



UNIVERSITY OF
SOUTH CAROLINA

**New Time and Effort Reporting System
SUPERVISOR 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.



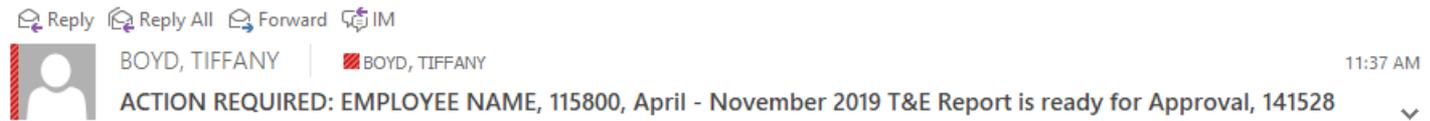
Who Should Expect a T&E Report?

- 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

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

Supervisor – Certifying the eForm



Next Steps:

- Once you complete your certification, the report will fully execute and be complete.
- 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.



Supervisor Responsibilities

- Ensure that the salary charged to the University Accounts (non-grant amount and percentage) seems reasonable. For example, is there enough non-grant time available to cover teaching and/or administrative duties.
- To the best of your ability, review the salary charged to Sponsored Accounts and ensure the percentage charged is a reasonable representation of how their time was spent.
- Your certification is verification you have first-hand knowledge of the employee's effort.
- 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 items like "Office of the Controller", "General Accounting", "Grants and Funds Management" (which is 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: "Grants and Funds Management is responsible for the accounting and management of all restricted grants and contracts within the university system." Below this is a section for "Our Services" which lists various tasks such as monitoring sponsored programs, reviewing expenses for compliance, preparing invoices, and managing external sponsor audits.

There is also a "Contact Grants and Funds Management" section with contact information for Marie Baka (Assistant Director, BAKA@mailbox.sc.edu) and Alex Pitts (Senior Manager – Accounts Receivable and Billing, PITTSM@mailbox.sc.edu).

At the bottom, there are expandable sections for "GFM Staff by Departmental Assignments", "Sponsored Programs Close Out", "F&A Allocations", "Information Links for Grants and Contracts", "Webinars and Training", and a list of training resources including "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", and "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.**





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