



Controller’s Office – Grants and Funds Management

Time and Effort Reporting – Business Manager

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I. Objectives

By the end of this procedure, **Business Managers** should be able to:

- Update and view all Time and Effort reports they are responsible for
- Use HCM Distribution to verify Time and Effort for the employee identified on an eForm

II. Tips, Tricks, and Things to Remember

Here are few tips and tricks that will help when verifying Time and Effort, along with important things to remember:

- Log into the HCM Distribution tool located on the Finance Intranet to quickly verify and compare the payroll information for each employee's time and effort report.
- If there are discrepancies between the Time and Effort report and HCM Distribution check the following:
 - Review the pay group of the employee to determine if they are paid current or on a lag and adjust the pay period date of the HCM Distribution tool accordingly.
 - Export the HCM Distribution data using the CSV option to see if there are any earn codes that are excluded from the Time and Effort reporting system (For example, CHR and ALP.)
 - Ensure all retro funding requests have processed.
- When searching for Time and Effort reports, within the Update tab, to verify and release to employees for approval, be sure to filter your search to **Saved** and **Partially** Approved reports only. This will ensure you are not verifying and submitting reports a second time, restarting the approval workflow again.
- Ensure all retro funding changes are submitted within **90** days of the close of the ledger period in which the original charge was posted. Remember, any retro funding changes submitted **after** 90 days requires a Cost Transfer memo and is subject to the Cost Transfer Policy (FINA 3.35).
- When Time and Effort Reports recycle back to you for funding changes, be sure to review the request quickly and prepare any needed retro funding changes.
- As the Business Manager, you will receive emails for all the Time and Effort reports for which you are responsible. It would be helpful to set up a rule in Outlook ensuring no emails get lost.
- Hourly employees will be included, and **earnings end dates** are outlined at the top of the report. For example, if the reporting period or the effort report is April 2019 through December 2019, salary earned prior to April will be excluded even if paid in April.
- If you have questions regarding the HCM Distribution tool, please refer to the recorded training webinar and PPT found on the Controller's Office website homepage.

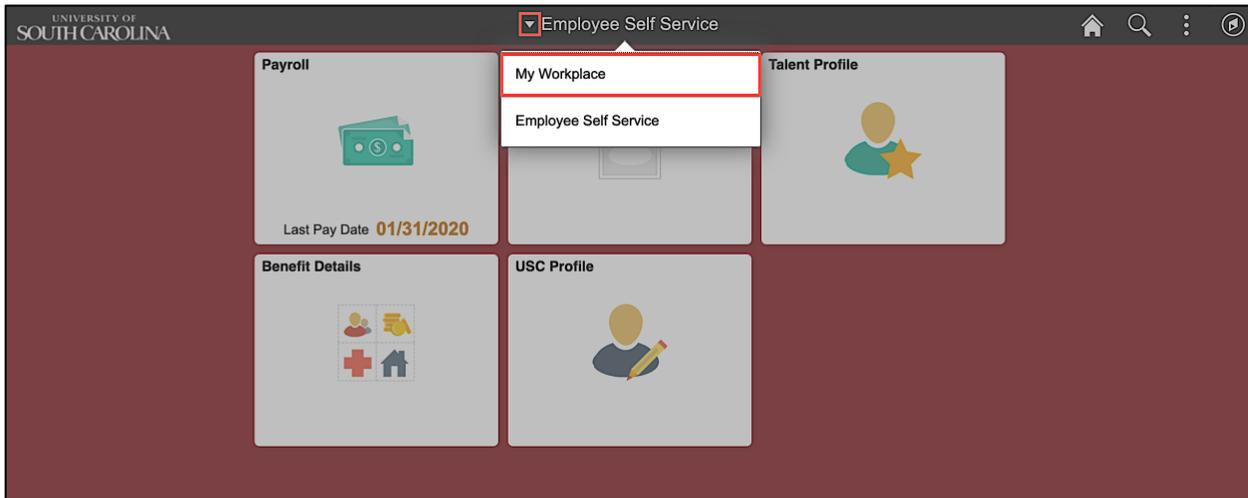
III. Navigation

In HCM Peoplesoft, to view the Time and Effort home screen navigate to:

Employee Self Service > My Workplace > Grant Time and Effort

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

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



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



IV. Review of eForm Actions

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).

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 GFM 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	×	×	✓	✓
GFM Office	✓	✓	×	✓

Note: Business Managers, Employees, PIs and Supervisors may be able to 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. Review of 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, PIs, & Supervisors 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 GFM 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 accidently restarting workflow.

VI. Earnings Codes Included in Time and Effort Reporting

Earn Code	Description	Earn Code	Description
ALR	Annual Leave Retro	LMP	Leave Without Pay
ALV	Annual Leave Taken	LWS	Leave WO Pay Stud Treaty
ASA	Administrative Salary Adjstmnt	LWT	Leave WO Pay Teaching Treaty
ASR	Admin Salary Adj Retro	OS1	OT Straight Time Std Treaty
ATS	A L Taken Student Treaty	OSR	Overtime Straight Retro
ATT	A L Taken Teaching Treaty	OSS	OT Straight Retro Stud Treaty
CTP	Compensation Time Paid	OST	OT Straight Retro Teach Treaty
CTS	Comp Time Student Treaty	OT1	Overtime 1.5 Student Treaty
CTT	Comp Time Teacher Treaty	OTI	OT Straight Time Teach Treaty
EFM	Govt Pd FMLA - Hourly	OTR	Overtime Pay 1.5 Retro
EFS	Govt Pd FMLA - Sal Stud Treaty	OVI	Overtime 1.5 Teaching Treaty
EFT	Govt Pd FMLA - Teach Treaty	OVR	OT 1.5 Student Treaty Retro
ELS	Govt Pd FMLA - Hrly Stud Treaty	OVS	Overtime Straight Time
ELT	Govt Pd FMLA - Salary	OVT	Overtime Pay 1.5
FOR	Faculty Overload Retro	RCK	Reissued Check
FOV	Faculty Overload	REG	Regular Pay
GE2	Govt Pd Lv - S Treaty SAL FAM	RS1	Regular Pay Student Treaty
GEO	Market Geographic Diff	RSR	Regular Treaty Student Retro
GER	Market Geo Diff Retro	RSV	Intl Fac Overload Retro Std
GLS	Govt Pd Lv - S Treaty HRL EE	RTI	International Teaching Regular
GLT	Govt Pd Lv - Treaty TEACH EE	RTM	Retro Pay Manual
GP2	Govt Pd Sick Leave - HRL FAM	RTO	Regular Pay Retro
GPL	Govt Pd Sick Leave - HRL EE	SAP	Special Assignment Pay
GPT	Govt Pd Sick Leave - SAL EE	SAS	Special Assign Pay Stud Treaty
GS2	Govt Pd Lv - S Treaty HRL FAM	SAT	Special Assign Teaching Treaty
GSA	Grant Salary Adjustment	SCK	Sick Leave Taken
GSR	Grant Salary Adj Retro	SCR	Sick Leave Retro
GSS	Govt Pd Lv - S Treaty SAL EE	SCT	Sick Pay Teacher Treaty
GST	Govt Pd Lv - T Treaty SAL FAM	SHD	HR Approved Differential
GT2	Govt Pd Sick Leave - SAL FAM	SHR	HR Approved Differential Retro
HAS	Holiday Pay Student Treaty	SIR	Summer Instruction Retro
HCP	Holiday Compensation Pay	SLS	Sick Leave Taken Stud Treaty
HOL	Holiday Pay	SMI	Summer Instruction
HOR	Holiday Pay Retro	SMR	Summer Research
HOT	Holiday Pay Teaching Treaty	SPR	Special Assignment Pay Retro
IOR	International Other Retro	SRR	Summer Research Retro
IOS	OT Student Treaty 1.5	TSA	Temporary Salary Adjustment
IOV	International Faculty Overload	TSR	Temp Salary Adj Retro
ISV	Intl Fac Overload Std Treaty	VAR	Variable Pay
ITO	OT 1.5 Teaching Treaty Retro	VAS	Variable Pay Student Treaty
ITR	International Teaching Retro	VAT	Variable Pay Teaching Treaty
IVR	Intl Faculty Overload Retro	VPR	Variable Pay Retro

