OFFICE OF THE CONTROLLER

Compliance Team

Time and Effort Reporting

Refresher for Business Managers

July 2025

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Agenda

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Important Dates

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Important Dates

The next cycle of Time and Effort reports, for the January – June 2025 (period 16), will be made available on **Monday, August 11th, 2025**. Business Managers will receive an email notification and memo on this date, through the BIZMANAGER listserv, alerting them that reports are ready for your review.

Reports will be due on **Wednesday, September 10th, 2025**.

Effort reports will be generated and made available **one month sooner** than past periods.

All payroll corrections that affect the reporting period should be submitted by **Friday, August 1st, 2025**.

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Timeliness Requirement

Certification is required to be completed within 30 **total** days – which encompasses the date of release to the receipt of the final approval (including Employee, PI, and Supervisor approvals).

To address previous misunderstanding, email notifications have been updated to specify "**Certification is required to be completed promptly within 3 days of receipt**."

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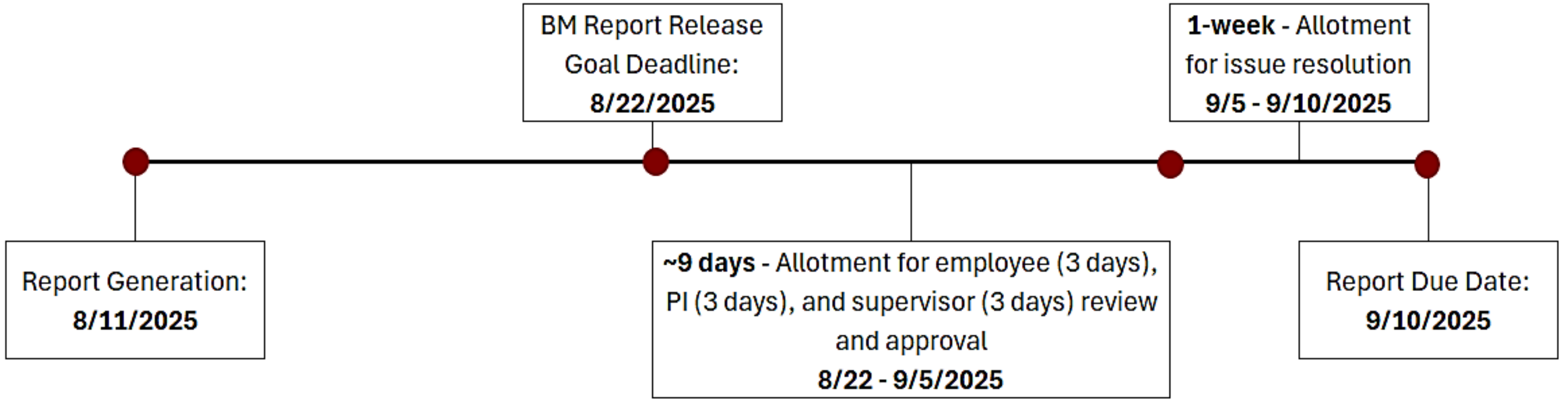
Timeline

30 Day Timeliness Requirement



As a general rule of thumb, Business Managers should release all effort reports to approvers no later than two weeks after report generation.

Business Managers must validate and release reports to approvers soon enough to:

- Give approvers the opportunity to comply with the timeliness requirement and
- Allow sufficient time to resolve any identified issues.

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Changes

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Workflow Changes

The workflow approval route has been revised to place a stronger emphasis on relevant approvers:

ROLE	PREVIOUS	CURRENT
Co-PI	**No role** in the approval workflow.	Approval only required when **the PI is inactive** for a project (and a Co-PI is assigned to the project).
Supervisor	Approval required for **every** effort report.	Approval only required in instances where **both the PI and Co-PI are inactive for a project**.

