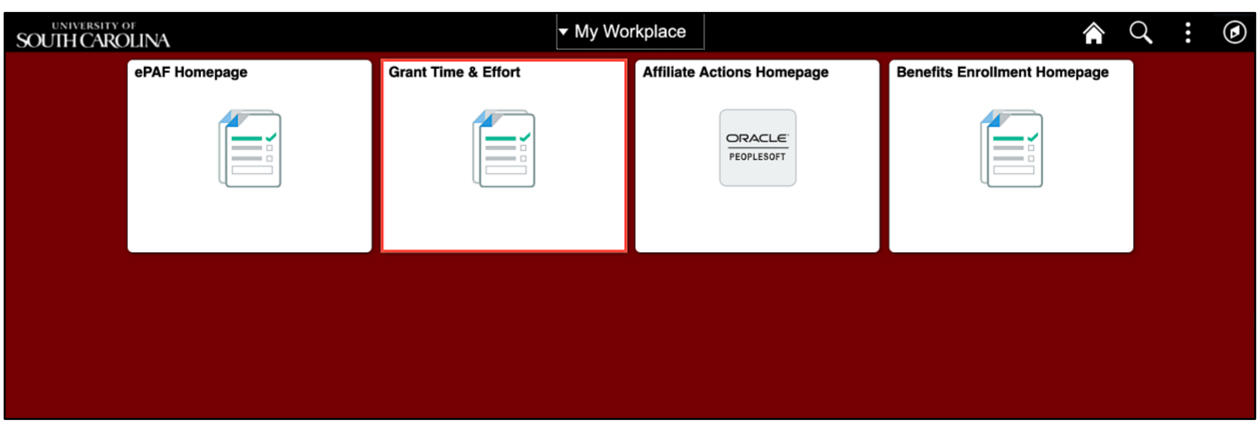
Employee Self Service > My Workplace/My Homepage > Grant Time and Effort

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.

