



**Office of the Controller
Operational Management and Reporting
HERD Reporting – Supervisor Review and Approval**

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I. Purpose

Each year, the National Science Foundation, conducts an annual survey of Higher Education Research and Development expenditures at U.S. colleges and universities. The survey collects information on R&D expenditures by field of research and source of funds and gathers information on types of research, expenses, and headcounts of R&D personnel. It is conducted by the National Center for Science and Engineering Statistics (NCSES) within the National Science Foundation and is used to determine Carnegie Classification of higher education institutions and other ratings and rankings, including membership to the Association of American Universities (AAU). To capture true R&D expenditures, the University has developed the HERD Reporting eForm to allow faculty members to report research time not already captured on internal and external research funding sources.

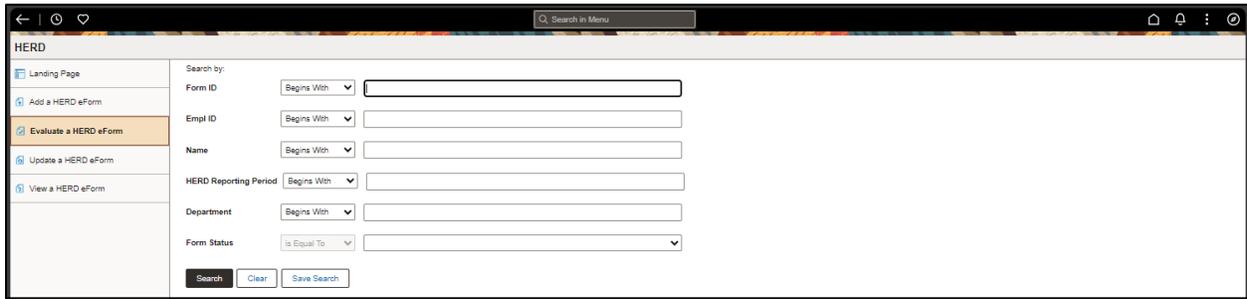
By the end of this procedure, Supervisors should be able to:

- Review and approve HERD eForms
- Understand Supervisor Responsibility

II. Supervisor Responsibilities

- To the best of their ability, Supervisors review the salary pulled into the report for reasonableness. (For example, if an employee is working on several external grants, are any listed within the report, etc.).
- Review the amount charged to the University Accounts section and enter the amount of that time spent on research-related activities. Enter a value from 0-100 in the research percent column on the form.
- Have discussions with employees, if needed, to assist in the completion of the form.
- If supervisors have questions or concerns, they need to coordinate with their Business Manager or contact the Controller's Office at HERD@sc.edu.

III. HERD Reporting eForm Actions



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

HERD Reporting eForm Actions

	Add	Update	Evaluate	View
	Only the Controller’s Office can add/create a new eForm.	Only the Controller’s Office can update and resubmit a HERD Reporting report.	Allows you to review and approve applicable effort based on salary charged for a report(s).	Allows you to view report(s), including approved and recycled forms from all reporting periods.
Business Manager	×	×	×	×
Employee	×	×	×	×
Supervisor	×	×	✓	✓
Controller’s Office	✓	✓	×	✓

IV. HERD Reporting eForm Status

HERD eForm Status	Status Description
Pending	Once the reports are created, Supervisors will receive the reports in “Pending” status (because they are pending approval).
Recycled	If a report is recycled by a user, it will return to the Controller’s Office in a “Recycled” Status. The Controller’s Office will review, initiate any necessary changes and Resubmit the form.
Executed / Authorized	Once a report is approved, the report status is “Executed” or “Authorized” .
Withdrawn	The eForm has been withdrawn by the Controller’s Office and is no longer available for review and approval.

V. HERD Reporting Email Notification

Below is the HERD Reporting email notification received when a form is **routed** to the Supervisor for approval.

Click the **link** to be prompted to sign into PeopleSoft HCM. If already signed into PeopleSoft HCM, the HERD Reporting eForm will open directly.