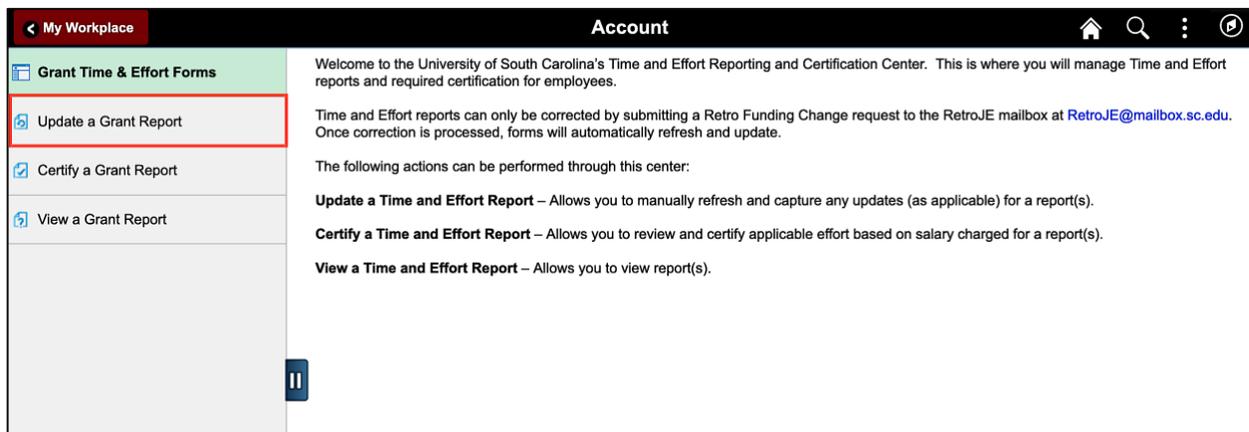
Note: This is subject to change as earnings codes are activated and/or inactivated in HCM PeopleSoft.

VII. Verifying and Releasing Time and Effort Report eForms – Business Manager

The Business Manager is responsible for:

- Serving as central point of contact for Time and Effort certification for employees in their department and /or College for awards for which they are responsible
- Coordinating with other Business Managers and Administrators as necessary to ensure payroll distribution is reflected accurately.
- Serve as the first line of defense for compliance as it relates to sponsored awards and ensuring charges comply with cost principals as outlined in Uniform Guidance (2 CFR 200).
- Verifying all the retro funding changes are captured and to make sure no additional changes are required.
- Assisting employees, PIs, and supervisors with the certification process.
- Directing employees, PIs and supervisors to the training aids and tools that are available on the Controller’s Office website

Step 1: To search for Time and Effort reports you are responsible for, click the **Update a Grant Report** tab.



Step 2: To view all of the reports you are responsible for, select **Saved** from the Form Status drop-down box and click the **Search** button. All of the Time and Effort reports that need to be verified by you and released to the employees will populate at the bottom of the screen.

To view all of the reports that have been recycled back to the Business Manager for changes and further verification, select **Partially Approved** from the Form Status drop-down box.

Note: If you are responsible for multiple departments, you can search by **Primary Department** to refine your search to a whole department.

The screenshot shows the 'Account' interface with a search filter for 'Form Status' set to 'Saved'. The search results table is as follows:

Form ID	Employee Name	Reporting Period	Primary Department	Form Status	Last Operator	Form Type	Last Date	Empl ID
1 141510		Go-Live Catch-up 2019	155401	Saved	PERKINTD	GRANT_TE	2020-02-25	
2 141511		Go-Live Catch-up 2019	155401	Saved	PERKINTD	GRANT_TE	2020-02-25	
3 141516		Go-Live Catch-up 2019	155201	Saved	PERKINTD	GRANT_TE	2020-02-25	

Step 3: Click the **employee name** to open the Time and Effort report.

Account

My Workplace

- Grant Time & Effort Forms
- Update a Grant Report**
- Certify a Grant Report
- View a Grant Report

Employee Name: Begins With

Reporting Period: Begins With

Primary Department: Begins With

Form Status: is Equal To **Saved**

Form Type: Begins With

Empl ID: Begins With

Search Clear

Form ID	Employee Name	Reporting Period	Primary Department	Form Status	Last Operator	Form Type	Last Date	Empl ID
1	141510	Go-Live Catch-up 2019	155401	Saved	PERKINTD	GRANT_TE	2020-02-25	
2	141511	Go-Live Catch-up 2019	155401	Saved	PERKINTD	GRANT_TE	2020-02-25	
3	141516	Go-Live Catch-up 2019	155201	Saved	PERKINTD	GRANT_TE	2020-02-25	

Step 4: Review the employee information at the top of the report. Pay close attention to the reporting period, begin and end dates. These dates will be helpful when using HCM Distribution to verify distribution lines on the report.

Account

Form Page

Time and Effort Reporting : Time and Effort Report

Form ID 141510

Employee Information

Employee Name: [Redacted] Empl ID: [Redacted]

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

Step 5: You can choose to click the **Hide Chartfields** button to hide the accounting information. For Business Managers, it is recommended to keep this information visible as it will help verify the distribution on the eForm against the distribution in the HCM Distribution Reporting tool located on the Finance Intranet.

Note: You have the option to hide if you feel it is too much information for the employee, PI and supervisor prior to releasing.

Employee Information

Employee Name [Redacted] Empl ID [Redacted]
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	No	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400	CL040 155400 F1000 51300 202
2	No	22573.99	12.47	Details		155001 10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
3	No	18104.66	10.00	Details		155001 10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
4	No	45814.60	25.31	Details		155001 10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101

Now let's verify each distribution line by comparing the information on the eForm to what is in HCM Distribution. To begin, log into the HCM Distribution tool. (If you have two monitors, it would be helpful to have HCM PeopleSoft up on one, and HCM Distribution on the other.)

Step 6: The earnings amount, percent of pay, project/grant number and chartfield on the eForm will help identify each distribution line in the HCM Distribution tool for comparison.

To begin your search in HCM Distribution, use the following criteria:

- Employee USCID
- Pay Period Begin and End date (Use the Reporting Period Begin and End dates identified in the Employee Information section of the form.) Be sure to adjust dates, as necessary, to pull applicable information for the employee if they are paid on a lag.
- Select Total, Sub-total, Detail, and Sum Adjustments (Checking all of these options will break the payroll information up nicely by project/chartfield.)
- Make sure Fiscal Year is selected as **"ALL"**. This will ensure the most up to date balances are pulled and include any adjustments.

The screenshot shows the HCM Distribution Search interface. The top navigation bar includes the University of South Carolina logo, 'HUB', 'HCM DISTRIBUTION', and 'HCM DISTRIBUTION SEARCH', along with a 'Sign out' link. The main form area is divided into several sections:

- USCID:** A text input field with a red box around it.
- Pay Group:** A dropdown menu.
- Combo:** A dropdown menu.
- Project BU:** A dropdown menu.
- From Pay Period:** A dropdown menu set to 04/15/2019, with a red box around it.
- To Pay Period:** A dropdown menu set to 12/31/2019, with a red box around it.
- Fiscal Month:** A dropdown menu set to ALL.
- Fiscal Year:** A dropdown menu set to ALL.
- Order By:** A section with four checked options: Total, Sub-Total, Detail, and Sum Adjustments, all enclosed in a red box.
- Num of Records:** A text input field set to 10000.
- Chartfield Name:** A dropdown menu.
- Output:** A dropdown menu set to Fringe-Summary|horiz.

At the bottom of the form are three buttons: 'Submit', 'Clear', and 'CSV'.

Step 7: To verify the first distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool.

