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**Time and Effort Reporting Webinar – Refresher Training for  
Business Managers  
Grants and Funds Management – Controller’s Office  
February 2023**

# Agenda

- eForm Reminders
- Current Resources and Tools
- Troubleshooting, Tips, and Tricks
- Refresh our Understanding of:
  - Federal law for expenses associated with sponsored awards.
  - What is Effort and Effort Reporting and the relationship between effort and salary.
  - Review what a salary cap is and how to properly account for it.
  - Review tool to assist in the salary cap calculations.
  - Appreciate the consequences of effort reporting non-compliance.
- Overall Review of Certification Process



eForm

# REMINDERS



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# Percent of Pay Column

- The title of the “Percent of Pay” column has been renamed to:
  - **“Percent of Pay/Computed Effort”**
  - This column is calculated as follows:

Salary charged (eligible ERN Codes) to a Chartstring  
*divided by*

Total Salary captured within the Report

- Reminder: Bonuses, one-time cash payments, and annual leave payouts are excluded from effort reporting.



# Percent of Pay Column

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

[Hide Chartfields](#)

## Sponsored Accounts

3 rows

Certified? ▾	Earnings ▾	Percent of Pay/Computed Effort ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1 Yes	3383.00	51.41	<a href="#">Details</a>	10008668 Justice Sector Training, Resea	610000		CL002 610000 F1000 51600 301
2 Yes	987.00	15.00	<a href="#">Details</a>	10010429 Think Tank Capacity Building	610000		CL002 610000 F1000 51600 202
3 Yes	1362.50	20.71	<a href="#">Details</a>	10010886 Subaward from The Asia Foundat	610000		CL002 610000 F1000 51600 301

Subtotal 5732.50  
Percent Subtotal 87.12

$$3,383 / 6,580 = 51.41\%$$

## University Accounts

1 row

Certified? ▾	Earnings ▾	Percent of Pay/Computed Effort ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1 Yes	847.50	12.88	<a href="#">Details</a>		610000		CL002 610000 E4200 51600 202

Subtotal 847.50  
Percent Subtotal 12.88

## Total Qualifying Accounts

Total 6580.00  
Percent Total 100.00



# Job Aids

- Job Aids on the Controller's Office website have been updated for both navigation options for Effort Reporting within PeopleSoft HCM.

[Grants and Funds Management - Office of the Controller | University of South Carolina \(sc.edu\)](#)

- Access Effort Reporting by selecting:
  - “My Workplace” or
  - “My Homepage”
- The name you see is based on the assigned role(s) you have within HCM.



# Job Aids



Controller's Office – Grants and Funds Management

Time and Effort Reporting – Employee

## I. Navigation in HCM PeopleSoft (hcm-prd.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.



# Email Notifications

- PeopleSoft Email notifications have been updated to include links to respective job aids.
- These emails will come from:  
[PeopleSoft@peoplesoft.com](mailto:PeopleSoft@peoplesoft.com)
- These emails are **NOT** spam or phishing.
- However, if your faculty are uncomfortable clicking on the link contained within the email, they may always log directly into PeopleSoft HCM to approve any pending forms.



# Email Notification Example

From: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>

Sent: Thursday, July 14, 2022 10:46 AM

To: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>

Subject: Approval Needed: [Employee Effort Report](#), Form #410053

Hello,

A Time and Effort Report has been created for [Employee Effort Report](#) for the July - December 2021 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

[https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=410053&G3FORM\\_TASK=EVL](https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=410053&G3FORM_TASK=EVL)

Certification is required to be completed within 30 days. Failure to certify may result in the removal of salary charges from sponsored awards. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

If you need assistance accessing and approving the form, please use the training aids found on the Controller's Office website or by selecting the links below.

*If you are an **Employee**, you can find the training aid [here](#).*

*If you are a **Principal Investigator (PI)**, you can find the training aid [here](#).*

*If you are a **Supervisor**, you can find the training aid [here](#).*

Thank you for your prompt attention to this request.

Controller's Office



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# eForm “Hold” Option

- Reminder, the option to HOLD an effort report should not be used.
- Once effort reports are released (or “submitted”) by the Business Managers, approvers should:
  - Recycle the form if there are discrepancies or corrections needed or
  - Approve the form
- Please remind your users!
- If you notice a report has been placed on hold by one of the approvers, be sure to reach out to them to ask why!



# Important Dates

- July – December 2022 Effort Reports will be released **Wednesday, March 1st**.
- Reports will be due **Friday, March 31st**.
- You will receive an email notification and memo once reports have been generated and are ready for your review.
- Ensure all payroll corrections that affect the reporting period are submitted by **Friday, February 10<sup>th</sup>**
- **Don't Forget to Update Supervisors** listed in PeopleSoft!
  - This will prevent workflow routing errors and ease the administrative burden for all parties involved.



eForm

# CURRENT RESOURCES



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# My Grant Reports Tile

- Use the “My Grant Reports” tile to manage the effort report approval process. Several queries are available on-demand.

The screenshot displays a dashboard with a dark red background. At the top, there is a navigation bar with a dropdown menu labeled "My Homepage". Below this, the dashboard is organized into several tiles:

- My Submitted eForms - Aging:** A bar chart showing the number of days since forms were created. The y-axis is labeled "Days Since Form Created" and ranges from 0 to 120. The x-axis is labeled "Age Group Since Form Created" and has a single bar for "4+ Weeks" reaching approximately 100 days.
- Business Mgr T&E Report:** A 3D pie chart showing 100% completion. A legend indicates "2 Weeks".
- Time and Absence Workcenter:** A tile with a clock icon and three stylized figures.
- My Grant Reports:** A tile with a clipboard icon, highlighted with a red border.
- Grant Time & Effort:** A tile with a document icon.
- Affiliate Actions Homepage:** A tile with the Oracle PeopleSoft logo.
- Benefits Enrollment Homepage:** A tile with a document icon.
- ePAF Homepage:** A tile with a document icon.



# My Grant Reports

- Select the Report you would like to run:

The screenshot displays the HUAT (Humanities and Arts User Tool) interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: '> My Homepage > Grant Reports > Grant Reports'. On the right side of the navigation bar, there are links for 'Home' and 'Sign Out', along with 'Add To', 'Notification', and 'NavBar' icons. Below the navigation bar, the 'UNIVERSITY OF SOUTH CAROLINA' logo and 'HUAT' text are visible on the left. A search bar with a dropdown menu set to 'All' and a search input field is present, followed by an 'Advanced Search' link. The main content area is divided into two panels. The left panel, titled 'Grant Reports', shows a 'Queries' section with a list of reports: 'My Reports' (highlighted with a red box), 'My Saved Effort Reports', 'Effort Reports Pending Approval by Other', and 'Executed/Approved Effort Reports'. The right panel, also titled 'Grant Reports', shows a 'Queries' section with a list of reports: 'Query Manager', 'My Reports' (expanded), 'My Saved Effort Reports', 'Effort Reports Pending Approval by Other', 'Executed/Approved Effort Reports', and 'Effort Reports by HCM Dept' (highlighted with a red box).



# My Saved Effort Reports

## Report Name: My Saved Effort Reports

(USC\_GRANT\_TE\_ROSTER\_BUS\_MGR\_PV)

- Use this report to view all effort reports that currently have a “saved” status within your purview.
- This query will also show you the reporting period associated with each report.

USC\_GRANT\_TE\_ROSTER\_BUS\_MGR\_PV

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First 1-10 of 10 Last

Row	Form ID	Reporting Period	EMPLID	Name	Dept ID	# of Days Since Form Created	Age Group	Form Status
1	394639	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
2	395301	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
3	393855	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
4	395297	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
5	394821	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
6	395120	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
7	394158	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
8	393700	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
9	393360	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved
10	395353	July - December 2021	181400	Sharon Gentry King	181400		15 2 Weeks	Saved



# Effort Reports Pending Approval by Other

**Report Name:** Effort Reports Pending Approval by Other (SC\_MY\_GRANT\_FORMS\_PENDING)

- Use this report to view all effort reports that are currently in a “PENDING” status within your purview.
- This query will show you the name and email address of each pending approver associated with the report.

SC\_MY\_GRANT\_FORMS\_PENDING- My Grant Forms

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

First 1-4 of 4 Last

Row	Form ID	Form Status	Employee ID	Employee Name	Dept ID	Reporting Period	Reporting Period ID	Approver's Name	Approver's Email
1	392882	Pending			181400	July - December 2021	9	Dibattisto, Caroline Hill	xxCAROLINE.DIBATTISTO@uscmed.sc.edu
2	392635	Pending			181400	July - December 2021	9	Brown, Daniel Craig	xxDAN.BROWN@uscmed.sc.edu
3	392635	Pending			181400	July - December 2021	9	Knight, Lisa Marie	xxLISA.KNIGHT@uscmed.sc.edu
4	392757	Pending			181400	July - December 2021	9	Walker, Roy	xxROY.WALKER@uscmed.sc.edu



# Pending Approver Errors

If the Pending Approver is one of the below, you will need to contact [GFMeCert@mailbox.sc.edu](mailto:GFMeCert@mailbox.sc.edu) to have the correct person inserted (usually Supervisor)

- Sydney Williams
- DeAnna Sloop
- Lindsay Crawford
- Tiffany Boyd



# Executed/Approved Effort Reports

**Report Name:** Executed/Approved Effort Reports  
(USC\_GRANT\_TE\_EXECUTED\_FORMS)

- Use this report to view all effort reports that have been fully approved or executed.
- Approval Date (greater than or approved after MM/DD/YYYY), Reporting Period ID (Optional).