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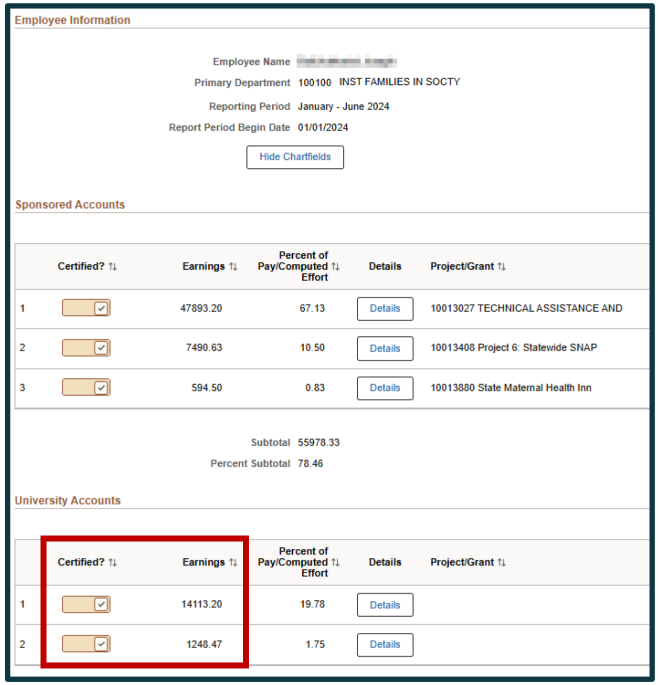
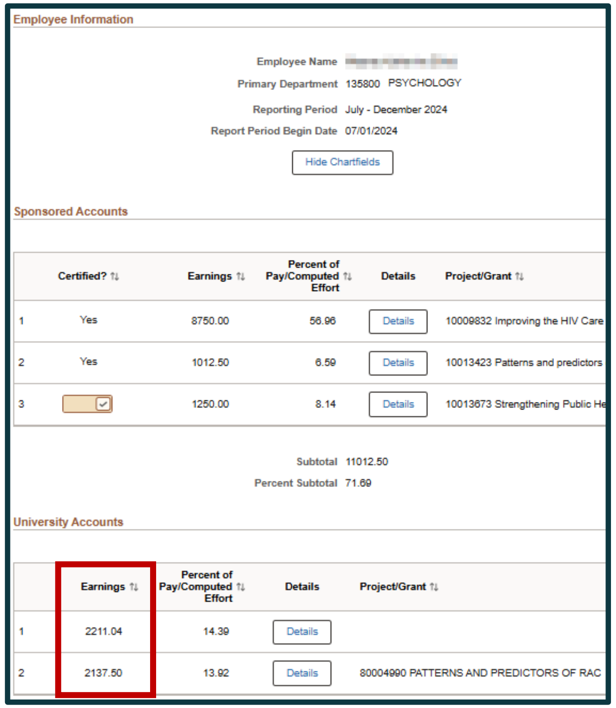
Certification Changes

The certification toggles were revised to place a stronger emphasis on relevant accounts:

PREVIOUS



CURRENT



Reason for the Change

Alleviate the Problem

- The effort reporting process was experiencing bottlenecking and administrative burden at the Supervisory approval stage:
    - Delayed supervisory approval due to a lack of firsthand knowledge regarding sponsored award-related effort.
    - Outdated supervisory records led to ineffective routing.
    - Delayed report execution due to prolonged corrections within the University Accounts section.

Focus on the Purpose

- Time and effort reporting exists to attest to the accuracy and reasonableness of effort charged to <u>**sponsored awards**</u>, for which <u>**Principal Investigators**</u> have primary oversight.

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Examples – Workflow

REPORT 1		
Employee	Active	✓
PI	Active	✓
REPORT EXECUTED		

REPORT 2		
Employee	Inactive	X
PI	Active	✓
REPORT EXECUTED		

REPORT 3		
Employee	Active	✓
PI	Inactive	X
Co-PI	Active	✓
REPORT EXECUTED		

REPORT 4		
Employee	Active	✓
PI	Inactive	X
Co-PI	Inactive or N/A	X
Supervisor	Active	✓
REPORT EXECUTED		

REPORT 5		
Employee	Inactive	X
PI	Inactive	X
Co-PI	Active	✓
REPORT EXECUTED		

REPORT 6		
Employee	Inactive	X
PI	Inactive	X
Co-PI	Inactive or N/A	X
Supervisor	Active	✓
REPORT EXECUTED		

REPORT 7		
Employee	Active	✓
PI	Same Person as Employee	X
Supervisor	Active	✓
REPORT EXECUTED		

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Example – Certification

Sponsored Accounts				
Earnings	Percent of Pay/Computed Effort	Project/Grant	Dept	
2,500.00	20%	100100A	CL001	✓
5,000.00	40%	100100B	CL001	✓

Subtotal	7,500.00
Percent Subtotal	60%

University Accounts				
Earnings	Percent of Pay/Computed Effort	Project/Grant	Dept	
2,500.00	20%	800100C	CL001	✓
1,250.00	10%	800100D	CL001	✓
1,250.00	10%		CL002	X - S/B charged to 800100D/CL001

Subtotal	5,000.00
Percent Subtotal	40%
Total	12,500.00
Percent Total	100%

When reviewing my effort report, I identify an error with one of the University Account line items (see red note).