- Earnings amount \$20086.00
- Project/Grant 10008119

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
No	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
No	22573.99	12.47	Details		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
No	18104.66	10.00	Details		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
No	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
No	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

File Attachments

Step 8: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

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

Employee Information

Employee Name: [Redacted]
 Primary Department: 155401 MECHANICAL ENGINEERING RESEARCH
 Reporting Period: Go-Live Catch-up 2019
 Report Period Begin Date: 04/01/2019

Hide Chartfields

Sponsored Accounts

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

Subtotal: 106579.25
 Percent Subtotal: 58.88

Line Detail

Department: MECHANICAL ENGINEERING RESEARCH
 Chartstring: CL040 155400 F1000 51300 202

Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
06/15/2019	08/15/2019	1	SMR	20086.00

Step 9: Notice the project/grant is 10008119 and the total earnings is \$20086.00 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

1920-2 : PAY0084368	V/SUM	155401	SUM	08/31/2019	800109704	08/15/2019	AD000008171	CL040-155400-F1000-202-10008119-	20,086.00	69.20%	388.19	4,380.76	4,768.95	23.74%	24,854.96
CL040-155400-F1000-202-10008119-									20,086.00		388.19	4,380.76	4,768.95	23.74%	24,854.96
									20,086.00		388.19	4,380.76	4,768.95	23.74%	24,854.96

Step 10: To verify the second distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount \$22573.99
- Project/Grant 10008115

Account Form Page

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	No	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400	
2	No	22573.99	12.47	Details	10008115 Work Activity 202C18: Progress	155001	CL040 155001 A0001 51300 101
3	No	18104.66	10.00	Details	10008116 Work Activity 202C19: High Ene	155001	CL040 155001 A0001 51300 101
4	No	45814.60	25.31	Details	10008118 Work Activity No 202C20: Rapid	155001	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	No	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 11: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Account Form Page

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

Employee Information

Employee Name: [Redacted]
Primary Department: 155401 MECHANICAL ENGINEERING
Reporting Period: Go-Live Catch-up 2019
Report Period Begin Date: 04/01/2019

Hide Chartfields

Sponsored Accounts 4 rows

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	No	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400	
2	No	22573.99	12.47	Details	10008115 Work Activity 202C18: Progress	155001	CL040 155001 A0001 51300 101
3	No	18104.66	10.00	Details	10008116 Work Activity 202C19: High Ene	155001	CL040 155001 A0001 51300 101
4	No	45814.60	25.31	Details	10008118 Work Activity No 202C20: Rapid	155001	CL040 155001 A0001 51300 101

Subtotal 106579.25
Percent Subtotal 58.88

Line Detail

Department: COLL ENGR & COMPTNG OPERATING
Chartstring: CL040 155001 A0001 51300 101

	Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
1	04/15/2019	04/15/2019	0	REG	2234.67
2	04/30/2019	04/30/2019	0	REG	2234.68
3	05/15/2019	05/15/2019	0	REG	2234.68
4	05/31/2019	05/31/2019	0	HOL	227.25
5	05/31/2019	05/31/2019	0	REG	2234.65
6	06/15/2019	06/14/2019	0	REG	2234.68
7	06/29/2019	06/28/2019	0	REG	2234.68
8	07/06/2019	07/15/2019	0	HOL	165.02
9	07/15/2019	07/15/2019	0	REG	1622.72
10	07/31/2019	07/31/2019	0	REG	1787.74
11	08/15/2019	08/15/2019	0	REG	1787.74
12	08/31/2019	08/30/2019	0	REG	1787.74
13	09/07/2019	09/13/2019	0	HOL	165.02
14	09/14/2019	09/13/2019	0	REG	1622.72

Step 12: Notice the project/grant is 10008115 and the total earnings is \$22573.99 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

1819-12: PAY0079002	UG76	155401	C12	04/15/2019	8000003704	04/15/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,234.67	25.00%	167.78	460.57	0.04	0.40	124.83	1.68	755.30	33.80%	2,989.97
1819-12: PAY0079002	UG76	155401	C12	04/30/2019	8000019490	04/30/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,234.68	25.00%	167.80	460.58	0.05	0.40	124.84	1.68	755.35	33.80%	2,990.03
1819-12: PAY0079002	UG76	155401	C12	05/15/2019	8000033203	05/15/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-1: PAY0081411	UG76	155401	C12	05/31/2019	8000048992	05/31/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,461.90	27.54%	184.85	507.41	0.05	0.43	137.54	1.85	832.13	33.80%	3,294.03
1920-1: PAY0081411	UG76	155401	C12	06/15/2019	8000059426	06/14/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-2: PAY0083358	UG76	155401	C12	06/30/2019	8000069481	06/28/2019	CO0000000715	CL040-155001-A0001-101--10008115	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-1: PAY0081351	UG76	155401	C12	07/15/2019	8000079896	07/15/2019	CO0000000715	CL040-155001-A0001-101--10008115	1,787.74	20.00%	134.23	389.91	0.03	0.33	99.88	1.34	625.72	35.00%	2,413.46
1920-1: PAY0082306	UG76	155401	C12	07/31/2019	8000090539	07/31/2019	CO0000000715	CL040-155001-A0001-101--10008115	1,787.74	20.00%	134.24	389.91	0.03	0.32	99.87	1.35	625.72	35.00%	2,413.46
1920-2: PAY0083462	UG76	155401	C12	08/15/2019	8000160779	08/15/2019	CO0000000715	CL040-155001-A0001-101--10008115	1,787.74	20.00%	134.24	389.90	0.03	0.33	99.88	1.35	625.73	35.00%	2,413.47
1920-2: PAY0084368	UG76	155401	C12	08/31/2019	8000112464	08/30/2019	CO0000000715	CL040-155001-A0001-101--10008115	1,787.74	6.16%	25.43	389.91	0.02	0.33	99.88	1.34	516.91	28.91%	2,304.66
1920-3: PAY0085095	UG76	155401	C12	09/15/2019	8000130444	09/13/2019	CO0000000715	CL040-155001-A0001-101--10008115	1,787.74	20.00%	25.44	389.90	0.04	0.32	99.88	1.34	516.92	28.91%	2,304.66
									22,573.99		1,477.41	4,759.83	0.41	4.06	1,261.12	16.97	7,519.80	33.31%	30,093.79
CL040-155001-A0001-101--10008115									22,573.99		1,477.41	4,759.83	0.41	4.06	1,261.12	16.97	7,519.80	33.31%	30,093.79

Step 13: To verify the third distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount \$18104.66
- Project/Grant 10008116

Form Page									
Report Period Begin Date 04/01/2019				Report Period End Date 12/31/2019					
Sponsored Accounts									
Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class		
1	No	20086.00	11.10	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202		
2	No	22573.99	12.47		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101		
3	No	18104.66	10.00		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101		
4	No	45814.80	25.31		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	No	74403.53	41.11		155001		CL040 155001 A0001 51300 101		
Subtotal		74403.53							
Percent Subtotal		41.11							
Total Qualifying Accounts									
Total		180982.78							
Percent Total		100.00							

Step 14: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Employee Information
 Employee Name: [Redacted]
 Primary Department: 155401 MECHANICAL ENGINEER
 Reporting Period: Go-Live Catch-up 2019
 Report Period Begin Date: 04/01/2019

Sponsored Accounts

Certified?	Earnings	Percent of Pay	De
1 No	20086.00	11.10	De
2 No	22573.99	12.47	De
3 No	18104.66	10.00	De
4 No	45814.60	25.31	De

Subtotal: 106579.25
 Percent Subtotal: 58.88

Line Detail
 Department: COLL ENGR & COMPTNG OPERATING
 Chartstring: CL040 155001 A0001 51300 101

Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
1 04/15/2019	04/15/2019	0	REG	2234.67
2 04/30/2019	04/30/2019	0	REG	2234.68
3 05/15/2019	05/15/2019	0	REG	2234.68
4 05/31/2019	05/31/2019	0	HOL	227.25
5 05/31/2019	05/31/2019	0	REG	2234.65
6 06/15/2019	06/14/2019	0	REG	2234.68
7 06/29/2019	06/28/2019	0	REG	2234.68
8 07/06/2019	07/15/2019	0	HOL	82.51
9 07/15/2019	07/15/2019	0	REG	811.36
10 07/31/2019	07/31/2019	0	REG	893.88
11 08/15/2019	08/15/2019	0	REG	893.87
12 08/31/2019	08/30/2019	0	REG	893.88
13 09/07/2019	09/13/2019	0	HOL	82.51
14 09/14/2019	09/13/2019	0	REG	811.36