USC\_GRANT\_TE\_EXECUTED\_FORMS

\*Approved Date (>) 01/01/2021

Reporting Period ID (optional)

View Results

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (13 kb)

View All First 1-37 of 37 Last

Row	Form ID	Period ID	Reporting Period	EMPLID	Name	Dept ID	Approved Date	Form Status
1	263162		7 July - December 2020			181400	02/24/2021	Executed
2	262140		7 July - December 2020			181400	02/16/2021	Executed
3	319070		8 January - June 2021			181400	08/18/2021	Executed
4	262883		7 July - December 2020			181400	03/04/2021	Executed
5	319868		8 January - June 2021			181400	08/30/2021	Executed
6	261228		7 July - December 2020			181400	03/03/2021	Executed
7	318095		8 January - June 2021			181400	08/30/2021	Executed
8	263100		7 July - December 2020			181400	02/11/2021	Executed
9	276092		7 July - December 2020			181400	04/09/2021	Executed
10	320546		8 January - June 2021			181400	08/05/2021	Executed
11	261277		7 July - December 2020			181400	02/10/2021	Executed
12	263516		7 July - December 2020			181400	02/11/2021	Executed
13	320542		8 January - June 2021			181400	08/16/2021	Executed
14	263043		7 July - December 2020			181400	02/15/2021	Executed



# Reporting Period IDs

Reporting Period ID	Reporting Period Name
1	April – December 2019
6	January – June 2020
7	July – December 2020
8	January – June 2021
9	July – December 2021
10	January – June 2022
11	July – December 2022

Future Report IDs will be added as they are created within the system. The Reporting Period ID will increase by one as they are added. For example, the next reporting cycle of Jan - Jun 2023 will have the Reporting Period ID of “12”.



# Effort Reports by HCM Dept

## Report Name: Effort Reports by HCM Dept (SC\_PY\_GRANT\_TOTALS\_BY\_DEPT)

- Use this report to give you a listing of all effort reports and **RELATED funding** for people in a specific department.
- Need: Reporting Period ID & Dept ID

SC\_PY\_GRANT\_TOTALS\_BY\_DEPT - Subtotals by Home Dept

Reporting Period ID

Dept ID

[View Results](#)

Row	Form ID	Name	ID	Dept ID	Combo Code	Operating Unit	Dept ID	Fund	Acct	Class	Project	Cost Share	Amount	Period	Period ID	Form Status
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# Effort Reports by Dept

- Reporting Period ID: 9 (July – December 2021)
- Dept ID: 100025 (Rule of Law Collaborative)

SC\_PY\_GRANT\_TOTALS\_BY\_DEPT - Subtotals by Home Dept

Reporting Period ID

Dept ID

[View Results](#)

Row	Form ID	Name	ID	Dept ID	Combo Code	Operating Unit	Dept ID	Fund	Acct	Class	Project	Cost Share	Amount	Period	Period ID	Form Status
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- Recommendation: Export to Excel and Pivot Data
- Example Spreadsheet can be found [here](#).



eForm

# **TROUBLESHOOTING, TIPS, & TRICKS**



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# Troubleshooting

- If you or one of your faculty members has trouble logging into PeopleSoft HCM or Accessing a form, below are most common solutions:
  1. Try a different browser (Edge, Chrome, Safari, etc.)
  2. If a different browser doesn't work, have them clear the cache of their current browser and try again.
    - You must completely close out of the browser (all tabs) and re-open after clearing your cache.
- If you don't know how to clear your cache or need instructions, email [GFMeCert@mailbox.sc.edu](mailto:GFMeCert@mailbox.sc.edu).
- **Pro-Tip:** Create an email template or “signature” with these troubleshooting steps to quickly respond to staff.
- If you or your staff are still having trouble, submit a self-service **helpdesk ticket**.

If you don't know how to submit a helpdesk ticket or need instructions, email [GFMeCert@mailbox.sc.edu](mailto:GFMeCert@mailbox.sc.edu)



# Tips and Tricks

- Save PeopleSoft HCM as a shortcut in your browser.
- Use the “My Grant Reports” tile to run real-time data on reports in your purview.
- Log in daily and navigate to the “Update a Grant Report” tab and perform “open” searches for reports in “Saved” or “Partially Approved” Status.
  - This will show you a listing off all the reports that need to be confirmed and released to approvers by you.
- Remember, effort reporting is a multi-approver process. If one approver in the process (a PI, etc.) recycles the form for corrections – You must review and **take action**.
  - Once the issue is addressed the whole report will have to go through the approval process again.
  - You will have **re-release** it to approvers.



# Recommendation: Managing Multiple Notifications

- Currently, PeopleSoft automatically sends an email notification to the person in each approval role.
- As a result, if the same person is listed in multiple approval roles on the report, they will receive multiple emails alerting them to approve (although they only need to approve **once**).
- We are working with our IT Team to fix this for future reporting periods, however, in the meantime we have recommended the following:
  1. Create a Folder within your Outlook mailbox and use Mailbox rules to route these notifications to a created designated folder.
  2. Log directly into PeopleSoft HCM to view your cue at least once or twice a week.

# Earning Codes EXCLUDED:

Earn Code	Descr	Earn Code	Descr
ADP	Adoption Assistance	ISV	Intl Fac Overload Std Trty
ALS	AL Payout Student Treaty	MEP	Media Engagement Pay
ALT	AL Payout Teaching Treaty	AWD	Monetary Cash Awards
\$AC	All Earnings Codes - System Cd	AWT	Monetary Cash Awd Teach Treaty
ALL	Annual Leave Lost	AWS	Monetary Cash Student Treaty
ALP	Annual Leave Payout	MOV	Moving Expenses
AL3	Annual Leave Payout Class III	MOS	Moving Expenses Student
ATC	Athletic Contract Pay	MET	Moving Expenses Teache
ACF	Athletic Fringe Car	MOT	Moving Expenses Teaching
AFT	Athletic Fringe Teach Treaty	\$NA	N/A - Retro Place Holder
ATH	Athletics Fringe Benefits	RET	Non Monetary Awd Teach Treaty
BOT	Board of Trustees	OCL	On Call
BON	Bonus	OVP	Overpayment Deduction
BNS	Bonus Student Treaty	PLV	Paid Leave
BNT	Bonus Teaching Treaty	ENP	Paid Not Earned
CAR	Car Allowance Cash	PNE	Paid Not Earned
CAT	Car Allowance Teach Treaty	RBU	Referral Bonus Upstate Law Enf
XRG	Earnings Balances	SLL	Sick Leave Lost Student
FOV	Faculty Overload	SIT	Sick Leave Lost Teacher
FOR	Faculty Overload Retro	STB	State Approved Bonus
HCT	Holiday Comp Time Teach	SBI	State Approved Bonus Intl
HOU	Housing Allowance Cash	TFS	Taxable Frg Ben Std Trty
HAT	Housing Allowance Teach Treaty	TFT	Taxable Fringe Ben Teach Trty
IOV	International Faculty Overload	TFB	Taxable Fringe Benefits
RSV	Intl FaC Overload Retro Std		



# Tips for Verifying Effort Reports using HCM Distribution

Time and Effort Reporting : Time and Effort Report Form ID 11111111

**Employee Information**

Employee Name: [Name] Empl ID: 11111111

Primary Department: [Department]

Reporting Period: July - December 2021

Report Period Begin Date: 07/01/2021 Report Period End Date: 12/31/2021

**Current reports will be for 07/01/2022 – 12/31/2022**

**Sponsored Accounts**

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	7250.01	15.06	<input type="button" value="Details"/>	10007140 Teaching with Primary Sources	157000		CL070 157000 F1000 51300 301
Subtotal		7250.01					
Percent Subtotal		15.06					

**University Accounts**

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	3000.00	6.23	<input type="button" value="Details"/>		157000		CL070 157000 E8036 51300 301
2	37881.99	78.70	<input type="button" value="Details"/>		157117		CL070 157117 A0001 51300 101



# HCM Distribution

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HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

<b>USCID</b> <input type="text"/>	<b>Supervisor USCID</b> <input type="text"/>	<b>Pay Group</b> <input type="text"/>	<b>Combo</b> <input type="text"/>	<b>Project BU</b> <input type="text"/>	<b>From Pay Period</b> 07/15/2021 ▾	<b>Num of Records</b> <input type="text" value="10000"/>
<b>Name</b> <input type="text"/>	<b>Empl.Rcd</b> <input type="text"/>	<b>Pay End Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>Operating Unit</b> <input type="text"/>	<b>Project</b> <input type="text"/>	<b>To Pay Period</b> 12/31/2021 ▾	<b>Order By</b> Chartfield,Name ▾
<b>Job</b> <input type="text"/>	<b>Empl.Class</b> <input type="text"/>	<b>Earn End Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>Department</b> <input type="text"/>	<b>CFDA</b> <input type="text"/>	<b>Fiscal Month</b> ALL ▾	<input checked="" type="checkbox"/> <b>Total</b>
<b>HCM Dept.</b> <input type="text"/>	<b>Full/Part</b> All ▾	<b>Dist. Status</b> ALL ▾	<b>Fund</b> <input type="text"/>	<b>Contract</b> <input type="text"/>	<b>Fiscal Year</b> ALL ▾	<input checked="" type="checkbox"/> <b>Sub-Total</b>
<b>Journal.</b> <input type="text"/>	<b>Reg/Temp</b> All ▾	<b>Dist. Type</b> ALL ▾	<b>Class</b> <input type="text"/>	<b>Sponsor</b> <input type="text"/>	<b>Pay Run ID</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Detail</b>
<b>Check</b> <input type="text"/>	<b>Std. Hours</b> <input type="text"/>	<b>Dist. Class</b> ALL ▾	<b>Account</b> <input type="text"/>	<b>Costshare</b> <input type="text"/>	<b>Output</b> Fringe-Summary[Hor ▾	<input checked="" type="checkbox"/> <b>Sum.Adjustments</b>
<b>Check Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>HCM BU [Campus]</b> All ▾	<b>Dist. Code</b> <input type="text"/>				