<p>From: PeopleSoft@peoplesoft.com <PeopleSoft@peoplesoft.com> Sent: Wednesday, September 11, 2024 10:23 AM To: Chair/Supervisor Name Subject: Approval Needed: HERD Reporting, Form 776234, John Tolkien</p> <p>A HERD Reporting <u>eForm</u> has been created for John Tolkien for the FY24: July 1, 2023 – June 30, 2024 reporting period that requires review and approval. Please login into PeopleSoft HCM to review and approve this form or follow the link below.</p> <p>To access this form, click 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=780620&G3FORM_TASK=EVL</p> <p>Review and approval are required to be completed promptly within 10 business days of receipt. Unapproved forms will be excluded from the University’s reporting of Higher Education Research and Development expenses. If you have questions regarding this form or process, please visit the Controller’s Office website to review the training webinar here or review the job aid here.</p> <p>Thank you for your prompt attention to this request.</p> <p>Operational Management and Reporting Team USC Controller’s Office HERD@sc.edu </p>
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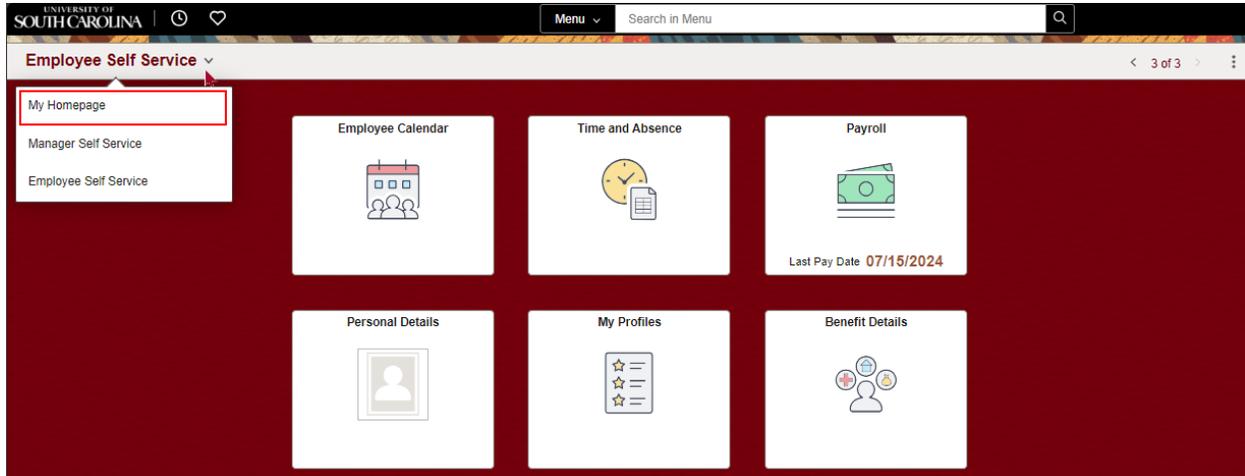
VI. Navigation in PeopleSoft HCM (hcm.ps.sc.edu)

To view the HERD Reporting home page, navigate to:

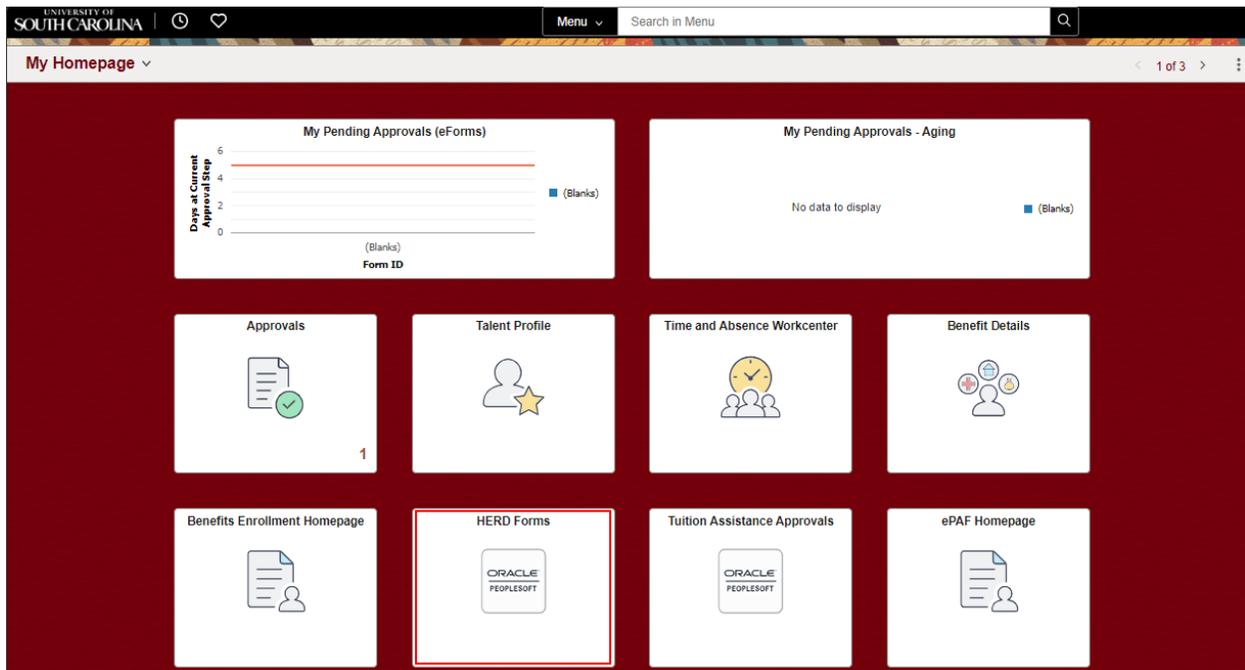
Employee Self Service > My Workplace/My Homepage > HERD Forms