Step 15: Notice the project/grant is 10008116 and the total earnings is \$18104.66 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Payroll	UG76	155401	C12	Earnings End Date	Check Date	Empl Rcd	Chartstring	Earnings	25.00%	167.78	460.57	0.04	0.40	124.83	1.68	755.30	33.80%	2,989.97		
1819-12	PAY0079002	UG76	155401	C12	04/15/2019	8000063704	04/15/2019	C00000000716	CL040-155001-A0001-101--10008116	2,234.67	25.00%	167.78	460.57	0.04	0.40	124.83	1.68	755.30	33.80%	2,989.97
1819-12	PAY0079002	UG76	155401	C12	04/30/2019	8000019480	04/30/2019	C00000000716	CL040-155001-A0001-101--10008116	2,234.68	25.00%	167.80	460.58	0.05	0.40	124.84	1.68	755.35	33.80%	2,990.03
1819-12	PAY0079002	UG76	155401	C12	05/15/2019	8000035203	05/15/2019	C00000000716	CL040-155001-A0001-101--10008116	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-1	PAY0081411	UG76	155401	C12	05/31/2019	8000048892	05/31/2019	C00000000716	CL040-155001-A0001-101--10008116	2,461.90	27.54%	184.85	507.41	0.05	0.43	137.54	1.85	832.13	33.80%	3,294.03
1920-1	PAY0081411	UG76	155401	C12	06/15/2019	8000059426	06/14/2019	C00000000716	CL040-155001-A0001-101--10008116	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-2	PAY0083358	UG76	155401	C12	06/30/2019	8000069481	06/28/2019	C00000000716	CL040-155001-A0001-101--10008116	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02
1920-1	PAY0081351	UG76	155401	C12	07/15/2019	8000079896	07/15/2019	C00000000716	CL040-155001-A0001-101--10008116	893.87	10.00%	67.12	194.96	0.02	0.15	49.94	0.68	312.86	35.00%	1,206.73
1920-1	PAY0082306	UG76	155401	C12	07/31/2019	8000090539	07/31/2019	C00000000716	CL040-155001-A0001-101--10008116	893.88	10.00%	67.12	194.96	0.02	0.16	49.94	0.67	312.87	35.00%	1,206.76
1920-2	PAY0083462	UG76	155401	C12	08/15/2019	8000100770	08/15/2019	C00000000716	CL040-155001-A0001-101--10008116	893.87	10.00%	67.12	194.96	0.02	0.16	49.94	0.67	312.87	35.00%	1,206.74
1920-2	PAY0084368	UG76	155401	C12	08/31/2019	8000112464	08/30/2019	C00000000716	CL040-155001-A0001-101--10008116	893.88	3.08%	12.72	194.96	0.02	0.15	49.94	0.68	258.47	28.92%	1,152.35
1920-3	PAY0085095	UG76	155401	C12	09/15/2019	8000130444	09/13/2019	C00000000716	CL040-155001-A0001-101--10008116	893.87	10.00%	12.72	194.96	0.02	0.16	49.94	0.68	258.48	28.92%	1,152.35
								18,104.66		1,250.63	3,785.09	0.36	3.21	1,011.43	13.63	6,064.35	33.50%	24,169.01		
CL040-155001-A0001-101--10008116								18,104.66		1,250.63	3,785.09	0.36	3.21	1,011.43	13.63	6,064.35	33.50%	24,169.01		

Step 16: To verify the fourth distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount \$45814.60
- Project/Grant 10008118

The screenshot shows the HCM Distribution tool interface. At the top, it displays 'Form Page' and 'Reporting Period: Go-Live Catch-up 2019'. Below this, the report period dates are '04/01/2019' to '12/31/2019'. A 'Hide Chartfields' button is visible. The main section is titled 'Sponsored Accounts' and contains a table with 4 rows. The fourth row is highlighted with a red border. Below the table, there are subtotal and percent subtotal values. The 'University Accounts' section follows, showing 1 row. At the bottom, 'Total Qualifying Accounts' are summarized with a total of 180982.78 and a percent total of 100.00.

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	No	20086.00	11.10	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
2	No	22573.99	12.47		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
3	No	18104.66	10.00		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
4	No	45814.60	25.31		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	No	74403.53	41.11		155001		CL040 155001 A0001 51300 101

Subtotal 74403.53
Percent Subtotal 41.11

Total Qualifying Accounts

Total 180982.78
Percent Total 100.00

Step 17: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

The screenshot shows the HCM Distribution tool interface with the 'Line Detail' table open. The table lists 23 rows of earnings data. The 'Earn Code' column is highlighted with a red box. The background shows the same 'Sponsored Accounts' table as in Step 16, with the 'Details' button for the fourth row highlighted.

Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
04/15/2019	04/15/2019	0	REG	2234.70
04/30/2019	04/30/2019	0	REG	2234.67
05/15/2019	05/15/2019	0	REG	2234.67
05/31/2019	05/31/2019	0	HOL	227.26
05/31/2019	05/31/2019	0	REG	2234.64
06/15/2019	06/14/2019	0	REG	2234.67
06/29/2019	06/28/2019	0	REG	2234.67
07/06/2019	07/15/2019	0	HOL	247.54
07/15/2019	07/15/2019	0	REG	2434.08
07/31/2019	07/31/2019	0	REG	2681.61
08/15/2019	08/15/2019	0	REG	2681.61
08/31/2019	08/30/2019	0	REG	2681.61
09/07/2019	09/13/2019	0	HOL	247.54
09/14/2019	09/13/2019	0	REG	2434.08
09/30/2019	09/30/2019	0	REG	2681.60
10/15/2019	10/15/2019	0	REG	2681.61
10/31/2019	10/31/2019	0	REG	2681.61
11/15/2019	11/15/2019	0	REG	2681.60
11/30/2019	11/27/2019	0	HOL	495.07
11/30/2019	11/27/2019	0	REG	2166.54
12/14/2019	12/13/2019	0	REG	2681.61
12/31/2019	12/23/2019	0	HOL	1485.20
12/31/2019	12/23/2019	0	REG	1196.41

Step 18: Notice the project/grant is 10008118 and the total earnings is \$45814.60 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