# HCM Distribution

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
...	...	2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	...	07/15/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...	...	2122-1 : PAY0124738	VSUM	157000	SIC	07/31/2021	...	07/22/2021	A00000006642	CL070-157000-F1000-301-10007140-	411.09
...	...	2122-1 : PAY0125017	VSUM	157000	SRC	07/31/2021	...	07/30/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...	...	2122-2 : PAY0125851	VSUM	157000	SRC	08/15/2021	...	08/13/2021	A00000006642	CL070-157000-F1000-301-10007140-	2,416.67
...											7,661.10
CL070-157000-F1000-301-10007140-											7,661.10
...	...	2122-1 : PAY0123964	VSUM	157000	SRC	07/15/2021	...	07/15/2021	A00000052613	CL070-157117-A0001-101--	(411.09)
...	...	2122-1 : PAY0124738	VSUM	157000	SIC	07/31/2021	...	07/22/2021	A00000052613	CL070-157117-A0001-101--	(411.09)
...	...	2122-2 : PAY0126765	UG74	157000	C09	08/31/2021	...	08/31/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-3 : PAY0127576	UG74	157000	C09	09/15/2021	...	09/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-3 : PAY0128464	UG74	157000	C09	09/30/2021	...	09/30/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-4 : PAY0129481	UG74	157000	C09	10/15/2021	...	10/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-4 : PAY0130234	UG74	157000	C09	10/31/2021	...	10/29/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-5 : PAY0131321	UG74	157000	C09	11/15/2021	...	11/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-5 : PAY0131839	UG74	157000	C09	11/30/2021	...	11/30/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-6 : PAY0132730	UG74	157000	C09	12/15/2021	...	12/15/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...	...	2122-6 : PAY0133257	UG74	157000	C09	12/31/2021	...	12/23/2021	A00000052558	CL070-157117-A0001-101--	4,209.11
...											37,059.81
CL070-157117-A0001-101--											37,059.81
<b>TOTAL</b>											<b>44,720.91</b>



# Pay Groups

Pay Group	Pay Group Description	Type	9 or 12 or H
C09	9 month current	Current	9
C12	12 month current - Exempt and N/E	Current	12
HRL	Hourly	Lag	H
I09	International 9 month Lag	Lag	9
I12	International 12 month Lag	Lag	12
IC1	International 12 month Current	Current	12
IC9	International 9 month Current	Current	9
IHR	International Hourly	Lag	H
I01	International Treaty Other 12 month Lag	Lag	12
I02	International Treaty Other 12 month Current	Current	12
I03	International Treaty Other 9 month Lag	Lag	9
I04	International Treaty Other 9 month Current	Current	9
IS1	International Treaty Student 12 month Lag	Lag	12
IS2	International Treaty Student 12 month Current	Current	12
IS3	International Treaty Student 9 month Lag	Lag	9
IS4	International Treaty Student 9 month Current	Current	9
ISH	International Student Hourly	Lag	H
IT1	International Treaty Teach 12 month Lag	Lag	12
IT2	International Treaty Teach 12 month Current	Current	12
IT3	International Treaty Teach 9 month Lag	Lag	9
IT4	International Treaty Teach 9 month Current	Current	9
ITH	International Treaty Teach Hourly	Lag	H
P09	9 month lag	Lag	9
P12	12 month lag - Exempt and N/E	Lag	12
P28	Police 28 day	Current	12
SUM	Summer	Current	12
T12	Student/Temporary Salary 12 month Lag	Lag	12
TC1	Student/Temporary Salary 12 month Current	Current	12
SRC	Summer Research Current	Current	3
SRL	Summer Research Lag	Lag	3
SIC	Summer Instruction Current	Current	3
SIL	Summer Instruction Lag	Lag	3



# Effort Report

Time and Effort Reporting : Time and Effort Report

Form ID 1000000000

## Employee Information

Employee Name *[Redacted]*

Empl ID *[Redacted]*

Primary Department *[Redacted]*

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

1 row

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1 Yes	7250.01	15.06	<a href="#">Details</a>	10007140 Teaching with Primary Sources	157000		CL070 157000 F1000 51300 301

Subtotal 7250.01

Percent Subtotal 15.06

## University Accounts

2 rows

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1 Yes	3000.00	6.23	<a href="#">Details</a>		157000		CL070 157000 E8036 51300 301
2 Yes	37881.99	78.70	<a href="#">Details</a>		157117		CL070 157117 A0001 51300 101



# HCM Distribution

 UNIVERSITY OF SOUTH CAROLINA

HUB ▾ HCM DISTRIBUTION ▾ HCM DISTRIBUTION SEARCH Sign out

<b>USCID</b> <input type="text" value=""/>	<b>Supervisor USCID</b> <input type="text" value=""/>	<b>Pay Group</b> <input type="text" value=""/>	<b>Combo</b> <input type="text" value=""/>	<b>Project BU</b> <input type="text" value=""/>	<b>From Pay Period</b> ALL ▾	<b>Num of Records</b> <input type="text" value="10000"/>
<b>Name</b> <input type="text" value=""/>	<b>Empl.Rcd</b> <input type="text" value=""/>	<b>Pay End Date (m/d/y)</b> <input type="text" value=""/> to <input type="text" value=""/>	<b>Operating Unit</b> <input type="text" value=""/>	<b>Project</b> <input type="text" value=""/>	<b>To Pay Period</b> ALL ▾	<b>Order By</b> Chartfield,Name ▾
<b>Job</b> <input type="text" value=""/>	<b>Empl.Class</b> <input type="text" value=""/>	<b>Earn End Date (m/d/y)</b> 07/01 to 12/31	<b>Department</b> <input type="text" value=""/>	<b>CFDA</b> <input type="text" value=""/>	<b>Fiscal Month</b> ALL ▾	<input checked="" type="checkbox"/> <b>Total</b>
<b>HCM Dept.</b> <input type="text" value=""/>	<b>Full/Part</b> All ▾	<b>Dist.Status</b> ALL ▾	<b>Fund</b> <input type="text" value=""/>	<b>Contract</b> <input type="text" value=""/>	<b>Fiscal Year</b> ALL ▾	<input checked="" type="checkbox"/> <b>Sub-Total</b>
<b>Journal.</b> <input type="text" value=""/>	<b>Reg/Temp</b> All ▾	<b>Dist.Type</b> ALL ▾	<b>Class</b> <input type="text" value=""/>	<b>Sponsor</b> <input type="text" value=""/>	<b>Pay Run ID</b> <input type="text" value=""/>	<input checked="" type="checkbox"/> <b>Detail</b>
<b>Check</b> <input type="text" value=""/>	<b>Std.Hours</b> <input type="text" value=""/>	<b>Dist.Class</b> ALL ▾	<b>Account</b> <input type="text" value=""/>	<b>Costshare</b> <input type="text" value=""/>		<input checked="" type="checkbox"/> <b>Sum.Adjustments</b>
<b>Check Date (m/d/y)</b> <input type="text" value=""/> to <input type="text" value=""/>	<b>HCM BU [Campus]</b> All ▾	<b>Dist.Code</b> <input type="text" value=""/>				<b>Output</b> Fringe-Summary[Hor ▾





# Effort Report

Time and Effort Reporting : Time and Effort Report Form ID **10000000**

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**Employee Information**

Employee Name **Spinning, James** Empl ID **10000000**

Primary Department **157000 157000 DEPARTMENT OF INDUSTRIAL ENGINEERING**

Reporting Period **July - December 2021**

Report Period Begin Date **07/01/2021** Report Period End Date **12/31/2021**

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**Sponsored Accounts**

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	Yes	7250.01	15.06	<input type="button" value="Details"/>	10007140 Teaching with Primary Sources	157000	CL070 157000 F1000 51300 301

Subtotal 7250.01  
Percent Subtotal 15.06

---

**University Accounts**

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	Yes	3000.00	6.23	<input type="button" value="Details"/>	157000		CL070 157000 E8036 51300 301
2	Yes	37881.99	78.70	<input type="button" value="Details"/>	157117		CL070 157117 A0001 51300 101



# Other Tips: Use Details Tab

- Select the “Details” tab on the Effort Report
  - Are other check dates being pulled in (Current vs. Lag)?
  - Are there out of the ordinary Earnings Codes being used?

Time and Effort Reporting : Time and Effort Report

**Line Detail**

Department PROVOST & VC FOR AA ADMINISTRA  
Project 10010305 Student Support Servi  
Chartstring UP000 984101 F1000 51200 501

3 rows

	Earnings End Date	Check Date	Empl Rcd	Earn Code	Earnings
1	07/08/2021	07/30/2021	0	HOL	138.46
2	07/08/2021	07/30/2021	0	REG	679.72
3	07/08/2021	08/05/2021	0	RTM	2406.14

Employee Information

Employee Name [Redacted]  
Primary Department [Redacted]  
Reporting Period July - December 2021  
Report Period Begin Date 07/01/2021

Hide Chartfields

Sponsored Accounts

Certified?	Earnings	Percent of Pay	Details	Chartstring
1 Yes	3224.32	100.00	Details	10010305 Student Support Services 984101 UP000 984101 F1000 51200 501

Subtotal 3224.32  
Percent Subtotal 100.00

# Other Tips: Excluded Earnings

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
		2122-1 : PAY0123964	CB70	98899	P12	07/15/2021		07/15/2021	A00000083388	UP000-984101-F1000-501-10010305-	1,500.00	100.00%
		2122-1 : PAY0125017	CB70	98899	P12	07/31/2021		07/30/2021	A00000083388	UP000-984101-F1000-501-10010305-	2,003.68	100.00%
		2122-2 : PAY0125851	CB70	98899	P12	08/15/2021		08/05/2021	A00000083388	UP000-984101-F1000-501-10010305-	2,406.14	100.00%
											5,909.82	
UP000-984101-F1000-501-10010305-											5,909.82	

- **Use HCM Distribution** to compare the checks listed on the “Details” screen on the Effort Report to the ones shown in HCM
  - If there are discrepancies, click on the labor amounts to determine if there are Earnings Codes that need to be excluded.
  - Select the **first** and **last** paycheck listed to determine if Annual Leave Payouts (ALP) or prior earnings are listed.