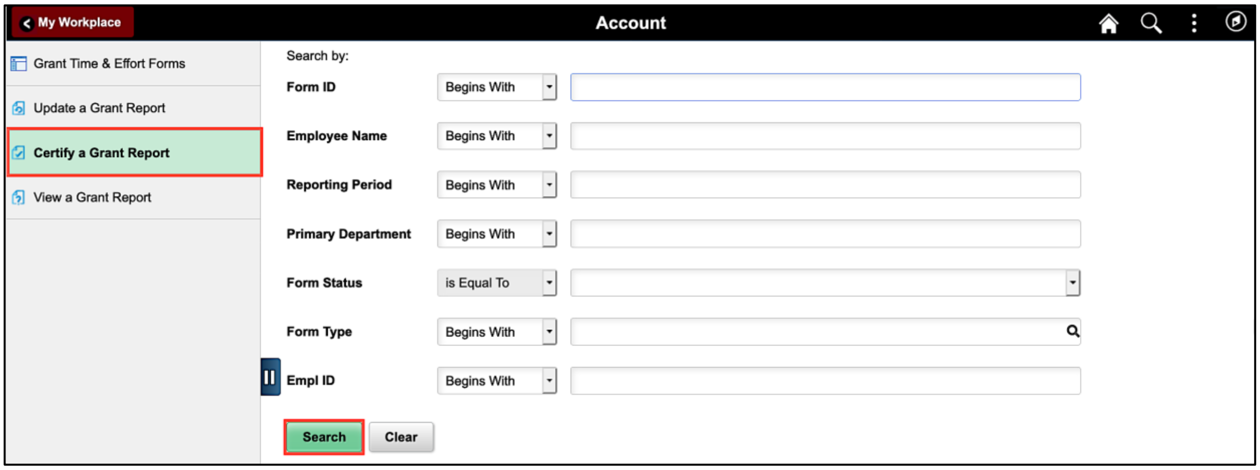


II. Verifying and Releasing Time and Effort Report eForms

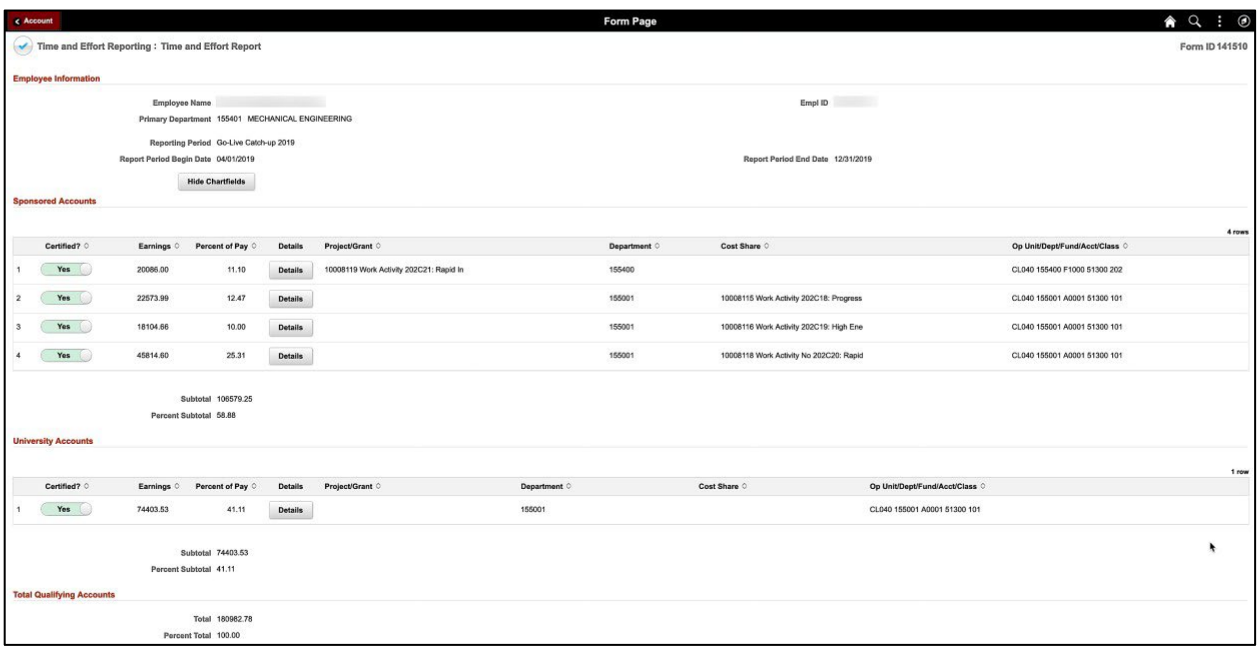
It is now time for you to certify and acknowledge the payroll percentages identified on a Time and Effort eForm reasonably reflect an employee's effort.

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

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



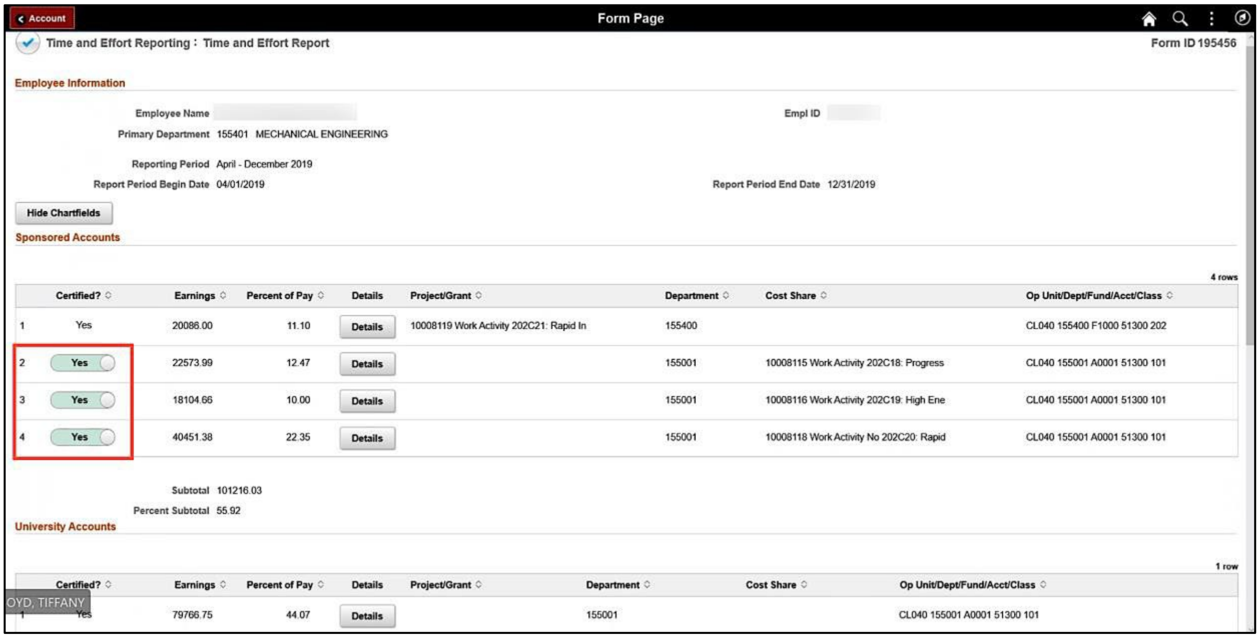
Step 3: The eForm page automatically opens indicating there is only one report available for you to certify. If responsible for multiple reports, a list of eForms requiring your approval will populate below the search criteria section of the page. Just click the employee name to begin certifying and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



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.