1819-12: PAY0079002	UG76	155401	C12	04/15/2019	8000003704	04/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,234.70	25.00%	167.85	460.56	0.04	0.41	124.87	1.70	755.43	33.80%	2,990.13
1819-12: PAY0079002	UG76	155401	C12	04/30/2019	8000019480	04/30/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,234.67	25.00%	167.78	460.53	0.01	0.41	124.84	1.70	755.27	33.80%	2,989.94
1819-12: PAY0079002	UG76	155401	C12	05/15/2019	8000035203	05/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,234.67	25.00%	167.79	460.53	0.04	0.41	124.84	1.70	755.31	33.80%	2,989.98
1920-1: PAY0081411	UG76	155401	C12	05/31/2019	800048892	05/31/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,461.90	27.54%	184.88	507.39	0.04	0.46	137.52	1.87	832.16	33.80%	3,294.00
1920-1: PAY0081411	UG76	155401	C12	06/15/2019	800059426	06/14/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,234.67	25.00%	167.78	460.53	0.04	0.41	124.84	1.70	755.30	33.80%	2,989.97
1920-2: PAY0083358	UG76	155401	C12	06/30/2019	800066481	06/28/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,234.67	25.00%	167.79	460.53	0.04	0.41	124.84	1.70	755.31	33.80%	2,989.98
1920-1: PAY0081351	UG76	155401	C12	07/15/2019	8000079896	07/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.82	30.00%	201.37	584.87	0.05	0.49	149.80	2.03	938.61	35.00%	3,620.23
1920-1: PAY0082306	UG76	155401	C12	07/31/2019	8000990539	07/31/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	201.36	584.85	0.04	0.48	149.80	2.02	938.55	35.00%	3,620.16
1920-2: PAY0083462	UG76	155401	C12	08/15/2019	8000160770	08/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	201.37	584.86	0.05	0.47	149.79	2.03	938.57	35.00%	3,620.18
1920-2: PAY0084368	UG76	155401	C12	08/31/2019	8000112464	08/30/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	9.24%	38.17	584.85	0.05	0.48	149.80	2.03	775.39	28.92%	3,457.00
1920-3: PAY0085095	UG76	155401	C12	09/15/2019	8000130444	09/13/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.62	30.00%	38.18	584.86	0.04	0.49	149.80	2.02	775.39	28.91%	3,457.01
1920-3: PAY0086211	UG76	155401	C12	09/30/2019	8000138345	09/30/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.60	30.00%	38.17	584.86	0.04	0.48	149.80	2.02	775.37	28.91%	3,456.97
1920-4: PAY0087294	UG76	155401	C12	10/15/2019	8000152388	10/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	38.17	584.86	0.05	0.49	149.81	2.02	775.40	28.92%	3,457.01
1920-4: PAY0088327	UG76	155401	C12	10/31/2019	8000168073	10/31/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	38.16	584.85	0.04	0.48	149.80	2.01	775.34	28.91%	3,456.96
1920-5: PAY0089374	UG76	155401	C12	11/15/2019	8000183882	11/15/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.60	30.00%	38.17	584.85	0.05	0.48	149.80	2.03	775.38	28.91%	3,456.98
1920-5: PAY0090154	UG76	155401	C12	11/30/2019	8000200094	11/27/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	9.27%	38.66	584.86	0.02	0.15	46.28	0.62	670.59	25.01%	3,352.20
1920-6: PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	38.16	584.86	0.04	0.48	149.80	2.02	775.36	28.91%	3,456.97
1920-6: PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	CO0000000717	CL040-155001-A0001-101--10008118	2,681.61	30.00%	38.16	584.87	0.05	0.48	149.81	2.02	775.39	28.92%	3,457.00
									45,814.60		1,971.97	9,828.37	0.73	7.97	2,455.84	33.24	14,298.12	31.21%	60,112.72
CL040-155001-A0001-101--10008118									45,814.60		1,971.97	9,828.37	0.73	7.97	2,455.84	33.24	14,298.12	31.21%	60,112.72

Step 19: To verify the fifth distribution line, University Accounts, use the amount and the chartfield string to compare what is listed in the HCM Distribution tool.

- Earnings amount \$74403.53
- Chartfield string CL040, 155001, A0001, 51300, 101

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	No	20086.00	11.10	10008119 Work Activity 202C21: Rapid In	155400		CL040 155400 F1000 51300 202
2	No	22573.99	12.47		155001	10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
3	No	18104.66	10.00		155001	10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
4	No	45814.60	25.31		155001	10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101
Subtotal 106579.25							
Percent Subtotal 58.88							
University Accounts							
1	No	74403.53	41.11		155001		CL040 155001 A0001 51300 101
Subtotal 74403.53							
Percent Subtotal 41.11							
Total Qualifying Accounts							
Total 180982.78							
Percent Total 100.00							

Step 20: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Line Detail

Department: COLL ENGR & COMPTNG OPERATING
Chartstring: CL040 155001 A0001 51300 101

Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
04/15/2019	04/15/2019	0	REG	8938.71
04/15/2019	04/15/2019	0	REG	2234.67
04/15/2019	04/15/2019	0	REG	-8938.71
04/30/2019	04/30/2019	0	REG	-8938.71
04/30/2019	04/30/2019	0	REG	2234.68
04/30/2019	04/30/2019	0	REG	8938.71
05/15/2019	05/15/2019	0	REG	-8938.71
05/15/2019	05/15/2019	0	REG	8938.71
05/15/2019	05/15/2019	0	REG	2234.68
05/31/2019	05/31/2019	0	HOL	143.35
05/31/2019	05/31/2019	0	HOL	825.11
05/31/2019	05/31/2019	0	HOL	-825.11
05/31/2019	05/31/2019	0	REG	8113.60
05/31/2019	05/31/2019	0	REG	-8113.60
05/31/2019	05/31/2019	0	REG	1409.66
06/15/2019	06/14/2019	0	REG	-8938.71
06/15/2019	06/14/2019	0	REG	8938.71
06/15/2019	06/14/2019	0	REG	2234.68
06/29/2019	06/28/2019	0	REG	-8938.71
06/29/2019	06/28/2019	0	REG	8938.71

Step 21: Notice the chartfield string is CL040, 155001, A0001, 51300, 101 and the total earnings is \$74403.53 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

NAME	USCID	FISCAL PERIOD	JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LRB \$	LRB %	TAX	RETIRE	LIFE	LTD	HEALTH	DENTAL	FRNG \$	FRNG %	TOT \$
1819-12: PAY0079002	UG76	155401	C12	04/15/2019	8000003704	04/15/2019	A0000005816	CL040-155001-A0001-101-	2,234.67	25.00%	167.78	460.57	0.04	0.40	124.83	1.68	755.30	33.80%	2,989.97			
1819-12: PAY0079002	UG76	155401	C12	04/30/2019	8000019480	04/30/2019	A0000005816	CL040-155001-A0001-101-	2,234.68	25.00%	167.80	460.58	0.05	0.40	124.84	1.68	755.35	33.80%	2,990.03			
1819-12: PAY0079002	UG76	155401	C12	05/15/2019	8000035203	05/15/2019	A0000005816	CL040-155001-A0001-101-	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02			
1920-1: PAY0081411	UG76	155401	C12	05/31/2019	8000048892	05/31/2019	A0000005816	CL040-155001-A0001-101-	1,553.01	17.37%	116.61	320.06	0.02	0.29	86.76	1.17	524.91	33.80%	2,077.02			
1920-1: PAY0081411	UG76	155401	C12	06/15/2019	8000059426	06/14/2019	A0000005816	CL040-155001-A0001-101-	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02			
1920-2: PAY0083358	UG76	155401	C12	06/30/2019	8000069481	06/28/2019	A0000005816	CL040-155001-A0001-101-	2,234.68	25.00%	167.80	460.58	0.04	0.40	124.84	1.68	755.34	33.80%	2,990.02			
1920-1: PAY0081351	UG76	155401	C12	07/15/2019	8000078896	07/15/2019	A0000005816	CL040-155001-A0001-101-	3,575.48	40.00%	268.47	779.81	0.06	0.64	199.74	2.69	1,251.41	35.00%	4,826.89			
1920-1: PAY0082306	UG76	155401	C12	07/31/2019	8000090539	07/31/2019	A0000005816	CL040-155001-A0001-101-	3,575.48	40.00%	268.47	779.82	0.07	0.65	199.75	2.70	1,251.46	35.00%	4,826.94			
1920-2: PAY0083462	UG76	155401	C12	08/15/2019	8000190770	08/15/2019	A0000005816	CL040-155001-A0001-101-	3,575.49	40.00%	268.46	779.82	0.06	0.65	199.75	2.69	1,251.43	35.00%	4,826.92			
1920-2: PAY0084368	UG76	155401	C12	08/31/2019	8000112464	08/30/2019	A0000005816	CL040-155001-A0001-101-	3,575.48	12.32%	50.89	779.82	0.07	0.64	199.74	2.69	1,033.85	28.91%	4,609.33			
1920-3: PAY0085095	UG76	155401	C12	09/15/2019	8000130444	09/13/2019	A0000005816	CL040-155001-A0001-101-	3,575.48	40.00%	50.88	779.82	0.06	0.64	199.74	2.70	1,033.84	28.91%	4,609.32			
1920-1: PAY0086211	UG76	155401	C12	09/30/2019	8000138345	09/30/2019	A0000005816	CL040-155001-A0001-101-	6,257.11	70.00%	89.05	1,364.68	0.12	1.13	349.56	4.72	1,809.29	28.92%	8,066.37			
1920-4: PAY0087294	UG76	155401	C12	10/15/2019	8000152388	10/15/2019	A0000005816	CL040-155001-A0001-101-	6,257.10	70.00%	89.05	1,364.68	0.11	1.12	349.55	4.72	1,809.23	28.91%	8,066.33			
1920-4: PAY0088327	UG76	155401	C12	10/31/2019	8000168073	10/31/2019	A0000005816	CL040-155001-A0001-101-	6,257.10	70.00%	89.06	1,364.69	0.12	1.13	349.56	4.73	1,809.29	28.92%	8,066.39			
1920-5: PAY0089704	UG76	155401	C12	11/15/2019	8000183382	11/15/2019	A0000005816	CL040-155001-A0001-101-	6,257.11	70.00%	89.05	1,364.69	0.11	1.13	349.56	4.71	1,809.25	28.92%	8,066.36			
1920-5: PAY0090154	UG76	155401	C12	11/30/2019	8000200094	11/27/2019	A0000005816	CL040-155001-A0001-101-	6,257.10	21.62%	90.22	1,364.68	0.02	0.35	107.96	1.46	1,664.69	25.01%	7,821.79			
1920-6: PAY0090869	UG76	155401	C12	12/15/2019	8000216492	12/13/2019	A0000005816	CL040-155001-A0001-101-	6,257.10	70.00%	89.05	1,364.68	0.12	1.13	349.56	4.72	1,809.29	28.92%	8,066.36			
1920-6: PAY0091560	UG76	155401	C12	12/31/2019	8000232733	12/23/2019	A0000005816	CL040-155001-A0001-101-	6,257.10	70.00%	89.06	1,364.67	0.11	1.13	349.55	4.72	1,809.24	28.91%	8,066.34			
												74,403.53		2,487.30	16,074.81	1.26	12.63	3,914.87	52.82	22,543.79	30.30%	96,947.32
CL040-155001-A0001-101-												74,403.53		2,487.30	16,074.81	1.26	12.63	3,914.87	52.82	22,543.79	30.30%	96,947.32