# Other Tips: Excluded Earnings

- 7/15/2021 Paycheck Includes Earnings from prior reporting period and is excluded (Paid on a Lag):

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT
		CB70	98890	P12	07/15/2021	A0000083388	UP000-984101-F1000-501-10010305-	
1		51200	08/30/2021	ERN:REG-Regular Pay		07/15/2021	2122-1-PAY0123984	1500
		LABOR: 1,500.00 (100.00%)		FRINGE: (0.00%)				1,500.00

7/30/2021 Paycheck includes Annual Leave Payout:

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT
		CB70	98890	P12	07/31/2021	A0000083388	UP000-984101-F1000-501-10010305-	
1		51200	07/08/2021	ERN:AL3-Annual Leave Payout Class III		07/30/2021	2122-1-PAY0125017	1185.5
2		51200	07/30/2021	ERN:REG-Regular Pay		07/30/2021	2122-1-PAY0125017	180.00
3		51200	07/08/2021	ERN:REG-Regular Pay		07/30/2021	2122-1-PAY0125017	679.72
		LABOR: 2,003.68 (100.00%)		FRINGE: (0.00%)				2,003.68
LABOR:		2,003.68		FRINGE:		(0.00%)		TOTAL: 2,003.68

# Other Tips: Excluded Earnings

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$
Allyson Jacobs	988990	2122-1 : PAY0125017	CB70	988990	P12	07/31/2021	988990	07/30/2021	A00000063388	UP000-984101-F1000-501-10010305-	2,003.68
Allyson Jacobs	988990	2122-2 : PAY0125851	CB70	988990	P12	08/15/2021	988990	08/05/2021	A00000063388	UP000-984101-F1000-501-10010305-	2,406.14
											4,409.82
UP000-984101-F1000-501-10010305-											4,409.82

- \$4,409.82 less: ALP of \$1,185.50 = \$3,224.32

Time and Effort Reporting : Time and Effort Report Form ID 11111111

**Employee Information**

Employee Name: Allyson Jacobs  
 Primary Department: 10010305 STUDENT SUPPORT SERVICES  
 Reporting Period: July - December 2021  
 Report Period Begin Date: 07/01/2021  
 Report Period End Date: 12/31/2021

**Sponsored Accounts**

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	Yes	3224.32	100.00	<input type="button" value="Details"/>	10010305 Student Support Services	984101	UP000 984101 F1000 51200 501
Subtotal							3224.32
Percent Subtotal							100.00



# Other Tips: One-time Earnings

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %	TA
		2122-1 : PAY0125017	AM18	100100	I12	07/31/2021		07/30/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	
		2122-2 : PAY0125851	AM18	100100	I12	08/15/2021		08/13/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	
		2122-2 : PAY0126765	AM18	100100	I12	08/31/2021		08/31/2021	A00000060986	CL061-100100-F1000-201-10010076-	3,708.33	100.00%	
		2122-3 : PAY0127576	AM18	100100	I12	09/15/2021		09/15/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	
		2122-3 : PAY0128464	AM18	100100	I12	09/30/2021		09/30/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	
		2122-4 : PAY0129481	AM18	100100	I12	10/15/2021		10/15/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	
		2122-4 : PAY0130234	AM18	100100	I12	10/31/2021		10/29/2021	A00000060986	CL061-100100-F1000-201-10010076-	2,708.33	100.00%	

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
ACCOUNT	EARN END	DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL				
		AM18	100100	I12	08/31/2021	A00000060986	CL061-100100-F1000-201-10010076-	
1	51200	08/14/2021	ERN:BON-Bonus		08/31/2021		2122-2:PAY0126765	1000
2	51200	08/14/2021	ERN:REG-Regular Pay		08/31/2021		2122-2:PAY0126765	2,708.33
3	51200	08/07/2021	ERN:SCK-Sick Leave Taken		08/31/2021		2122-2:PAY0126765	234.38
		LABOR: 3,708.33 (100.00%)		FRINGE: (0.00%)				3,708.33
LABOR:		3,708.33		FRINGE:		(0.00%)		TOTAL: 3,708.33

- Are there any pay periods that are higher or lower than others?
- If yes, could be an indicator that there may be a One-time earnings code that is excluded from Effort Reporting.

# Other Tips: Multiple Jobs

NAME	USCID	FISCAL PERIOD : JOURNAL	JOB	HCM DEPT	GROUP	PAY PERIOD	CHECK	CHK DATE	COMBO	CHARTFIELD	LBR \$	LBR %
Meyer, Madeleine	115100	2122-3 : PAY0127576	SGRA	15100	T12	09/15/2021	8000758628	09/15/2021	A00000017484	CL034-115100-EN700-202-80000503-	1,120.00	50.00%
Meyer, Madeleine	115100	2122-3 : PAY0128464	SGRA	15100	T12	09/30/2021	8000772753	09/30/2021	A00000017484	CL034-115100-EN700-202-80000503-	1,120.00	100.00%
Meyer, Madeleine											2,240.00	
CL034-115100-EN700-202-80000503-											2,240.00	
Meyer, Madeleine	115100	2122-1 : PAY0125017	SGNA	15100	HRL	07/31/2021	8000722322	07/30/2021	C00000005795	CL034-115100-EN700-202-80000503-10010947	840.00	50.00%
Meyer, Madeleine	115100	2122-2 : PAY0125851	SGNA	15100	HRL	08/15/2021	8000732069	08/13/2021	C00000005795	CL034-115100-EN700-202-80000503-10010947	560.00	50.00%
Meyer, Madeleine	115100	2122-3 : PAY0127576	SGNA	15100	HRL	09/15/2021	8000747778	09/03/2021	C00000005795	CL034-115100-EN700-202-80000503-10010947	560.00	25.00%
Meyer, Madeleine											1,960.00	
CL034-115100-EN700-202-80000503-10010947											1,960.00	

- Does the employee have multiple JOB codes or varying Pay GROUPs?
- If yes, you may need to isolate that funding source and adjust your earnings dates based on if that JOB/GROUP is paid currently or on a lag.



Refresher Training

# **REGULATIONS, SALARY CAP, & UNIVERSITY POLICIES**



UNIVERSITY OF  
**SOUTH CAROLINA**

# Regulations to Know

- **Code of Federal Regulations – (2 CFR 200)**  
establishes Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (**Uniform Guidance**)
- <https://www.ecfr.gov>
- **Agency Specific Guidance (NIH, HHS, NSF, etc.)**
- **Non-federal grants commonly place references to Uniform Guidance in their agreements, making them subject to the same rules.**



# Uniform Guidance

- **200.302 – Internal Controls**
  - Establish & maintain effective internal control over the federal award that provide reasonable assurance that the award is being managed in compliance with regulations
  - Take prompt action when instances of noncompliance are identified
- **200.306 – Cost sharing or matching**
  - Any shared costs or matching funds and all contributions, including cash and third party in-kind contribution, must meet the following:
    - Are verifiable from the entity's records
    - Are not included as contribution for any other award (no double counting)
    - Are necessary and reasonable for the award



# Uniform Guidance Cont'd

- **200.403 – Factors affecting allowability of costs**
  - Costs must be necessary & reasonable for the performance of the award,
  - Conform to any limitations or exclusions set forth,
  - **Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.**
    - For example – bonuses or additional compensation cannot be based on the amount of remaining funding on an award.
  - A cost may not be assigned to a federal award as a DIRECT cost if any other cost incurred for the same purpose in like circumstance has been allocated to the federal award as an INDIRECT cost.
    - We cannot directly charge a grant for something that is already incorporated in our IDC rate.
    - For example, generally, we cannot charge electricity or water directly to grant.



# Uniform Guidance Cont'd

- **200.404 – Reasonable Costs**

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person.
  - Is the cost generally recognized as ordinary and necessary for the operation of the entity in performance of the award? **Is it actually needed & used to accomplish the scope of work?**
  - Are sound business practices used (arm's length bargaining, etc.)?
  - What are the market prices for comparable goods or services for the geographic area?
  - **Is the entity significantly deviating from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal Award's cost?**
- **Example: The University policy is to replace computers every three years. You received a new federal award and decide to replace a computer that is only one year old.**



# Uniform Guidance Cont'd

- **200.405 – Allocable Costs**

- A cost is allocable if the expense is chargeable or assignable in accordance with relative benefits received. The standard is met if:
  - It is incurred specifically for the awards? **Is it actually needed & used to accomplish the scope of work?**
  - Benefits both the award and other entity – can be distributed in proportion that can be approximated using reasonable methods,
  - Is necessary to the overall operation of the entity & is assignable.
- **Any cost allocable to a particular award may not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions, regulations, or terms and conditions of award.**
- However, if a cost benefits two or more projects – it must be allocated to the projects based on the proportional benefit.

**Example:** You have a federal award that ends 12/31/22 and has a remaining balance of \$2K. You decide to use it to purchase a new freezer that will be delivered 12/22/22.

- **Will the award receive the relative benefits of the purchase?**
- **Will this really be used to accomplish the scope of work for the award?**



# Agency Specific Guidance

## Example - HHS

- **HHS Grants Policy Statement – Cost Transfers and Overruns:**
  - “Cost transfers by recipients between grants, whether as a means to compensate for cost overruns or for other reasons, generally are **unallowable**; however, cost transfers by recipient may sometimes be necessary to correct bookkeeping or clerical errors...”
  - “Permissible cost transfers should be made promptly after the error occurs but **NO later than 90 days following occurrence** unless a longer period is approved in advance....” “The transfer must be supported by documentation that fully explains how the error occurred and a certification of the correctness of the new charges. An explanation merely stating that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient.”



# Applicable Credits

- If you discover erroneous charges have been placed on a grant or award, the 90 day time frame does not apply.
- **2 CFR 200.406** specifically states that the charge needs to be removed and credit applied as needed.
- However, remember – cost overruns are specifically disallowed as an expense on a different grant.



# Uniform Guidance - Compensation

- **2 CFR 200.430 (Compensation-Personnel Services)**, sets the criteria for acceptable methods of charging salaries and wages and requires that institutions follow acceptable methods for documenting the distribution of effort for all project personnel.
  - Must be reasonable for the services rendered and consistent with that paid for similar work.
  - **Compensation conforms to the established policy of the non-federal entity and is consistently applied to both federal and non-federal activities.**
    - Cannot have “special” rules for federal awards that are inconsistent with University Policy.



# Why does this matter?

- Salary is the largest expense on all our sponsored awards.
- As a result, it is our **biggest** exposure for risk.
- Uniform Guidance requires internal controls to be in place to support effort expended on federal awards and it to be properly documented.
- Effort documentation must provide reasonable assurance that amounts charged are **accurate, allowable and properly allocated**.



# What is considered Time and Effort?

- Effort – “the portion of time spent on a given activity expressed as a percent of total activity for which an individual is employed by the institution”
- Total activity may include but is not limited to teaching, clinical practice, research, preparing proposals, administrative responsibilities, etc.
- Must equal 100%
- Is **NOT** based on workweek of 40 hours



# Is Payroll the Same as Effort?

**NO!**

## Payroll:

- Payroll distributions describe the allocation of an individual's salary
- Payroll can be expressed as an estimate of actual time worked
- Is the basis for generating the effort report

## Effort:

- Effort describes how time was actually spent and allocated to the award(s) regardless of whether or not reimbursed by the federal sponsor



# Time and Effort Example

You have two faculty members that are both Co-PIs on a large NIH award. Each were **proposed** to spend 2.25 Academic months (9 month appointment) or 25% on the award.