< Account — Form Page

Time and Effort Reporting : Time and Effort Report — Form ID 195456

Employee Information

Employee Name — Empl ID
Primary Department 155401 MECHANICAL ENGINEERING
Reporting Period April - December 2019
Report Period Begin Date 04/01/2019 — Report Period End Date 12/31/2019

Hide Chartfields

Sponsored Accounts — 4 rows

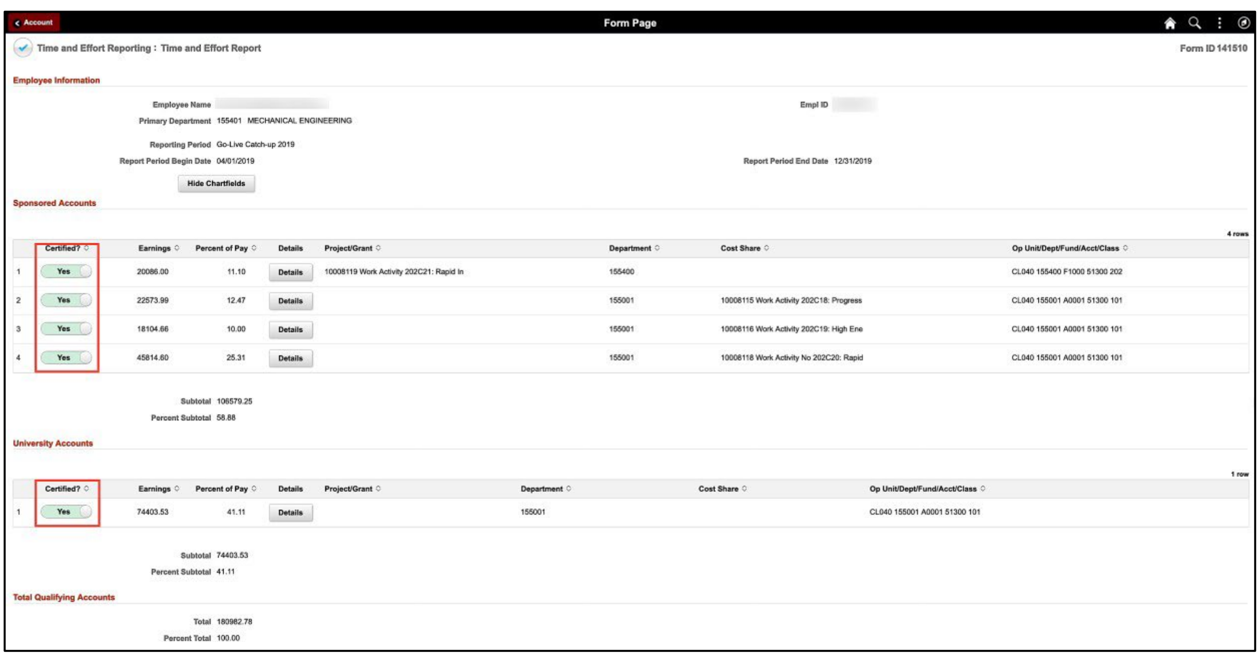
	Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	Yes	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
2	Yes	22573.99	12.47	Details		155001	10008115 Work Activity 202C18: Progress	CL040 155001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

Subtotal 101216.03
Percent Subtotal 55.92

University Accounts — 1 row

	Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	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.



< Account — Form Page

Time and Effort Reporting : Time and Effort Report — Form ID 141510

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 — 4 rows

	Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	Yes	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
2	Yes	22573.99	12.47	Details		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
3	Yes	18104.66	10.00	Details		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
4	Yes	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 — 1 row

	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		CL040 155001 A0001 51300 101

