



UNIVERSITY OF  
**SOUTH CAROLINA**

**New Time and Effort Reporting System  
PRINCIPAL INVESTIGATOR (PI) DEMO  
Grants and Funds Management  
Controller's Office**

# Agenda

- Summary of eForm Updates
- Learn how to Certify Time and Effort using the new Time and Effort Reporting system and eForm
- Understand responsibilities
- Where to find Resources
- Contact Information



# Summary of eForm Updates

- Changed the workflow order. The eForm will route to PIs for approval before Supervisors.
- You can now view workflow **prior** to approving the form.
- You can now view pending and approved forms using the **View a Grant Report** option.
- Updated the certification language to include “To the best of my knowledge and belief..”
- PIs will only be able to toggle funding lines where they are listed as the PI, unless they are also listed as the Supervisor.



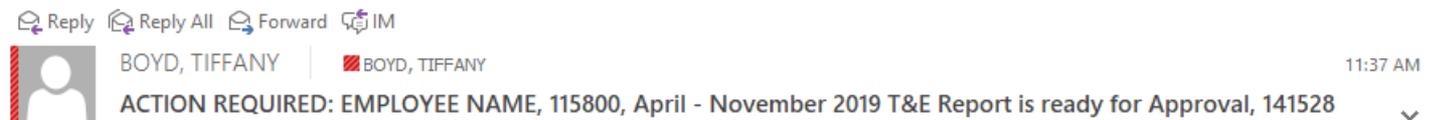
# Who Should Expect a T&E Report?

- A Time and Effort Report will automatically be generated for any employee where a portion of their salary is:
  - Directly charged to a sponsored project or
  - Used as cost share on a sponsored project
- Reports will be released for certification by your College or department's Business Manager/Administrator.



# Email Notification

- You will receive the following email notification once a report has been submitted to you for certification:



Form ID 141528 for EMPLOYEE NAME has been routed for your review and certification. This form is for the Go-Live Catch-up 2019 certification period. Please login into HCM – My Workplace to work on this form or follow the link below.

[https://hcm-dev.ps.sc.edu/psp/HDEV/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_FAMILY=ACCOUNT&G3FORM\\_ID=141528&G3FORM\\_TASK=EVL](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=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



# HCM PeopleSoft

- Once you receive the email notification, you can click on the link within the email or log directly into HCM PeopleSoft using the Link below.
- [Click here to Log In directly to HCM PeopleSoft!](#)
- Then navigate to **My Workplace**, select the **Grant Time and Effort** tile, and select **Certify a Grant Report**.



# New Time and Effort eForm Demonstration

Principal Investigator – Certifying the eForm



# Next Steps:

- The report will be considered complete once all applicable PIs have completed their certification.
- 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 PI are the same person, approval at the PI step will be automatic.



# PI Responsibilities

- 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 applicable).
- 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.



# Where to Find Resources

The screenshot shows the website for the Office of the Controller at the University of South Carolina. The page is titled "Office of the Controller" and features a navigation menu on the left with the following items: Office of the Controller, General Accounting, Grants and Funds Management (highlighted), Grants and Funds Staff Directory, Supplier and Tax Management, Cash and Treasury Management, Financial Reports and Transparency, Chart of Accounts, Policies and Procedures, and Contact Us. The main content area is titled "Grants and Funds Management" and includes a description of the department's responsibilities, a list of services, and contact information for Marie Baka and Alex Pitts. There are also expandable sections for "GFM Staff by Departmental Assignments" and "Webinars and Training".

**Office of the Controller**

**Grants and Funds Management**

Grants and Funds Management is responsible for the accounting and management of all restricted grants and contracts within the university system.

**Our Services**

The Grants and Funds Management team:

- monitors all sponsored programs
- reviews expenses for compliance with grant terms and Uniform Guidance
- prepares and submits all invoices for sponsored programs, applies payments, and performs collections as necessary
- prepares all financial reporting, and provides financial status information for sponsors
- manages external sponsor audits and desk reviews
- responsible for set up of all sponsored programs in PeopleSoft
- responsible for close out of all sponsored program awards in PeopleSoft
- prepares and negotiates indirect cost rate agreement

**Contact Grants and Funds Management**

For questions about any Grants and Funds Management services, please contact us directly:

**Marie Baka**  
Assistant Director  
[BAKA@mailbox.sc.edu](mailto:BAKA@mailbox.sc.edu)

**Alex Pitts**  
Senior Manager – Accounts Receivable and Billing  
[PITTSMA@mailbox.sc.edu](mailto:PITTSMA@mailbox.sc.edu)

**GFM Staff by Departmental Assignments** Expand all

- [Sponsored Programs Close Out](#)
- [F&A Allocations](#)
- [Information Links for Grants and Contracts](#)

**Webinars and Training** Expand all

- [Introduction to Grants Management](#)
- [Grant Dashboard Reporting Tool](#)
- [Post Award and Grant Closeout](#)
- [Uniform Guidance and Effort Reporting](#)
- [HCM Payroll Distribution Reporting Tool](#)
- [New Time and Effort Reporting System](#)
- [New Cost Transfer Policy and Retro Funding Change](#)

- Additional training aides and webinars can be found here!

# Questions?



**If you have questions, please contact your  
Business Manager.**

You may also email [gfmecert@mailbox.sc.edu](mailto:gfmecert@mailbox.sc.edu).





UNIVERSITY OF  
SOUTH CAROLINA