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

Step 2: Click the **My Workplace** or **My Homepage** option from the list. The available navigation option will depend on the assigned roles within PeopleSoft HCM.



Step 3: Click the **HERD Forms** tile.



VII. Reviewing and Approving HERD eForms

It is now time to review the University-funded (A Funds) salary of employees and assign a percentage to represent the amount of time spent on research-related activities funded by the University (such as researching funding announcements, writing and submitting proposals, etc.). Any externally or internally funded research amounts will be shown in the report and should not be included in the amount entered for the University Account section. If needed, confer with your employee(s) prior to completing the form.

Step 1: Click the **Evaluate a HERD eForm** tab on the left-hand side of the page. Search criteria will populate the page once selected.

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

The screenshot shows the 'HERD Forms' interface. On the left, there is a sidebar with three tabs: 'HERD Landing Page', 'Evaluate a HERD eForm' (which is highlighted with a red box), and 'View a HERD eForm'. The main area contains a search form with the following fields:

- Search by: Form ID (dropdown: Begins With) [text input]
- Empl ID (dropdown: Begins With) [text input]
- Name (dropdown: Begins With) [text input]
- HERD Reporting Period (dropdown: Begins With) [text input]
- Department (dropdown: Begins With) [text input]
- Form Status (dropdown: Is Equal To) [text input]

At the bottom of the search form, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Save Search'.

Step 3: If there are multiple reports that require review and approval, a list of the eForms will populate below the search criteria section of the page. If only one form is present, the form will automatically open.

If responsible for multiple reports, select the employee's name to begin reviewing and approving reports and use the back arrow (←) to return to the list.

Each report will provide the total funding paid (excluding summer salary) related to their primary appointment and job code for the most recent fiscal year (based on paycheck date) along with standard fringe costs. The form will divide the earnings received into sections based on its funding source: 1) University Accounts, 2) Sponsored Accounts, and/or 3) Other Accounts.

The **Sponsored Accounts** section will list the amount of any external funding received and the **Other Accounts** section will list other internal sources (such as internally funded research, endowments, etc.). In the example below notice the employee received 55% of their compensation from University Accounts, almost 20% of their time was funded by external research, and 25% was supported by Other Accounts; totaling 100% of their compensated time for the fiscal year.

HERD

Upd : HERD Reporting Form ID 746045 (Pending)

Name: [REDACTED] Department: 115500 HEALTH SERVICES POLICY AND MGT Emp ID: [REDACTED] Job Code: UG78 Professor

HERD Reporting Period: FY 24 - July 2023 - June 2024 Reporting Period ID: 2
 HERD Report Begin Date: 07/01/2023 HERD Report End Date: 06/30/2024

University Accounts 1 row

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	*Research Percent %	Computed Actuals %	HERD Details	Department %	Op Unit/Dept/Fund/Acct/Class %
1	130806.02	43127.40	173895.42	11	17389.54	HERD Details	115501 CL034 115501 A0001 51300 101
UNIV Subtotal		173895.420000					
UNIV Percent Subtotal		55.830000					
Total % of Research on University Accounts		10.00					
Total \$ of Research on University Accounts		17389.54					

Sponsored Accounts 3 rows

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	Computed Distribution %	HERD Details	Project/Grant %	Cost Share %	Op Unit/Dept/Fund/Acct/Class %
1	14168.11	4671.23	18839.34	6.03	HERD Details	10012167	CL034 115500 K1000 51300 202
2	15277.81	5037.09	20314.90	6.50	HERD Details	10013239	CL034 115500 F1000 51300 202
3	15907.20	5244.00	21151.80	6.76	HERD Details	10013287	CL034 115500 F1000 51300 202
SPONSORED Subtotal		60306.040000					
SPONSORED Percent Subtotal		19.288000					

Other Accounts 1 row

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	Computed Distribution %	HERD Details	Project/Grant %	Cost Share %	Op Unit/Dept/Fund/Acct/Class %
1	58979.86	19445.66	78425.52	25.08	HERD Details	E0000096	CL049 220000 LP000 51300 201
OTHER Subtotal		78425.520000					
OTHER Percent Subtotal		25.083000					

Total Qualifying Accounts

Total Salary & Fringe (\$) 312895.98
 Total Salary & Fringe (%) 100.00

Now let's begin reviewing the University Accounts section.