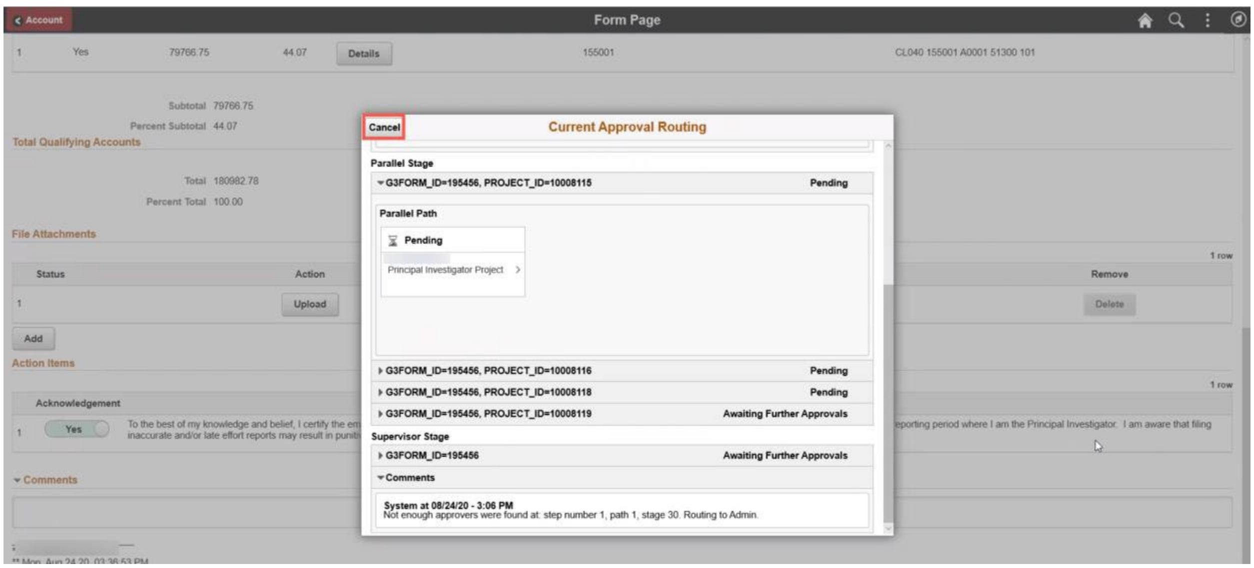
Subtotal 74403.53
Percent Subtotal 41.11

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.

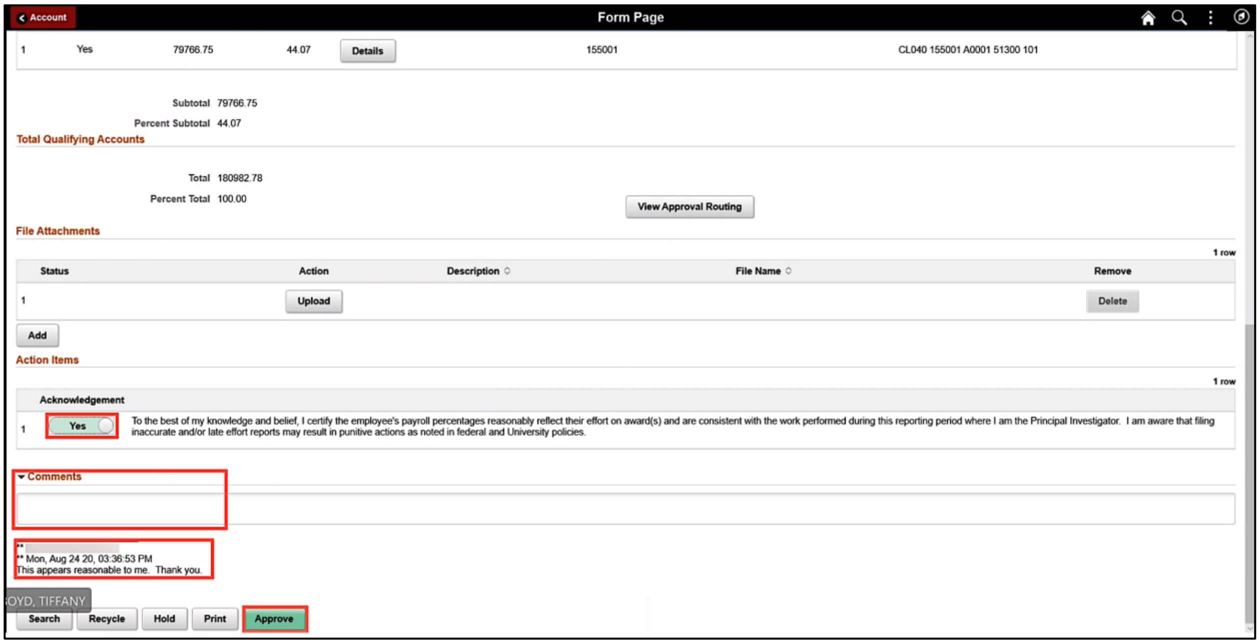


Step 7: When your review is complete and you are ready to acknowledge the reported effort is reasonably reflected, click the **Acknowledgement** button to show **Yes**.