- From a **time and effort reporting standpoint**, I should toggle the line items in the Sponsored Accounts section, complete the Acknowledgement, and approve the report.
  - Although there is an error within the University Accounts line items, the effort for all Sponsored Awards line items is accurate, as well for aggregate University Accounts.
- **From an accounting standpoint, I am still responsible for promptly coordinating with my Business Manager to request the error correction.**

Please use the comment box to document any issues encountered in University Accounts.

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Example – Certification

Sponsored Accounts				
Earnings	Percent of Pay/Computed Effort	Project/Grant	Dept	
2,500.00	20%	100100A	CL001	✓
5,000.00	40%	100100B	CL001	X - S/B 50% of effort ($6,250)

Subtotal	7,500.00
Percent Subtotal	60%

University Accounts				
Earnings	Percent of Pay/Computed Effort	Project/Grant	Dept	
2,500.00	20%	800100C	CL001	✓
1,250.00	10%	800100D	CL001	✓
1,250.00	10%		CL002	X - S/B charged to 100100B

Subtotal	5,000.00
Percent Subtotal	40%

Total	12,500.00
Percent Total	100%

When reviewing my effort report, I identify errors with line items in both the Sponsored Accounts and University Accounts sections (see red notes).

- Since Sponsored Accounts are inaccurate, I **cannot** proceed with certifying the report.
- I should make an appropriate comment on the report, **Recycle** the report, and promptly coordinate with my Business Manager request the error correction.

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Reminders

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Who Should Expect a T&E Report?

A time and effort report will **<u>automatically</u>** generate for any individual who has salary paid from a sponsored project <u>or</u> cost shared to a project.

- Direct payroll charges
- Payroll transfers
- Late or retroactive payroll adjustments
- Includes hourly employees (e.g., students, etc.)

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Who Needs to Review and Certify Effort?

- Reports will be reviewed and verified by Business Managers first and then released for certification and approval to the following:
  - Employees, then
  - PIs or Co-PIs, and
  - Supervisor last, **in instances where a PI and Co-PI are inactive for a project**.
- Time and effort reports are assigned to departments and Business Managers based on the **primary home department** of the employee and will automatically workflow to each respective approver.
- The system ensures PIs, Co-PIs, and Supervisors are part of the certification process, as applicable.
- Once an effort report is certified by the Employee, applicable PIs or Co-PIs, and their Supervisor, if necessary, the report is considered complete.

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Business Manager Responsibilities

- Use the HCM Distribution Tool located on the Finance Intranet to validate the accuracy of time and effort reports.
- Release reports to the employee for review/certification after verification occurs by submitting the report.
- Serve as the central point of contact for time and effort certifications for employees in your department for awards which you are responsible for.
- Assist employees, PIs, Co-PIs, and supervisors with the certification process.
- Direct employees, PIs, Co-PIs, and supervisors to available training aids and tools.
- Submit any needed retro funding journal entry requests, along with required supporting documentation, to the Retro JE mailbox (**RetroJE@mailbox.sc.edu**).
- Ensure all applicable effort reports are fully approved and executed within the system in a timely manner, which should include regular monitoring of completion status and follow up with approvers as needed.

The Controller's Office Compliance Team relies on Business Managers to assist in achieving compliance. There are over 3,000 University-wide effort reports each reporting cycle.

Employee Responsibilities

- Review their effort report for accuracy in a timely manner.
- Electronically certify all lines on their effort report and provide a certification statement attesting to its reasonableness.
- Promptly communicate and coordinate with Business Managers regarding any identified inaccuracies and needed corrections.

PI and Co-PI Responsibilities

- Review the effort report of any employee who provided effort to their project(s) for accuracy in a timely manner.
- Electronically certify the lines on the effort report associated with their project(s) and provide a certification statement attesting to its reasonableness.
- Correspond with Business Managers regarding questions and issues.
- Promptly communicate and coordinate with Business Managers regarding any identified inaccuracies and needed corrections.