Upon being awarded the grant, you set up payroll to charge the grant 25% of each faculty member's salary as outlined in the NOA and grant budget.

Effort certification is the retrospective confirmation or after-the-fact certification that the allocation of an individual's actual time and effort spent for specific activities is correct. *Effort is not just a rubber stamp of the salary or payroll distribution.*



# Time and Effort Example Cont'd

- Faculty Member 1 averages 40 hours a week as follows:
  - 20 hrs teaching & administrative duties,
  - 10 hrs on the NIH Award
  - 10 hrs on another grant Award A
- Faculty Member 2 average 60 hours a week as follows:
  - 20 hrs teaching & administrative duties
  - 10 hrs on NIH Award
  - 10 hrs on another grant Award A
  - 8 hrs on another grant Award B
  - 12 hrs on another grant Award C



# Time and Effort Example Cont'd

ACTUAL EFFORT	Faculty Member 1 ( <u>averages</u> 40 hours)		Faculty Member 2 ( <u>averages</u> 60 hours)	
Teaching & Admin	50%	(20/40)	33.3%	(20/60)
<b>NIH AWARD</b>	<b>25%</b>	<b>(10/40)</b>	<b>16.7%</b>	<b>(10/60)</b>
Grant A	25%	(10/40)	16.7%	(10/60)
Grant B			13.3%	(8/60)
Grant C			20%	(12/60)
Total Effort	100%	(40/40)	100%	(60/60)

- Faculty Member 2 is overcharging the NIH award by almost 10%!
- Uniform guidance allows for reasonable estimates and does not expect exact amounts or perfection...
- HOWEVER, estimates used should be reviewed and “trued up” based on actual effort expended.
- Variances greater than 5% should be adjusted.



# Uniform Guidance

- The Federal government recognizes that, in an academic setting, teaching, research, service, and administration are often inextricably intermingled.
- As a result, effort is based on the time necessary to fulfill 100% of activities for which an individual can be compensated, *regardless* of the number of hours works. It is not based on a 40-hour work week or on a percent of appointment.
- Uniform Guidance is purposely worded and based on “100% effort” to avoid issues that arise with the various pay or appointment types and the possible over-commitment of faculty time.



# What Is a Salary Cap?

- A Salary Cap is an imposed limit for the total salary rate allowed to be charged for an individual by a sponsor.
- Any amount above the salary cap must be recorded as cost share and will be considered mandatory uncommitted cost share to properly capture total expended effort and cannot be used as effort on another sponsored project
- This is to prevent double counting of effort and ensure faculty do not become overcommitted.



# Salary Cap Example

- Dr. Greyhound's annual institutional base salary is \$300,000 and they have committed (and expended) 10% effort on an NIH grant that has a salary cap of \$212,100.
- Due to the NIH limit, the max we can directly charge his NIH grant is \$21,210 ( $\$212,100 \times 10\%$ ).
- In order to properly record the effort committed (and expended) on the NIH grant, the remainder would have to be booked as cost share on the grant:

10% Effort at IBS:            \$30,000    ( $\$300K \times 10\%$ )

Allowed per Cap:            \$21,210    ( $\$212,100 \times 10\%$ )

Amount to Cost Share: \$ 8,790    ( $\$30,000 - \$21,210$ )

- Payroll form would directly charge 7.07% and cost share 2.93% to the grant to account for the full 10% effort expended.



# Salary Cap Calculation Template

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	
	ACCOUNT	EARN END	DIST. TYPE: CODE	CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	AMOUNT		
1	51300	11/15/2021	ERN:REG-Regular Pay	C09	11/15/2021	A0000067934	CL034-115200-F1000-202-10010657-	1507.84
	LABOR: 1,507.84 (22.67%)		FRINGE: (0.00%)					1,507.84
2	51300	11/15/2021	ERN:REG-Regular Pay	C09	11/15/2021	A0000068412	CL034-115200-F1000-202-10010704-	4287.49
	LABOR: 4,287.49 (64.45%)		FRINGE: (0.00%)					4,287.49
3	51300	11/15/2021	ERN:GSA-Grant Salary Adjustment	C09	11/15/2021	A0000005242	CL034-115202-A0001-101--	579.5
4	51300	11/15/2021	ERN:SAP-Special Assignment Pay					277.78
	LABOR: 857.28 (12.89%)		FRINGE: (0.00%)					857.28



# Salary Cap Calculation Template

- In order to help with salary distribution allocations related to Salary Caps, we've developed the following Excel spreadsheet template to assist.
- To use this template, you will need to know:
  - Employee's total salary per pay period (remember bonuses or cash awards are excluded)
  - Sponsor Salary Cap
  - Total effort percentage committed
- You can find this template here:
  - [Salary Cap Calculation Workbook Template](#)
  - There is a tab for 12, 11, and 9month Appointments



# Helpful Forms, Tools, and Templates:

## Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management**
- Grants and Funds Staff Directory
- Supplier and Tax Management
- Cash and Treasury Management
- Financial Reports and Transparency
- Chart of Accounts
- Policies and Procedures
- Contact Us

### 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:

**Denise Koon**  
Senior Director of Grants and Funds Management  
[ddkoon@mailbox.sc.edu](mailto:ddkoon@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	+
Indirect Cost Job Aids	+
Information Links for Grants and Contracts	+
Subrecipients and Subawards	+
<b>Helpful Forms, Tools, and Templates</b>	-

- [Salary Cap Calculation Template \[xlsx\]](#)
- [Cost Transfer Justification Form \[pdf\]](#)
- [Payroll Retro Funding Change Form \[pdf\]](#)



# Who Should Expect a T&E Report?

- A T&E Report will automatically be generated for any individual who has salary paid from a sponsored project or COST SHARED to a sponsored project.
  - Direct payroll charges
  - Payroll Transfers
  - Late or Retroactive Payroll adjustments
  - Includes **HOURLY** employees (students, etc.)
- It is imperative that you process payroll adjustments timely.



# Who needs to review and certify effort?

- Reports will be reviewed by Business Managers **FIRST** and then released for certification and approval to the following:
  1. Employees, then
  2. PIs, and
  3. Supervisors last.
- Business Managers will be responsible for ensuring reports are fully executed through the certification process.
- Time and Effort report are based on primary home departments of the employee and will automatically workflow to each approver.
- This system ensures PIs and Supervisors are a part of the certification process.



# When is the process complete?

- Once an effort report is certified by the Employee, applicable PIs and their Supervisor, the report is considered complete.
- Upon completion, these reports are considered legal documents subject to internal and external audits and the False Claims Act.



# Falsification of Effort Reporting

- Erroneously certifying effort can be viewed as fraud.
- Don't certify unless the document is correct – Don't be afraid to ask questions!
- Could result in consequences as outlined in the **False Claims Act**.



# Risks of Non-Compliance

If effort reports are not complete, or completed incorrectly, research sponsors may:

- Disallow expenses and/or require repayment,
- Reduce or eliminate future funding,
- Initiate suspension or disbarment proceeding,
- Take other remedies that may be legally available,
- Require additional oversight of systems and controls.



# Examples of Non-Compliance

## Duke University (2018)

- NIH issued additional regulations and revoked their expanded authority after discovery of research misconduct. Misconduct included falsified research and embezzlement of research funds dating back to 2010.
- **\$112.5 million paid back to the government.**



# Retro Funding Changes & Corrections to Effort Reports

- ANY salary reallocations or redistributions directly effect Time & Effort Reporting
- Formal re-certification must be completed and should be taken seriously.
- Transfers should be made within 90 days of the original transaction or post date.
- **Please note, if the award is ending, the 90-day window is shortened accordingly (all changes must be posted).**
- Cost Transfers are subject to [FINA 3.35 - Cost Transfer Policy](#).



# Cost Transfers - Payroll Retro Funding Changes

Any cost transfer (including Retro Funding Changes) must have a **Cost Transfer Justification Form** attached, if they impact sponsored awards. This form replaces the need for any memos that would otherwise have been included when requesting transfers.

This form is to protect all vested parties

- Ensures PI review and approval prior to expenses being moved
- Ensures proper documentation to avoid audit findings



# Cost Transfer Justification Form

Access the form  
using this link:  
[Cost Transfer  
Justification Form](#)

**Cost Transfer Justification Form**

**PURPOSE**

This justification form will help ensure compliance with Uniform Guidance along with University policy regarding cost transfers. In the event of an audit, the information provided below will be used to substantiate the adjustment. This form is required for any cost transfers that adjust expenditures involving sponsored project accounts (the USCSP Business Unit). Principal Investigator (PI) certification and approval is required for all cost transfer requests. Once completed, this form needs to be attached with required supporting documentation to the proper request (Payroll Retro, Expense Module Correction Form, JV eform, etc.). If this form is not included, the request will not be completed.

**COST TRANSFER TYPE**

Payroll Retro Funding Change Request

Expense Module (payment with pcard)

JV (payment through check/voucher)

Other

Original (incorrect) chartfield \*:

Correct chartfield \*:

\* For payroll retro forms, "see retro form" may be listed if multiple projects/funds are involved in the request

**JUSTIFICATION**

1. Please specify the transaction(s) being moved and how it directly benefits the sponsored project it is being moved to, if this is being moved to a USCSP account.
2. How was this error or situation discovered? Please include the reason this was originally charged to the incorrect sponsored project or account.
3. How will this type of error or situation be prevented from happening in the future?

**CERTIFICATION**

As PI, I approve this expense to be adjusted according to the fund(s)/project(s) listed above. I certify this expense is in accordance with the award budget as well as allocable and necessary for accomplishing the scope of work.

PI Signature:	Date:	**PI Signature:	Date:
Printed Name:		**Printed Name:	

\*\* If adjustment impacts more than one PI



# Payroll Retro Funding Changes

- Please make sure you are using the current Payroll Retro Funding Change form.