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.



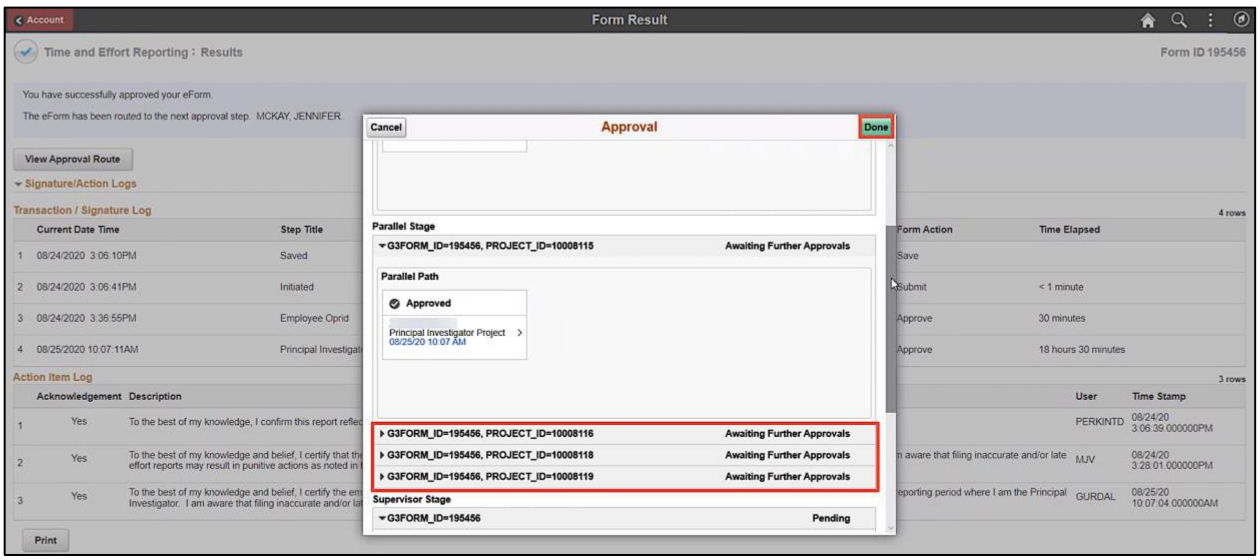
Step 10: Click the **View Approval Route** button to see the approval workflow.

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.

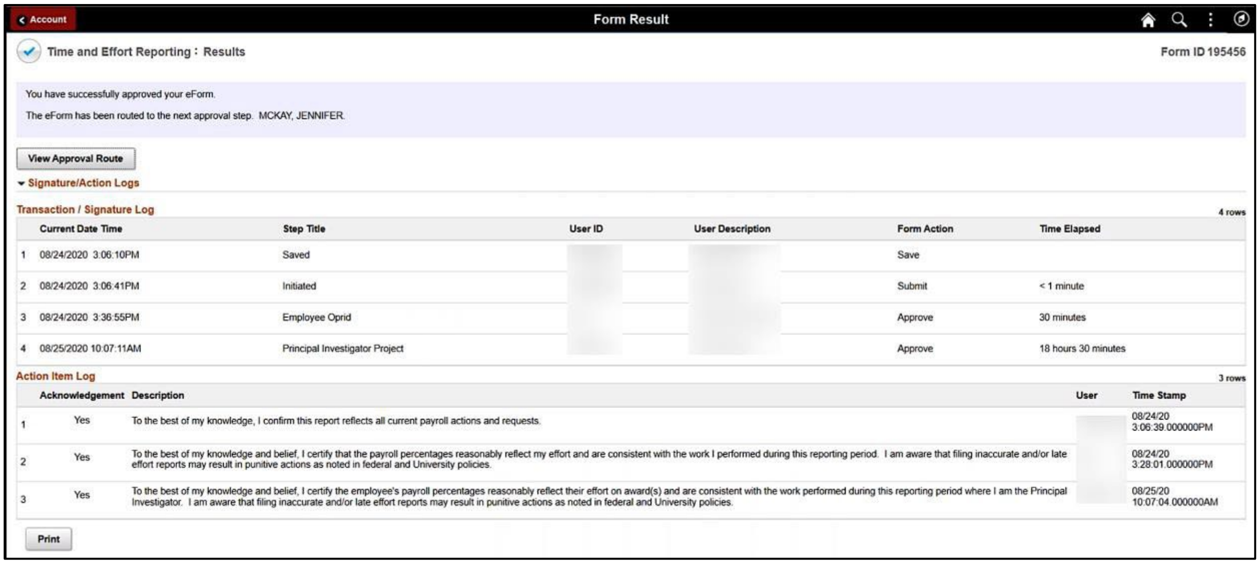
Step 12: The **Parallel Stage** will show all of the PIs responsible for each project(s) identified on the eForm.