Supervisor Responsibilities

In instances where a PI and Co-PI are inactive for a project:

- Review the effort report of any applicable supervisee in a timely manner.
- Electronically certify any remaining lines on the effort report and provide a certification statement attesting to its reasonableness.
- Correspond with Business Managers regarding questions and issues.
- Promptly communicate and coordinate with Business Managers regarding any identified inaccuracies and needed corrections.

Central Mailbox

- Questions regarding time and effort reports should be directed to **timeandeffort@sc.edu**, which is a central mailbox monitored by the Compliance Team.
- As a reminder, this mailbox replaces **GFMeCert@mailbox.sc.edu**.
- The Compliance Team monitors the time and effort reporting process rather than Grants and Funds Management (GFM); the mailbox was renamed in a previous reporting cycle to eliminate confusion regarding the responsible area.

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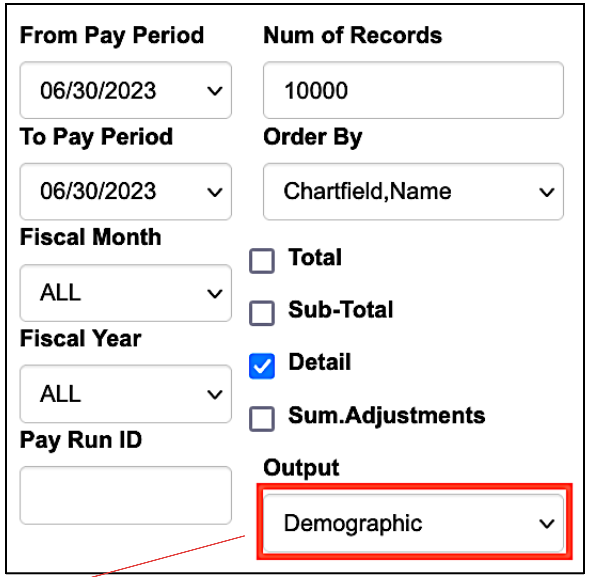
Update Supervisors

It is important for Business Managers to ensure supervisors are updated in PeopleSoft HCM accordingly to prevent workflow routing errors and ease the administrative burden for all parties involved.

Business Managers can view supervisor information in HCM Distribution using the Demographic Output option. If a supervisor is not listed, update the supervisor in People Admin or work with your department HR Contact to do it for you.



NAME	USCID	JOB EFFECTIVE	JOB	JOB INFO	STD.	HCM BU-DEPT	SUPERVISOR	GROUP	PAY PERIOD	COMBO	CHARTFIELD
[illegible]	[illegible]	05/15/2023-06/30/2023	UG74	0:FTE Full Time Reg.	40	SCCOL-610000	Arnett,Donna Kay	C12	06/30/2023	A00000006416	CL044-159000-A0001-101--
[illegible]	[illegible]	06/12/2023-	AH50	0:RGP Full Time Research	40	SCCOL-159100		C12	06/30/2023	A00000002312	CL044-159000-EN700-202-80000308-

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Changes and Corrections

During report certification, if the need for a change or correction is identified, the associated Payroll Retro Funding Change Form (and accompanying Cost Transfer Justification Form) **<u>must be completed and submitted promptly</u>.**

Business Managers should identify any needed changes/corrections during the initial verification process and employees, PIs, and supervisors should coordinate with their Business Managers to initiate any needed changes or corrections identified during certification.

Failure to request corrections in a timely manner increases the risk of untimely certification.

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Changes and Corrections

Every effort must be made to ensure effort reports are accurate before certification occurs. **It is not appropriate for corrections to be requested after an effort report has been executed.**

When a correction is posted for an already-executed effort report, recertification of a new effort report is required by all parties.

When the impacted effort report has already been executed, in addition to standard cost transfer documentation, departments are responsible for providing a **signed letter from the Dean (or Director)** to support the correction request that attests to (1) acknowledgement of the issue and untimely transfer request; and (2) a corrective action plan to mitigate future occurrences. These corrections will also require **approval from the University Controller**.

This is an added administrative burden (for both the department and Controller's Office) that can be avoided by completing timely payroll reviews.

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Email Notifications

- Employees, PIs, and Supervisors will receive automated email notifications from PeopleSoft when an effort report is available for review and approval.
- These notifications will come from: **Peoplesoft@peoplesoft.com**
- These emails are **NOT** spam or phishing.
- If an approver is uncomfortable clicking the link within the email notification, they may also log directly into PeopleSoft HCM to approve any pending reports.
- The email notifications include links to respective job aids.