 UNIVERSITY OF SOUTH CAROLINA		PAYROLL RETRO FUNDING CHANGE	
<b>TO BE COMPLETED BY THE DEPARTMENT</b>			
USC ID:	NAME (Last, First):	PAY GROUP:	
JUSTIFICATION/NOTES (Cost Transfer Justification Form must be completed and attached if a USCSP project is part of the transaction):			
PAYCHECK DATE:		Has this paycheck date previously been moved via a Retro Funding Change Journal Entry?	YES <input type="checkbox"/> NO <input type="checkbox"/>

- Be sure to enter CORRECT Funding chart strings and corresponding combo codes.

Form can be found on the homepage of the [Controller's Office](#) website or under Helpful Forms, Tools, and Templates in the Grants and Funds Management Section.

Refresher Training

# **EFFORT REPORTING PROCESS**



UNIVERSITY OF  
**SOUTH CAROLINA**

# Accessing Effort Reports

1. Login to PeopleSoft HCM
    - <https://hcm.ps.sc.edu/>
  2. Navigate to “My Workplace” or “My Homepage”
  3. Select the “Grant Time and Effort” Tile
  4. Select “**Update** a Grant Report” to verify and release reports to workflow.
- Use the “**VIEW** a Grant Report” tab to view reports already released to workflow.



# Business Manager Verification

The screenshot displays a user interface for Business Manager verification. A central dropdown menu is open, showing the following options:

- Employee Self Service (with a downward arrow)
- My Homepage
- Employee Self Service

The background interface consists of several panels:

- Time and Absence:** Features an icon of a person and a clock.
- Payroll:** Features a green wallet icon and displays the text "Last Pay Date 01/14/2022".
- Talent Profile:** Features an icon of a person with a star.
- Benefit Details:** Features a grid of four icons: a person, a stack of coins, a red cross, and a house.
- USC Profile:** Features an icon of a person with a pencil.



# My Homepage or My Workplace

▼ My Homepage

### My Pending Approvals (eForms)

Days at Current Approval Step
5.5

### My Pending Approvals - Aging

No data to display

(Blanks)

### Talent Profile

### Benefit Details

### Affiliate Actions Homepage

### Benefits Enrollment Homepage

### ePAF Homepage

### Grant Time & Effort



# Update a Grant Report

**< My Workplace** **Account**

Grant Time & Effort Forms

Add a Time and Effort Form

**Update a Grant Report**

Certify a Grant Report

View a Grant 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



# Sorting eForms

- Sort forms by Reporting Period ID to bring the most current to the top of search results.

Search by:

Form ID

Employee Name

Reporting Period

Primary Department

**Form Status**

Form Type

Empl ID

	Form ID	Employee Name	Reporting Period ID	Reporting Period	Primary Department	Form Status
1	339807	Sener Sahin,Ozlem	8	January - June 2021	111100	Withdrawn
2	342937	Sener Sahin,Ozlem	8	January - June 2021	111100	Executed
3	317920	Sutphin,Suzanne Taylor	8	January - June 2021	159100	Executed
4	339327	Williams,Toni Milton	8	January - June 2021	152500	Executed
5	317924	Harrison,Adam	8	January - June 2021	115300	Executed
6	317921	Anderson,Colin S	8	January - June 2021	155901	Executed



# Sorting eForms

- You can also filter forms on Form Status by using the drop down menu and selecting “**SAVED**” or “**PENDING**”.
- This will exclude previously released or executed forms from your search results.

Search by:

Form ID

Employee Name

Reporting Period

Primary Department

**Form Status**

Form Type

Empl ID

	Form ID	Employee Name	Reporting Period ID	Reporting Period	Primary Department	Form Status
1	339807	Sener Sahin,Ozlem	8	January - June 2021	111100	Withdrawn
2	342937	Sener Sahin,Ozlem	8	January - June 2021	111100	Executed
3	317920	Sulphin,Suzanne Taylor	8	January - June 2021	159100	Executed
4	339327	Williams,Toni Milton	8	January - June 2021	152500	Executed
5	317924	Harrison,Adam	8	January - June 2021	115300	Executed
6	317921	Anderson,Colin S	8	January - June 2021	155901	Executed



# Verifying Time and Effort in HCM

Time and Effort Reporting : Time and Effort Report

## Employee Information

Employee Name [REDACTED]

Empl ID [REDACTED]

Primary Department [REDACTED]

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

Certified? ◇	Earnings ◇	Percent of Pay ◇	Details	Project/Grant ◇	Department ◇	Cost Share ◇	Op Unit/Dept/Fund/Acct/Class ◇
1	No	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011	CL034 115011 G1000 51300 301
2	No	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200	CL034 115200 F1000 51300 202
3	No	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200	CL034 115200 K1000 51300 301
4	No	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200	CL034 115200 F1000 51300 202
5	No	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001	CL072 251001 F1000 51300 301

Subtotal 37449.76

Percent Subtotal 64.98

## University Accounts

Certified? ◇	Earnings ◇	Percent of Pay ◇	Details	Project/Grant ◇	Department ◇	Cost Share ◇	Op Unit/Dept/Fund/Acct/Class ◇
1	No	20176.25	35.01	<a href="#">Details</a>		115202	CL034 115202 A0001 51300 101



UNIVERSITY OF  
SOUTH CAROLINA

# Who Can I Contact for Help?

- Use Finance Intranet to look up the Project Team:

UNIVERSITY OF SOUTH CAROLINA HUB ▾ Finance Intranet ▾ GRANT DASHBOARD Sign out

Department  Project  Class   
Fund  PI  Fiscal Period   
Contract  Sponsor   Display Account Chartfield

**10011171**

Study of the U.S. Institutes for Student Leaders f USCSP - Grant Project CON0005843 06/09/2021-12/13/2022 [18.1 months]

SPN0001058 19.009 Academic Exchange Programs - Undergraduate Programs PO19002773/Proj#102536

Operating Unit	Department	Fund	Class
CL072 INTERNATIONAL PROGRAMS	251001 GLOBAL CAROLINA	F1000 FEDERAL GRANT CURRENT RESTRICTED	301 COMMUNITY SERVICE

**PROJECT TEAM**

Role	Name	USCID	Email
BM	Callahan, Sarah Pitts	<input type="text"/>	callahap@mailbox.sc.edu

# Who Can I Contact for Help?

- Use the Project Team query in PeopleSoft FINANCE to look up the Business Manager assigned.

The screenshot shows the PeopleSoft Query Viewer interface. The breadcrumb navigation at the top left is 'Reporting Tools > Query > Query Viewer', which is highlighted with a red box. The search criteria field 'begins with' is also highlighted with a red box. The interface includes a search bar with a dropdown menu set to 'All', a search button, and an 'Advanced Search' link. The University of South Carolina logo is visible in the top left corner. The page title is 'Query Viewer' and the instructions are 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are '\*Search By' (Query Name) and 'begins with' (empty field). There is a green 'Search' button and a blue 'Advanced Search' link.

- **SC\_PROJECT\_TEAM\_LIST** – SC Project Team List Query



# Who Can I Contact for Help?

- Select the “HTML” option
- Enter Project number (100XXXXX) in Project field:

SC\_PROJECT\_TEAM\_LIST - SC Project Team List

Name

USCID

PC BU

Project

Project Descr

Primary Project Role

User ID

Email ID

Dept %

Project Status

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

Row	PC BU	Dept	Descr	Project	Project Descr	Primary Project Role	User	Name	USCID	Email ID
1	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	BM	CALLAHAP	Sarah Pitts Callahan		CALLAHAP@mailbox.sc.edu
2	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CGA	GRADYSL	Sylvira Grady		
3	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	GOODFELL	TERRY G. GOODFELLOW		
4	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	BLEDSORK	R K. BLEDSOE		
5	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	REIDC1	Christopher Reid		
6	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	ORTEGALH	Lilian H. Ortega		
7	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	TIMOTHY	TIMOTHY C. STEWART		
8	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	PI	PORTERMA	Mark Porter		



# Verifying Time and Effort in HCM

Time and Effort Reporting : Time and Effort Report

## Employee Information

Employee Name [REDACTED]

Empl ID [REDACTED]

Primary Department [REDACTED]

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	No	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011	CL034 115011 G1000 51300 301
2	No	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200	CL034 115200 F1000 51300 202
3	No	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200	CL034 115200 K1000 51300 301
4	No	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200	CL034 115200 F1000 51300 202
5	No	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001	CL072 251001 F1000 51300 301

Subtotal 37449.76

Percent Subtotal 64.98

## University Accounts

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	No	20176.25	35.01	<a href="#">Details</a>	115202		CL034 115202 A0001 51300 101



UNIVERSITY OF  
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# Verifying Time and Effort in HCM

<b>USCID</b> <input type="text"/>	<b>Supervisor USCID</b> <input type="text"/>	<b>Pay Group</b> <input type="text"/>	<b>Combo</b> <input type="text"/>	<b>Project BU</b> <input type="text"/>	<b>From Pay Period</b> 07/15/2021 ▾	<b>Num of Records</b> <input type="text" value="10000"/>
<b>Name</b> <input type="text"/>	<b>Empl.Rcd</b> <input type="text"/>	<b>Pay End Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>Operating Unit</b> <input type="text"/>	<b>Project</b> <input type="text"/>	<b>To Pay Period</b> 12/31/2021 ▾	<b>Order By</b> Chartfield,Name ▾
<b>Job</b> <input type="text"/>	<b>Empl.Class</b> <input type="text"/>	<b>Earn End Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>Department</b> <input type="text"/>	<b>CFDA</b> <input type="text"/>	<b>Fiscal Month</b> ALL ▾	<input type="checkbox"/> <b>Total</b>
<b>HCM Dept.</b> <input type="text"/>	<b>Full/Part</b> All ▾	<b>Dist.Status</b> ALL ▾	<b>Fund</b> <input type="text"/>	<b>Contract</b> <input type="text"/>	<b>Fiscal Year</b> ALL ▾	<input checked="" type="checkbox"/> <b>Sub-Total</b>
<b>Journal.</b> <input type="text"/>	<b>Reg/Temp</b> All ▾	<b>Dist.Type</b> ALL ▾	<b>Class</b> <input type="text"/>	<b>Sponsor</b> <input type="text"/>	<b>Pay Run ID</b> <input type="text"/>	<input checked="" type="checkbox"/> <b>Detail</b>
<b>Check</b> <input type="text"/>	<b>Std.Hours</b> <input type="text"/>	<b>Dist.Class</b> ALL ▾	<b>Account</b> <input type="text"/>	<b>Costshare</b> <input type="text"/>		<input type="checkbox"/> <b>Sum.Adjustments</b>
<b>Check Date (m/d/y)</b> <input type="text"/> to <input type="text"/>	<b>HCM BU [Campus]</b> All ▾	<b>Dist.Code</b> <input type="text"/>				<b>Output</b> Fringe-Summary[Hor ▾