- 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

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

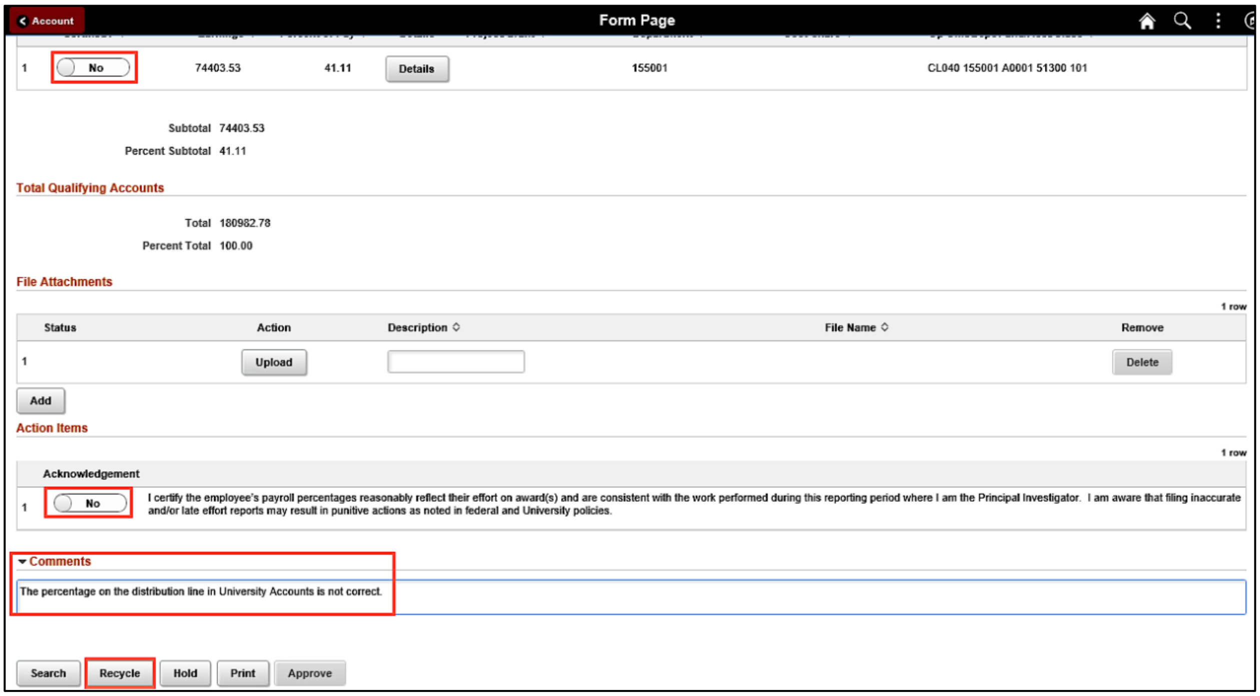
If the effort is not reasonably reflected, follow steps 14 through 16.

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.



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

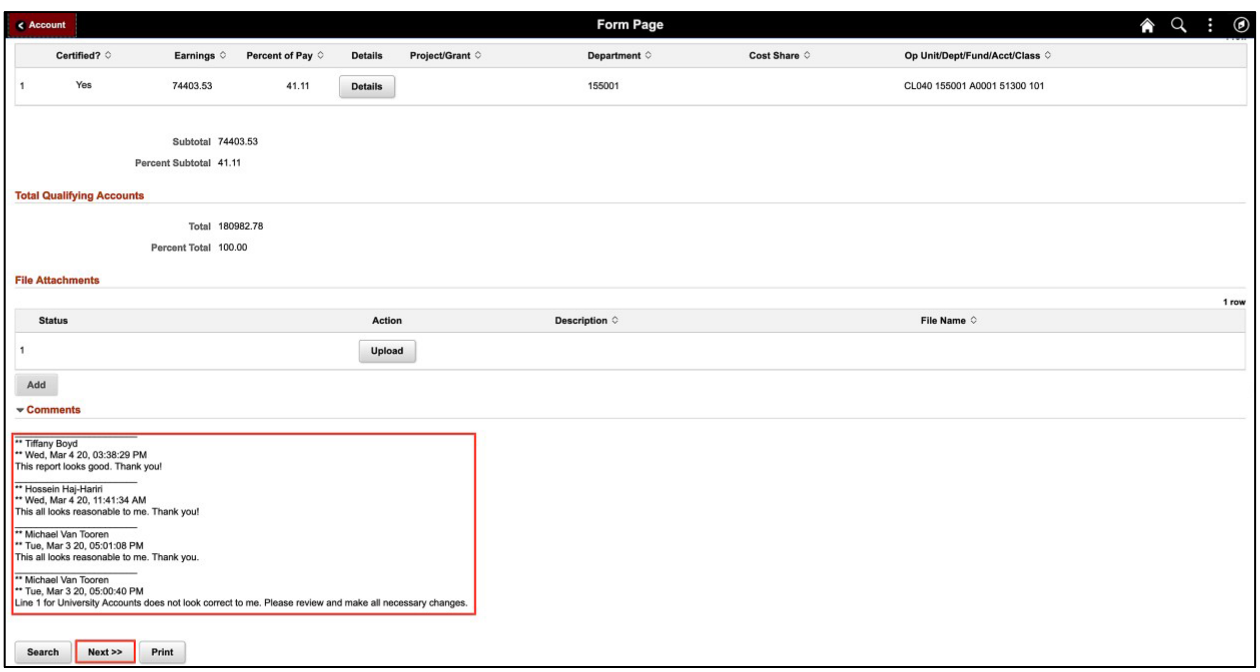
Step 1: Click the **View a Grant Report** tab.