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Email Notification Example

Approval Needed: [redacted] Effort Report, Form #775707

PeopleSoft@peoplesoft.com

To [redacted]

Reply | Reply All | Forward

Wed 10/30/2024 11:01 AM

A Time and Effort Report has been created for [redacted] for the January - June 2024 reporting period that requires review and approval. Please login into PeopleSoft HCM to approve this form or follow the link below.

https://hcm-prd.ps.sc.edu/psp/HPRD/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=775707&G3FORM_TASK=EVL

Certification is required to be completed promptly within 3 days of receipt. Failure to certify **may result in the movement of salary charges from sponsored award accounts to departmental accounts**, in accordance with University policy and procedure FINA 3.12. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

*If you are an **Employee** attempting to certify your own report, you can find the training aid **here**.*

*If you are a **Principal Investigator (PI)** attempting to certify another's report, you can find the training aid **here**.*

*If you are a **Supervisor** attempting to certify an employee's report, you can find the training aid **here**.*

Thank you for your prompt attention to this request.

Compliance Team

USC Controller's Office

timeandeffort@sc.edu

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eForm Statues

Status	Description	Responsible Party
Saved	Report still requires validation and release; no action has been taken, approvers have not received the report	Business Manager
Pending	Report is awaiting approval	Employee, PI, Co-PI, or Supervisor
Recycled	Issue/error identified during the certification process that requires correction; report will need to be revalidated/re-released and reapproved after resolution	Business Manager
Executed	Report is fully certified and complete	N/A – no further action required

The “Hold” option **should not** be used!

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Key Takeaways

- Time and effort reporting is "after-the-fact" accounting of actual time spent on a specific sponsored project.
- Errors **must** be identified and corrected **timely**!
- Reports **must** be certified by the employee.
- Reports **must** be certified by a PI or Co-PI with first-hand knowledge of the employee's effort (or a supervisor in instances where PIs and Co-PIs are inactive).
- Spending out grants is **unallowable**.
- Effort reports are incorporated into the official records of the University and are subject to audit and the False Claims Act.

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Resources, Tips, and Tricks

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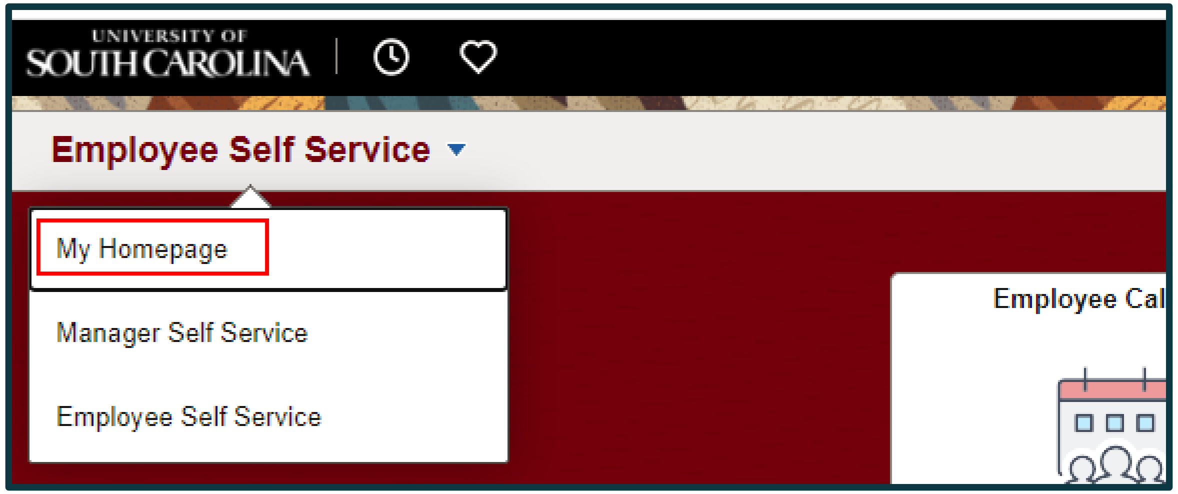
Accessing Queries

- Access Effort Reporting by selecting the **My Workplace** or **My Homepage** tab in **PeopleSoft HCM**.
- The name you see is based on the assigned roles you have in HCM.