# Verifying Time and Effort in HCM

Time and Effort Reporting : Time and Effort Report

## Employee Information

Employee Name [REDACTED]

Empl ID [REDACTED]

Primary Department [REDACTED]

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

Certified? ◇	Earnings ◇	Percent of Pay ◇	Details	Project/Grant ◇	Department ◇	Cost Share ◇	Op Unit/Dept/Fund/Acct/Class ◇
1	No	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011	CL034 115011 G1000 51300 301
2	No	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200	CL034 115200 F1000 51300 202
3	No	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200	CL034 115200 K1000 51300 301
4	No	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200	CL034 115200 F1000 51300 202
5	No	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001	CL072 251001 F1000 51300 301

Subtotal 37449.76

Percent Subtotal 64.98

## University Accounts

Certified? ◇	Earnings ◇	Percent of Pay ◇	Details	Project/Grant ◇	Department ◇	Cost Share ◇	Op Unit/Dept/Fund/Acct/Class ◇
1	No	20176.25	35.01	<a href="#">Details</a>	115202		CL034 115202 A0001 51300 101



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# Releasing Effort Reports

File Attachments

Status	Action	Description	File Name	Remove
1				Delete

Add

Action Items

Acknowledgement

1  No

Comments

Search Save **Submit**

 **Time and Effort Reporting : Results**

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

**View Approval Route**

▶ **Signature/Action Logs**

Print



# Effort Report Workflow

Cancel Approval Done

**Employee Stage**

▼ G3FORM\_ID=388862 Pending

Basic Path

 Pending	
Employee Uprid	>

**If you notice an approval in "ERROR", please contact GFMecert@mailbox.sc.edu**

**Parallel Stage**

▶ G3FORM_ID=388862, PROJECT_ID=10010490	Initiated
▶ G3FORM_ID=388862, PROJECT_ID=10010657	Initiated
▶ G3FORM_ID=388862, PROJECT_ID=10010763	Initiated
▶ G3FORM_ID=388862, PROJECT_ID=10010786	Initiated
▶ G3FORM_ID=388862, PROJECT_ID=10011171	Initiated

**Supervisor Stage**

▼ G3FORM\_ID=388862 Awaiting Further Approvals



Demonstration

# EMPLOYEE



UNIVERSITY OF  
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# Email Notification

From: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>

Sent: Thursday, July 14, 2022 10:46 AM

To: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>

Subject: Approval Needed: [Employee Effort Report](#), Form #410053

Hello,

A Time and Effort Report has been created for [Employee Effort Report](#) for the July - December 2021 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

[https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=410053&G3FORM\\_TASK=EVL](https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=410053&G3FORM_TASK=EVL)

Certification is required to be completed within 30 days. Failure to certify may result in the removal of salary charges from sponsored awards. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

If you need assistance accessing and approving the form, please use the training aids found on the Controller's Office website or by selecting the links below.

*If you are an **Employee**, you can find the training aid [here](#).*

*If you are a **Principal Investigator (PI)**, you can find the training aid [here](#).*

*If you are a **Supervisor**, you can find the training aid [here](#).*

Thank you for your prompt attention to this request.

Controller's Office



UNIVERSITY OF  
SOUTH CAROLINA

# Employee Approval

▼ Employee Self Service

My Homepage

Employee Self Service

Time and Absence



Payroll



Last Pay Date **01/14/2022**

Talent Profile



Benefit Details



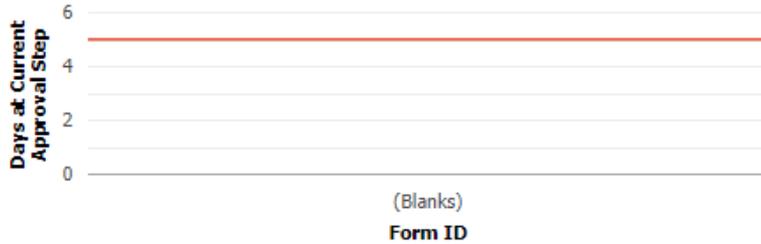
USC Profile



# Employee Approval

▼ My Homepage

## My Pending Approvals (eForms)



## My Pending Approvals - Aging

No data to display

■ (Blanks)

## Talent Profile



## Benefit Details



## Affiliate Actions Homepage



## Benefits Enrollment Homepage



## ePAF Homepage



## Grant Time & Effort



# Employee Approval

[← My Homepage](#) Account

[Grant Time & Effort Forms](#)

[Certify a Grant Report](#)

[View a Grant Report](#)

Search by:

Form ID

Employee Name

Reporting Period

Primary Department

Form Status

Form Type

Empl ID



# Employee Approval

Time and Effort Reporting : Time and Effort Report

## Employee Information

Employee Name [REDACTED]

Empl ID [REDACTED]

Primary Department [REDACTED]

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
<input checked="" type="checkbox"/> Yes	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011		CL034 115011 G1000 51300 301
<input type="checkbox"/> No	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200		CL034 115200 F1000 51300 202
<input type="checkbox"/> No	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200		CL034 115200 K1000 51300 301
<input type="checkbox"/> No	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200		CL034 115200 F1000 51300 202
<input type="checkbox"/> No	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001		CL072 251001 F1000 51300 301

Subtotal 37449.76

Percent Subtotal 64.98

## University Accounts

Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
<input type="checkbox"/> No	20176.25	35.01	<a href="#">Details</a>		115202		CL034 115202 A0001 51300 101



# Employee Approval

## File Attachments

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

## Action Items

Acknowledgement	
1	<input type="radio"/> No <input type="radio"/> 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.

## Comments



# Employee Approval

 Time and Effort Reporting : Results Form ID 388862

You have successfully approved your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route](#)

Signature/Action Logs

Transaction / Signature Log 3 rows

Current Date Time	Step Title	User ID	User Description	Form Action	Time Elapsed
01/28/2022 1:43:15PM	Saved	PERKINTD	Tiffany Boyd	Save	
01/28/2022 1:57:09PM	Initiated	PERKINTD	Tiffany Boyd	Submit	13 minutes
01/28/2022 2:17:32PM	Employee Opid	PERKINTD	Tiffany Boyd	Approve	20 minutes

Action Item Log 2 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.	PERKINTD 01/28/22 1:57:07.000000PM
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.	PERKINTD 01/28/22 2:17:28.000000PM

[Print](#)



# Employee Approval

Cancel Approval Done

Employee Stage

▼ G3FORM\_ID=388862 Awaiting Further Approvals

Basic Path

Approved

[Redacted]  
Employee Oprid  
01/28/22 2:17 PM >

Parallel Stage

▶ G3FORM_ID=388862, PROJECT_ID=10010490	Pending
▶ G3FORM_ID=388862, PROJECT_ID=10010657	Pending

▼ G3FORM\_ID=388862, PROJECT\_ID=[Redacted] Awaiting Further Approvals

Parallel Path

Approved

[Redacted]  
Principal Investigator Project  
01/28/22 2:17 PM >



Demonstration

# **PRINCIPAL INVESTIGATOR (PI)**



UNIVERSITY OF  
**SOUTH CAROLINA**

# Email Notifications

- The PI(s) will receive an email notification from PeopleSoft alerting them that a report is ready for their review and approval.

From: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>  
Sent: Thursday, July 14, 2022 10:46 AM  
To: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)  
Subject: Approval Needed: [\[REDACTED\]](#) #. Effort Report, Form #410053

Hello,

A Time and Effort Report has been created for [\[REDACTED\]](#) #. for the July - December 2021 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

[https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=410053&G3FORM\\_TASK=EVL](https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=410053&G3FORM_TASK=EVL)

Certification is required to be completed within 30 days. Failure to certify may result in the removal of salary charges from sponsored awards. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

If you need assistance accessing and approving the form, please use the training aids found on the Controller's Office website or by selecting the links below.

If you are an **Employee**, you can find the training aid [here](#).  
If you are a **Principal Investigator (PI)**, you can find the training aid [here](#).  
If you are a **Supervisor**, you can find the training aid [here](#).

Thank you for your prompt attention to this request.

Controller's Office

# PI Approval

Time and Effort Reporting : Time and Effort Report

Form ID 388862

## Employee Information

Employee Name **Anna Kyles II**

Empl ID **10010490**

Primary Department **115200 RISK COMMUNICATION AND EVALUATION**

Reporting Period **July - December 2021**

Report Period Begin Date **07/01/2021**

Report Period End Date **12/31/2021**

Hide Chartfields

## Sponsored Accounts

5 rows

	Certified? ▾	Earnings ▾	Percent of Pay ▾	Details	Project/Grant ▾	Department ▾	Cost Share ▾	Op Unit/Dept/Fund/Acct/Class ▾
1	<input checked="" type="checkbox"/>	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011		CL034 115011 G1000 51300 301
2	<input checked="" type="checkbox"/>	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200		CL034 115200 F1000 51300 202
3	<input checked="" type="checkbox"/>	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200		CL034 115200 K1000 51300 301
4	<input checked="" type="checkbox"/>	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200		CL034 115200 F1000 51300 202
5	<input checked="" type="checkbox"/>	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001		CL072 251001 F1000 51300 301



# PI Approval

**File Attachments** 1 row

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

**Action Items** 1 row

**Acknowledgement**

1	<input checked="" type="radio"/> 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.
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**Comments**



Demonstration

# **SUPERVISOR**



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**SOUTH CAROLINA**

# Email Notification

- The Supervisor will receive an email notification from PeopleSoft alerting them that a report is ready for their review and approval.
- If they receive a report for an employee that is not theirs – they need to email their business manager or recycle the form with a comment.