Step 4: The **University Accounts** section represents the amount of salary paid to the employee from the University's unrestricted operating fund (A Funds) related to their primary appointment and job code (i.e. 9 month, UG76 Professor). Focusing on this section of time, enter the percent of time that was attributable to research related activities (researching funding opportunities, writing and submitting proposals, etc.). For example, if 10% of the 55% University Account section was spent on research related activities, enter "10" (%) in the **Research Percent** column. Be sure to consider the employees teaching load, administrative duties, and community service in this estimation. For example, if the employee is serving on several boards, mentoring undergrad students, and teaching a full load each semester, it would be unreasonable to put 80 or 90 percent in this column as research related. You can place "0" if none of the employee's time was related to research activities.

A value (0 – 100) must be placed in the **"Research Percent"** column before the form can be approved.

HERD
Upd : HERD Reporting Form ID 746045 (Pending)

Name: [Redacted] Empl ID: [Redacted]
 Department: 115500 - HEALTH SERVICES POLICY AND MGT Job Code: UG76 Professor
 HERD Reporting Period: FY 24 - July 2023 - June 2024 Reporting Period ID: 2
 HERD Report Begin Date: 07/01/2023 HERD Report End Date: 06/30/2024

University Accounts

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	Research Percent %	Computed Actuals %	HERD Details	Department %	Op Unit/Dept/Fund/Acct/Class %
130808.02	43127.40	173935.42	10	17383.54	HERD Details	115501	CL034 115501 A0001 51300 101
UNIV Subtotal: 173935.420000							
UNIV Percent Subtotal: 55.630000							
Total % of Research on University Accounts: 10.00							
Total \$ of Research on University Accounts: 17393.54							

Sponsored Accounts

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	Computed Distribution %	HERD Details	Project/Grant %	Cost Share %	Op Unit/Dept/Fund/Acct/Class %
14188.11	4671.23	18859.34	6.03	HERD Details	10012167		CL034 115500 K1000 51300 202
15277.81	5037.09	20314.90	6.50	HERD Details	10013239		CL034 115500 F1000 51300 202
15907.20	5244.80	21151.80	6.76	HERD Details	10013257		CL034 115500 F1000 51300 202
SPONSORED Subtotal: 60306.040000							
SPONSORED Percent Subtotal: 19.280000							

Other Accounts

Salary %	Estimated Fringe %	Total Salary & Estimated Fringe %	Computed Distribution %	HERD Details	Project/Grant %	Cost Share %	Op Unit/Dept/Fund/Acct/Class %
58979.86	19445.66	78425.52	25.08	HERD Details	E0000096		CL049 220000 LP000 51300 201
OTHER Subtotal: 78425.520000							
OTHER Percent Subtotal: 25.080000							

Total Qualifying Accounts

Total Salary & Fringe (\$): 312965.98
 Total Salary & Fringe (%): 100.00

Step 5: Click the **Approve** button to approve the report. The Comment field can be used to provide applicable information, but it is not required. If there is an issue with the data pulled into the report, select "Recycle" to address it.

File Attachments

Status	Upload	Description %	File Name %	Delete
1	Upload			Delete

[Add](#)

Comments

[Search](#) [Deny](#) [Recycle](#) [Approve](#) [Push Back](#)

Step 6: Review the Form Result to ensure the form was successfully approved.

The screenshot displays the 'Form Result' interface. At the top, it shows 'Eval : Results' and 'Form ID 746229 (Authorized)'. A blue banner contains the message 'You have successfully approved your eForm.' Below this is a 'View Approval Route' button. The main section is a table titled 'Transaction / Signature Log' with 2 rows. The table has columns for 'Current Date Time', 'Step Title', 'User ID', 'Description', 'Form Action', and 'Time Elapsed'. The first row shows a 'Submit' action at 3:15:42PM. The second row shows an 'Authorize' action by the 'Primary Supervisor' at 2:22:41PM, with a time elapsed of 1 day 23 hours 5 minutes. A 'Refresh Log' button is located at the bottom left of the table area.

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
08/08/2024 3:15:42PM	Instated	[User ID]	[Description]	Submit	
08/08/2024 2:22:41PM	Primary Supervisor	[User ID]	[Description]	Authorize	1 day 23 hours 5 minutes