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

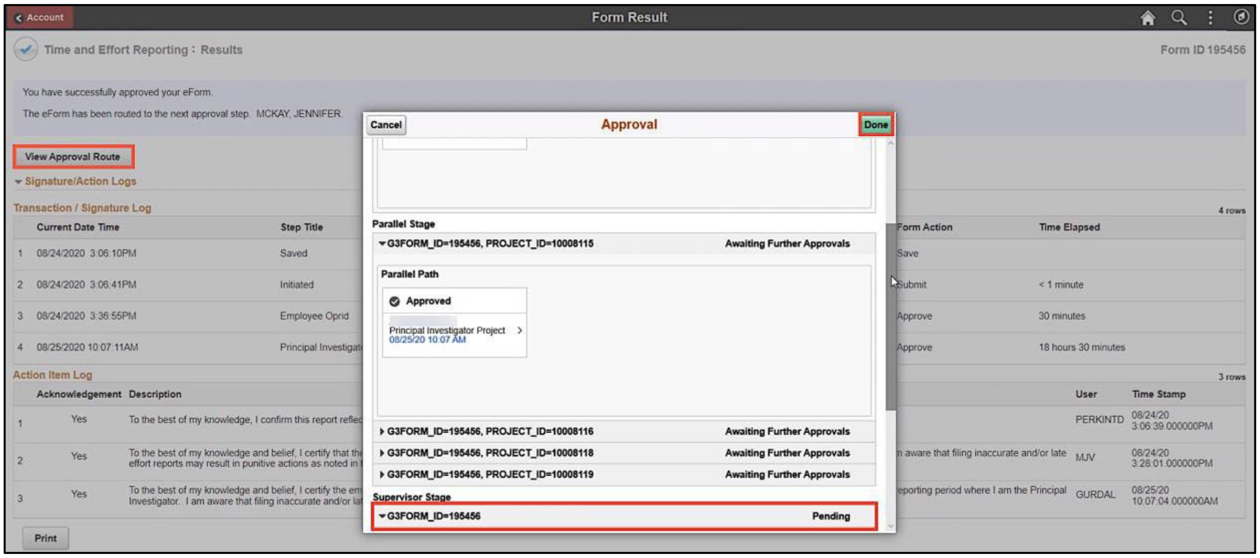
Step 3: The eForm page automatically opens indicating there is only one report available for you to certify. Scroll down to the bottom of the page. When you click Search, a list of eForms will populate below the search criteria section of the page. Just click the employee name to view a report.

Notice the comments at the bottom of the page.