Step 22: There is an additional distribution line in HCM Distribution for the chartfield string CL049, 220000, LP000, 201, E0000098 that is not included on the Time and Effort report. Click the \$20,000.00 labor link to view the details.

1920-5: PAY0090154	UG76	155401	C12	11/30/2019	8000200094	11/27/2019	A0000006538	CL049-220000-LP000-201-E0000098-	20,000.00	68.11%	288.34	4,362.00	0.12	1.11	345.12	4.66	5,001.35	25.01%	25,001.35
									20,000.00		288.34	4,362.00	0.12	1.11	345.12	4.66	5,001.35	25.01%	25,001.35
CL049-220000-LP000-201-E0000098-									20,000.00		288.34	4,362.00	0.12	1.11	345.12	4.66	5,001.35	25.01%	25,001.35

Step 23: The details show that this distribution line is payroll for Chair Professorship, earning code CHR, and is not included in time and effort.

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END		DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
		UG76	155401	C12	11/30/2019	A0000005816	CL040-155001-A0001-101--	
1		51300	11/30/2019	ERN-HOL-Holiday Pay		800020094 : 11/27/2019	1920-S-PAY090154	1155.15
2		51300	11/30/2019	ERN-REG-Regular Pay		800020094 : 11/27/2019	1920-S-PAY090154	5101.95
		LABOR: 6,257.10 (21.62%)			FRINGE: (0.00%)			6,257.10
		UG76	155401	C12	11/30/2019	C0000000717	CL040-155001-A0001-101--10008118	
3		51300	11/30/2019	ERN-HOL-Holiday Pay		800020094 : 11/27/2019	1920-S-PAY090154	495.07
4		51300	11/30/2019	ERN-REG-Regular Pay		800020094 : 11/27/2019	1920-S-PAY090154	2186.54
		LABOR: 2,681.61 (9.27%)			FRINGE: (0.00%)			2,681.61
		UG76	155401	C12	11/30/2019	A0000006538	CL040-220000-LP000-201-E0000098-	
5		51300	11/30/2019	ERN-CHR-Chair Professorship		800020094 : 11/27/2019	1920-S-PAY090154	20000
		LABOR: 20,000.00 (68.11%)			FRINGE: (0.00%)			20,000.00
LABOR:		28,938.71		FRINGE:	(0.00%)		TOTAL:	28,938.71

Step 24: To match the **Total Qualifying Accounts** with what is in HCM Distribution for this employee, subtract the \$20000.00 (CHR) from \$200982.78 (total in HCM Distribution) to equal \$180982.78 (Total Qualifying Accounts).

Account Form Page

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	No	20086.00	11.10	Details	10008119 Work Activity 202C21: Rapid In	155400	CL040 155400 F1000 51300 202
2	No	22573.99	12.47	Details	10008115 Work Activity 202C18: Progress	155001	CL040 155001 A0001 51300 101
3	No	18104.66	10.00	Details	10008116 Work Activity 202C19: High Ene	155001	CL040 155001 A0001 51300 101
4	No	45814.60	25.31	Details	10008118 Work Activity No 202C20: Rapid	155001	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	No	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

Van Tooren, Michael Johannes L. H9787919 1920-S-PAY090154 UG76 155401 C12 11/30/2019 800020094 11/27/2019 A0000006538 CL040-220000-LP000-201-E0000098- 20,000.00 68.11% 288.34 4,362.00 0.12 1.11 345.12 4.66 5,001.35 25.01% 25,001.35

Van Tooren, Michael Johannes L. 20,000.00 288.34 4,362.00 0.12 1.11 345.12 4.66 5,001.35 25.01% 25,001.35

CL040-220000-LP000-201-E0000098- 20,000.00 288.34 4,362.00 0.12 1.11 345.12 4.66 5,001.35 25.01% 25,001.35

TOTAL 200,982.78 7,863.84 43,190.86 2.88 28.98 8,988.48 121.32 60,196.36 29.95% 261,179.14

Step 25: All distribution lines are verified. Click the **Acknowledgement** button to confirm the Time and Effort report reflects current payroll actions and requests.

Account Form Page

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	No	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

File Attachments

Status	Action	Description	File Name	Remove
1	Upload			Delete

Action Items

Acknowledgement

1	<input checked="" type="checkbox"/> Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.
---	---	---

Comments

Search Save Submit

Step 26: Adding a comment is optional. Click the **Comments** drop-down arrow and click in the comment box to type a comment. All comments will be available for the employee, PI, and supervisor to view through the certification process.

Account Form Page

Percent Subtotal 58.88

University Accounts

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	No	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

File Attachments

Status	Action	Description	File Name	Remove
1	Upload			Delete

Action Items

Acknowledgement

1	<input checked="" type="checkbox"/> Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.
---	---	---

Comments

This Time and Effort looks good. I am releasing it for the employee to begin certification.

Search Save Submit

Step 27: This Time and Effort report has been verified and is ready for the employee to certify. Click the **Submit** button to release it to the employee for certification.

Account Form Page

Percent Subtotal 58.88

University Accounts

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	No	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

File Attachments

Status	Action	Description ▾	File Name ▾	Remove
1	Upload	<input type="text"/>		Delete

[Add](#)

Action Items

Acknowledgement

1	<input checked="" type="checkbox"/> Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.
---	---	---

Comments

This Time and Effort looks good. I am releasing it for the employee to begin certification.

[Search](#) [Save](#) [Submit](#)

VIII. Viewing Time and Effort Reports

Use the **View a Grant Report** tab to:

- View all of the reports in **“Saved”** status that require your attention.
- View all of the reports in **“Partially Approved”** status indicating it has been recycled back to you and requires a change
- See where the Time and Effort reports are in the workflow process. You may have to prompt an employee, PI and/or supervisor to certify and submit a report if left uncertified for a period of time.
- View all the reports in **“Executed”** status

Step 1: Click the **View a Grant Report** tab and then click the **Search** button.