From: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com) <[HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)>

Sent: Thursday, July 14, 2022 10:46 AM

To: [HTST@peoplesoft.com](mailto:HTST@peoplesoft.com)

Subject: Approval Needed: [\[redacted\]](#) #. Effort Report, Form #410053

Hello,

A Time and Effort Report has been created for [\[redacted\]](#) #. for the July - December 2021 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

[https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=410053&G3FORM\\_TASK=EVL](https://hcm-tst.ps.sc.edu/psp/HTST/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=410053&G3FORM_TASK=EVL)

Certification is required to be completed within 30 days. Failure to certify may result in the removal of salary charges from sponsored awards. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

If you need assistance accessing and approving the form, please use the training aids found on the Controller's Office website or by selecting the links below.

If you are an **Employee**, you can find the training aid [here](#).

If you are a **Principal Investigator (PI)**, you can find the training aid [here](#).

If you are a **Supervisor**, you can find the training aid [here](#).

Thank you for your prompt attention to this request.

Controller's Office



# Supervisor Approval

Time and Effort Reporting : Time and Effort Report

## Employee Information

Employee Name [REDACTED]

Empl ID [REDACTED]

Primary Department [REDACTED]

Reporting Period July - December 2021

Report Period Begin Date 07/01/2021

Report Period End Date 12/31/2021

Hide Chartfields

## Sponsored Accounts

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1 <input checked="" type="checkbox"/>	10576.58	18.35	<a href="#">Details</a>	10010490 DHEC-MCH Proposal Evaluation o	115011		CL034 115011 G1000 51300 301
2 <input checked="" type="checkbox"/>	3381.20	5.87	<a href="#">Details</a>	10010657 RISK Physical Activity, Seden	115200		CL034 115200 F1000 51300 202
3 <input checked="" type="checkbox"/>	14045.98	24.37	<a href="#">Details</a>	10010763 EACH Mom and Baby Collaborativ	115200		CL034 115200 K1000 51300 301
4 <input checked="" type="checkbox"/>	9196.00	15.96	<a href="#">Details</a>	10010786 Rural Border Health Chartbook:	115200		CL034 115200 F1000 51300 202
5 <input checked="" type="checkbox"/>	250.00	0.43	<a href="#">Details</a>	10011171 Study of the U.S. Institutes f	251001		CL072 251001 F1000 51300 301

Subtotal 37449.76

Percent Subtotal 64.98

## University Accounts

Certified?	Earnings	Percent of Pay	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1 <input checked="" type="checkbox"/>	20176.25	35.01	<a href="#">Details</a>		115202		CL034 115202 A0001 51300 101



# Supervisor Approval

## File Attachments

1 row

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

## Action Items

1 row

### Acknowledgement

1	<input checked="" type="radio"/> Yes	To the best of my knowledge and belief, I certify that I have firsthand knowledge of the employee, and the payroll percentages reasonably reflect their effort and are consistent with the work performed during this reporting period. I am aware that filling inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.
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## Comments



# Supervisor Approval

Cancel Approval Done

**Review/Edit Approvers**

Employee Stage	
▶ G3FORM_ID=388862	Approved

**Parallel Stage**

▶ G3FORM_ID=388862, PROJECT_ID=10010490	Approved
▶ G3FORM_ID=388862, PROJECT_ID=10010657	Approved
▶ G3FORM_ID=388862, PROJECT_ID=10010763	Approved
▶ G3FORM_ID=388862, PROJECT_ID=10010786	Approved
▶ G3FORM_ID=388862, PROJECT_ID=10011171	Approved

**Supervisor Stage**

▶ G3FORM_ID=388862	Approved
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**At this point the Effort Report is considered complete and will fully execute in the system!**



# eForm Status Options

- Business Manager – Receives the reports in “**Saved**” status and submits or releases them to Employees for certification.
- Employees, Pls & Supervisors receive the reports in “**Pending**” status (because they are pending approval)
- If a report is recycled at any point, the report will return to the Business Manager in a “**Partially Approved**” Status
- Once a report is fully certified, the report status is “**Executed**”.

**Use View Option to review form status, not Update!**  
(to prevent accidentally restarting workflow)



# Business Manager Responsibilities

- To serve as central point of contact for Time and Effort certification.
- To assist employees, PIs and supervisors with certification process.
- Training aids and tools are available.
  - Video Demos are available demonstrating each approver role (Employee, PI and Supervisor)
  - Training Aids for each role are available



# Video Demos

## Time and Effort Reporting System

The Time and Effort Report eForm workflows through business managers, employees, principal investigators and supervisors. The resources below outline this process and how it will affect your grant paid employees.

### Business Managers Resources

- [Time and Effort Report - Business Manager Presentation \[pdf\]](#) 
- [Time and Effort Report - Business Manager Demo Video](#) 
- [Time and Effort Report - Business Manager Job Aid \[pdf\]](#) 
- [Time and Effort Process Map \[xlsx\]](#) 
- [Earning Codes List \[pdf\]](#) 

### Employee Resources

- [Time and Effort Report - Employee Presentation \[pdf\]](#) 
- [Time and Effort Report - Employee Demo Video](#) 
- [Time and Effort Report - Employee Job Aid \[pdf\]](#) 

### Principal Investigator Resources

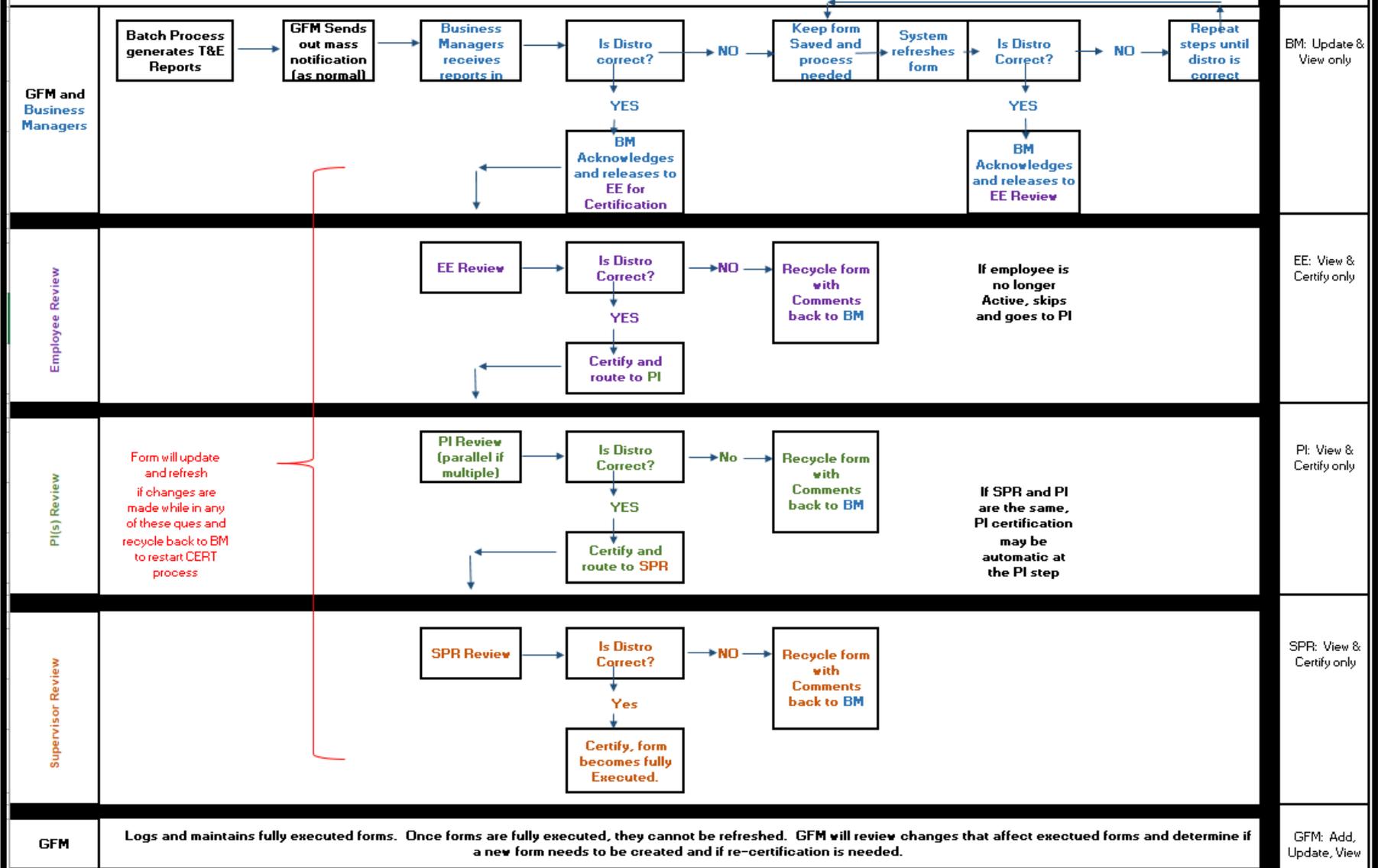
- [Time and Effort Report - Principal Investigator Presentation \[pdf\]](#) 
- [Time and Effort Report - Principal Investigator Demo Video](#) 
- [Time and Effort Report - Principal Investigator Job Aid \[pdf\]](#) 

### Supervisor Resources

- [Time and Effort Report - Supervisor Presentation \[pdf\]](#) 
- [Time and Effort Report - Supervisor Demo Video](#) 
- [Time and Effort Report - Supervisor Job Aid \[pdf\]](#) 



## Time and Effort Certification eFORM process (GT)



# Summary

- Spending out Grants is **unallowable**
- Errors/corrections must be identified timely!
- T&E is “After-the-Fact” accounting of actual time spent on a specific project.
- **Must** be certified by the employee
- **Must** be certified by a PI and Supervisor with first-hand knowledge of the employee’s effort.
- **Must** be incorporated into official records of the university & is subject to audit and the False Claims Act
- **Must** be done in a timely manner.



# Where to Find Resources

Uof SC South Carolina

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE

SEARCH SC.EDU

## Office of the Controller

- Office of the Controller
- General Accounting
- Grants and Funds Management**
- Grants and Funds Staff Directory
- Supplier and Tax Management
- Cash and Treasury Management
- Financial Reports and Transparency
- Chart of Accounts
- Policies and Procedures
- Contact Us

### 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)

Expand all

- GFM Staff by Departmental Assignments (+)
- 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 (+)



# Questions?



## Contact:

Grants and Funds Management Office

[gfmecert@mailbox.sc.edu](mailto:gfmecert@mailbox.sc.edu)





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