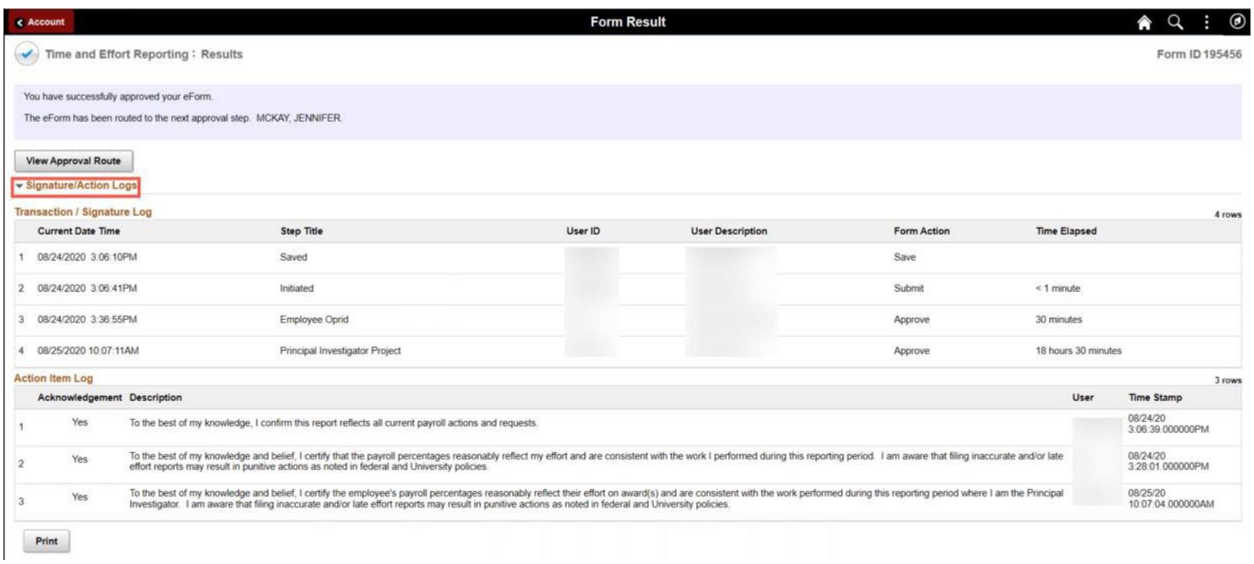
Step 4: To view the approval workflow, click the **Next** button. The **View a Grant Report** tab does not allow you to submit or recycle an eForm.



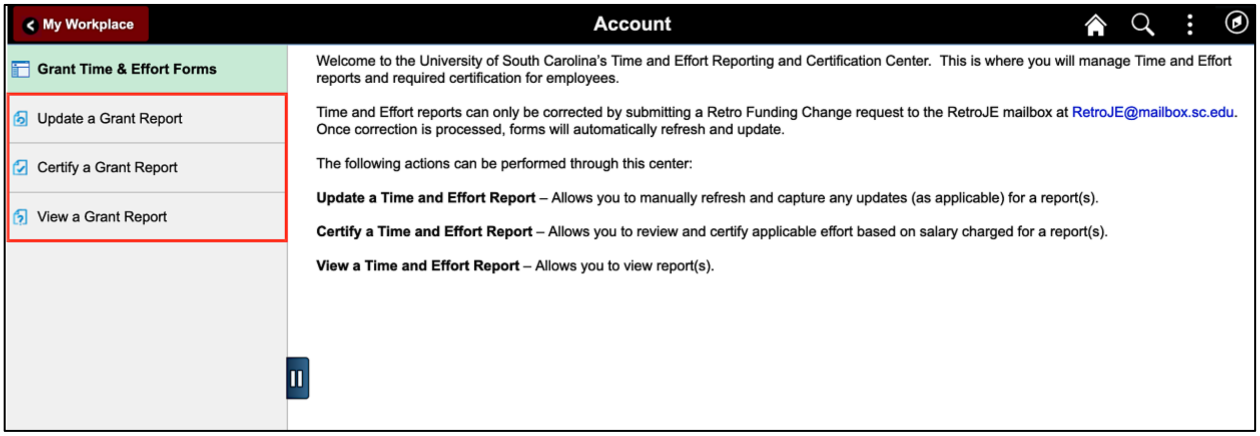
Step 5: Click the **View Approval Route** to see where the eForm is in the approval process. This eForm is still waiting for Supervisor approval.



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



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	Business Manager – Receives the reports in **“Saved”** status and submits or releases them to Employees for certification. 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.
Pending	Employees, Supervisors, & PIs receive the reports in **“Pending”** status (because they are pending approval).
Partially Approved	If a report is recycled by a user at any point, it will return to the Business Manager in a **“Partially Approved”** Status. Business Managers will initiate all necessary changes and **Resubmit** the form.
Executed	Once a report is fully certified, the report status is **“Executed”**.
On Hold	This function is not recommended used. Reports can stay in an approvers cue until ready to be approved or recycled. 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.
Withdrawn	The eForm has been withdrawn by the Controller’s Office and is no longer available to the Business Manager to release for certification.

Use **View Option** to review form status, not Update! This will prevent accidently 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

CJ

Wednesday, March 4, 2020 at 5:38 PM

Show Details

Time and Effort Certification Report eForm ID 144842 for 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=U&G3FORM_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