The screenshot displays the 'Account' page with a sidebar on the left containing the following menu items: 'Grant Time & Effort Forms', 'Add a Time and Effort Form', 'Update a Grant Report', 'Certify a Grant Report', and 'View a Grant Report' (which is highlighted with a red box). The main content area is titled 'Search by:' and includes the following search criteria:

- Form ID: Begins With [text input]
- Employee Name: Begins With [text input]
- Reporting Period: Begins With [text input]
- Primary Department: Begins With [text input]
- Form Status: is Equal To [dropdown menu]
- Form Type: Begins With [text input with search icon]
- Empl ID: Begins With [text input]

At the bottom of the search section, there is a 'Search' button (highlighted with a red box) and a 'Clear' button.

Step 2: The search results is showing:

- Two eForms are in **“Pending”** status indicating they have been verified and submitted by the Business Manager waiting for the employee, PI, and supervisor to certify and approve.
- The remaining eForms are in **“Saved”** status indicating:
 - a. An eForm has been released by the GFM Office and is ready for the Business Manager to verify and submit
 - b. Or, a retro funding change has been processed causing the form to be recycled back to a **“Saved”** status.

The screenshot shows a web application interface for searching eForms. On the left is a sidebar with navigation options: 'Grant Time & Effort Forms', 'Update a Grant Report', 'Certify a Grant Report', and 'View a Grant Report' (highlighted). The main area is titled 'Account' and contains search filters for Form ID, Employee Name, Reporting Period, Primary Department, Form Status, Form Type, and Empl ID. Below the filters are 'Search' and 'Clear' buttons. A table displays 11 search results, with 207 rows total. The table columns are: Form ID, Employee Name, Reporting Period, Primary Department, Form Status, Last Operator, Last Date, Form Type, and Empl ID. The first two rows have a status of 'Pending', while the remaining nine are 'Saved'.

Form ID	Employee Name	Reporting Period	Primary Department	Form Status	Last Operator	Last Date	Form Type	Empl ID
1	141510	Go-Live Catch-up 2019	155401	Pending		2020-02-26	GRANT_TE	H97879719
2	141511	Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	V37416865
3	141516	Go-Live Catch-up 2019	155201	Pending		2020-02-26	GRANT_TE	B11350442
4	141525	Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	W39089082
5	141669	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B00799163
6	141673	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B02437540
7	141676	Go-Live Catch-up 2019	155201	Saved		2020-02-27	GRANT_TE	B03551652
8	141679	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B05714341
9	141682	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B09580965
10	141691	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B16462265
11	141693	Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B17183136

Now let's see where an eForm is in the approval process.

Step 3: To view the Approval Workflow, begin by clicking the **employee name** to open the Time and Effort report.

Search by:

Form ID Begins With

Employee Name Begins With

Reporting Period Begins With

Primary Department Begins With

Form Status is Equal To

Form Type Begins With

Empl ID Begins With

Search Clear

Form ID	Employee Name	Reporting Period	Primary Department	Form Status	Last Operator	Last Date	Form Type	Empl ID
1 141510		Go-Live Catch-up 2019	155401	Pending		2020-02-26	GRANT_TE	H97879719
2 141511		Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	V37416865
3 141516		Go-Live Catch-up 2019	155201	Pending		2020-02-26	GRANT_TE	B11350442
4 141525		Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	W39089082
5 141669		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B00799163

Step 4: Scroll down to the bottom of the form page, and click the **Next** button.

University Accounts

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1 No	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

File Attachments

Status	Action	Description	File Name
1	Upload		

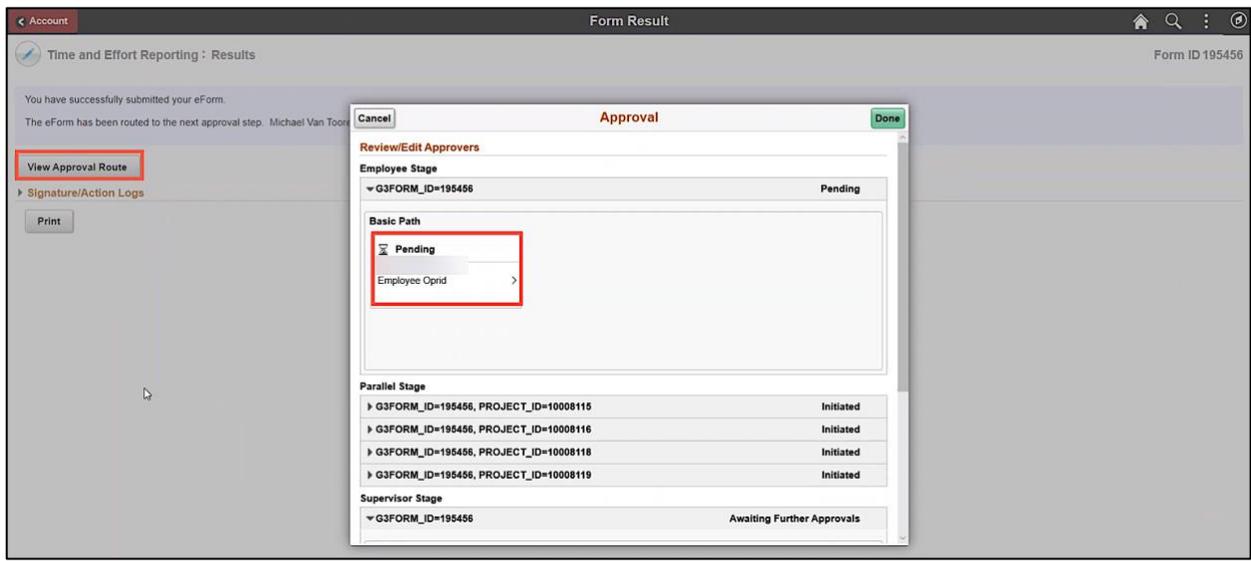
Add

Comments

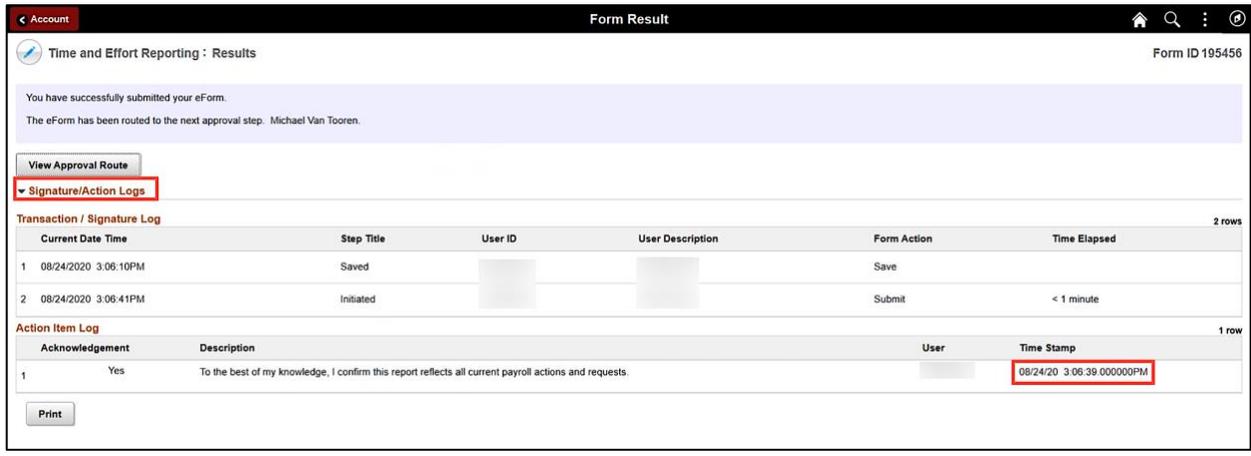
Search Next >> Print

Step 5: Click the **View Approval Route** button.

Step 6: Notice the eForm is pending with the employee.



Step 7: Click the **Signature/Action Logs** drop-down arrow. This is where you can see if an eForm has been sitting in someone’s workflow queue for too long indicating that it’s time for you, as the Business Manager, to reach out.



IX. Time and Effort eForm Approval Workflow

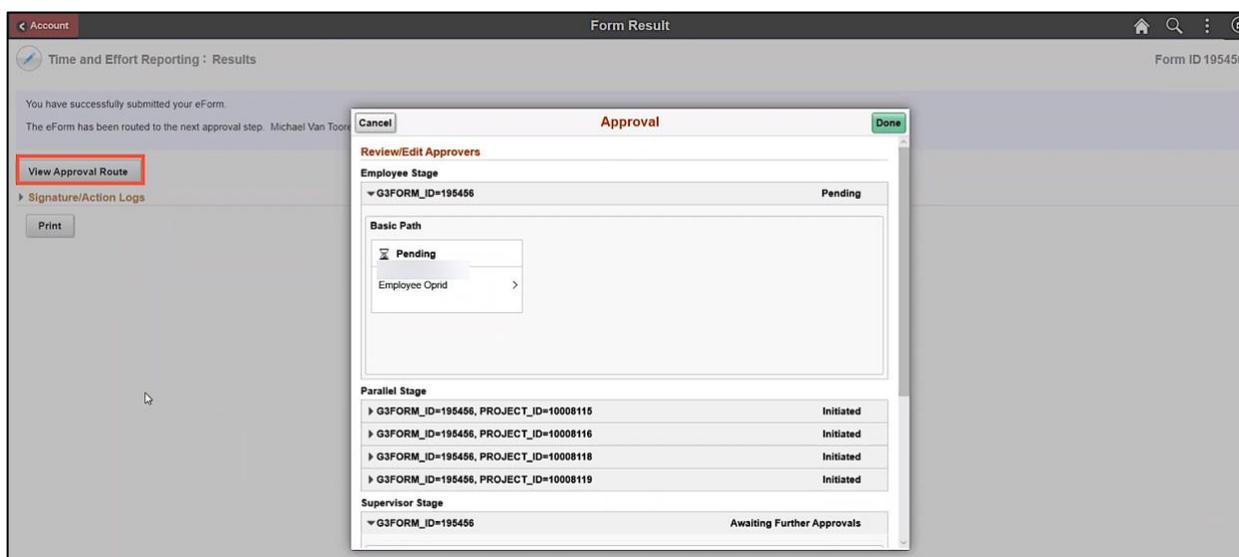
When the form is submitted, it will move through the approval workflow process.

Business Manager > Employee > Principal Investigator(s) > Supervisor

Step 1: To view the approval workflow in the View a Grant Report tab, click the **View Approval Route** button. Notice the Time and Effort eForm has been routed to the employee and will then be routed to the applicable PI(s).

Approval Workflow process:

- If the employee and the PI are the same person, PI certification will be automatic at the PI step.
- There are parallel stages for each of the project/grant identified on the report. If the projects listed all have different PIs, it can be in multiple ques at the same time.
- No approval proxies are permitted.
- All roles are based on the project team set up in Finance PeopleSoft.
- Supervisors are based on who is listed in HCM PeopleSoft.
- If the employee is no longer an active employee at USC, it will skip that approval step and move on to the PI approver level.
- PIs will only be able to edit, or toggle distribution lines associated with their projects. (Unless the PI is also in the Supervisor role.)



Step 2: Click the **Signature/Action Log** drop-down arrow to view all actions taken on this eForm.

Here you can see:

- A time stamp showing how long a form has taken to move through each workflow approval step including all recycles.
- All completed acknowledgements
- Who has acted on the form

Account Form Result Form ID 195456

Time and Effort Reporting : Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step. Michael Van Tooren.

View Approval Route

Signature/Action Logs

Transaction / Signature Log						2 rows
Current Date Time	Step Title	User ID	User Description	Form Action	Time Elapsed	
08/24/2020 3:06:10PM	Saved			Save		
08/24/2020 3:06:41PM	Initiated			Submit	< 1 minute	

Action Item Log				1 row
Acknowledgement	Description	User	Time Stamp	
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	

Print

Note: This is a back-office function that is not required for certification.

Step 3: Click the **Print** button to print the Time and Effort report.

Step 4: Select **Grant Time and Effort** report name.

Step 5: Click the **Print Report** button.

Account Form Result Form ID 195456

Time and Effort Reporting : Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step. Michael Van Tooren.

View Approval Route

Signature/Action Logs

Transaction / Signature Log						2 rows
Current Date Time	Step Title	User ID	User Description	Form Action	Time Elapsed	
08/24/2020 3:06:10PM	Saved			Save		
08/24/2020 3:06:41PM	Initiated			Submit	< 1 minute	

Action Item Log				1 row
Acknowledgement	Description	User	Time Stamp	
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	

Print

Approval

Cancel Done

Report Name Grant Time & Effort

Print Report

Step 6: Review the printed Time and Effort Report.

Grant Time and Effort Report				Form ID 195456		
Name				Employee ID		
Primary Department		155401				
Report Period		April - December 2019		Report Period End Date		
Report Period Begin Date		2019-04-01		2019-12-31		
Sponsored Accounts						
Certified	Amount	Percent	Department	Project	Cost Share	Chart String
N	20086	11.1	155400	10008119 Work Activity 202C21: Rapid In		CL040 155400 F1000 51300 202
N	22573.99	12.47	155001		10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
N	18104.66	10	155001		10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
N	40451.38	22.35	155001		10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101
Subtotal:		101216.03				
Percent Subtotal:		55.926				
University Accounts						
Certified	Amount	Percent	Department	Project	Cost Share	Chart String
N	79766.75	44.07	155001			CL040 155001 A0001 51300 101
Subtotal:		79766.75				
Percent Subtotal:		44.074				
Total Qualifying Accounts						
Total:		180982.78				
Percent Total:		100				
Transaction Log:						
Form Action	Step Title	Approver		Date		
Save	Saved	Tiffany Boyd		24-Aug-2020		
Submitted	Initiated	Tiffany Boyd		24-Aug-2020		
Action Item Log:						
Checkbox	User	Certification Type	Certification Text	Date		
Y	PERKINTD	Business Manager confirmation	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.	24-Aug-2020		

X. Time and Effort Reporting Email Notifications

Below are the Time and Effort email notifications received when action is taken on a report.

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.

Email Notification #1: Notification that a report has been **saved** and is ready for the Business Manager to verify and release to the Employee.

 ACTION REQUIRED: [Redacted], 155401, Go-Live Catch-up 2019 T&E Report has been saved, 144842

 [Redacted]
 Wednesday, March 4, 2020 at 5:30 PM
[Show Details](#)

Time and Effort Certification Report eForm ID 144842 **has been saved** for [Redacted] for the Go-Live Catch-up 2019 certification period and requires your review and action. Please review this form for accuracy and submit for certification. Please login to 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=UPD

If any changes are required (such as Retro Funding changes), please submit requests to the Retro Journal Entry mailbox at RetroJE@mailbox.sc.edu along with any needed supporting documentation. The form will automatically refresh once changes are processed. Please coordinate with other Business Managers and administrators as necessary to ensure any and all corrections are completely timely. 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 need assistance or have any questions, please email GFMeCert@mailbox.sc.edu.

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

Email Notification #2: Notification that a report has been **recycled** back to the Business Manager requiring additional review and action.

 ACTION REQUIRED: **Recycled Form** for [Redacted], 115800, Go-Live Catch-up 2019 T&E Report, 141528

 [Redacted]
 Wednesday, March 4, 2020 at 5:34 PM
[Show Details](#)

Time and Effort Certification Report eForm ID 141528 has been recycled by WINBURNK for [Redacted] requires additional review and action. This form is for Go-Live Catch-up 2019 certification period. The form has been recycled with the following comments: _____

**** Wed, Mar 4 20, 03:58:41 PM**
 Please fix 10008506.
 Please login to 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=141528&G3FORM_TASK=UPD

If any changes are required (such as Retro Funding changes), please submit requests to the Retro Journal Entry mailbox at RetroJE@mailbox.sc.edu along with any needed supporting documentation. The form will automatically refresh once changes are processed. 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 need assistance or have any questions, please email GFMeCert@mailbox.sc.edu.

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

Email Notification #3: Notification that a report has been **routed** for Employee, Principal Investigator, and Supervisor for review and certification.

 **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 [redacted] 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