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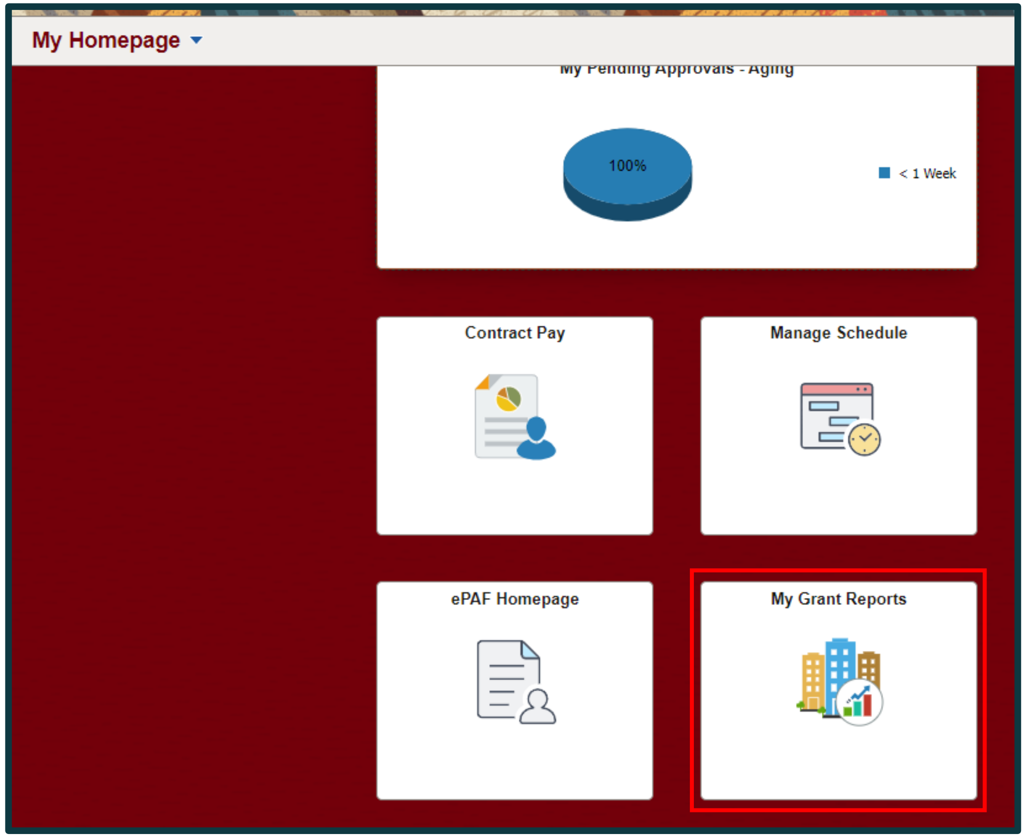
My Grant Reports Tile

Use the **My Grant Reports** tile in PeopleSoft HCM to manage the effort report approval process and access several on-demand queries:



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My Grant Reports Queries

Select the query you would like to run:

- **<u>My Saved Effort Reports</u>**: View all effort reports that are in "Saved" status; these require verification and release to the approvers.

  (USC_GRANT_TE_REPORT_BUS_MGR_PV)

- **<u>Effort Reports Pending Approval by Others</u>**: View all effort reports that are currently in "Pending" status; it displays the name and email address of the pending approver.

  (SC_MY_GRANT_FORMS_PENDING)

- **<u>Executed/Approved Effort Reports</u>**: View all effort reports that have been fully approved or executed; these require no further action.

  (USC_GRANT_TE_EXECUTED_FORMS)

- **<u>Effort Reports by HCM Dept</u>**: View a listing of all effort reports and related funding for individuals in a specific department.

  (SC_PY_GRANT_TOTALS_BY_DEPT)

Access Issues

- If you or one of your approvers has trouble logging into PeopleSoft HCM or accessing a report, below are the most common solutions:
  - Try a different browser (e.g., Edge, Chrome, Safari, etc.)
  - Clear the cache of the current browser and try again. You must completely close out of a browser (all tabs) and re-open after clearing your cache
  - Submit a self-service HCM Help Desk ticket
- If you don’t know how to clear your cache or how to submit an HCM Help Desk ticket, email **timeandeffort@sc.edu** for instructions.
- **Tip**: Create an email template or “signature” with these troubleshooting steps to quickly respond to staff.

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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” status; this will show you a listing of all the reports that still need to be verified and released to approvers by you.
- Effort report certification is a multi-approver process; if one approver in the process recycles a report for corrections, you must review and take action:
  - Once the issue is resolved, the entire report will have to go through the approval process again.
  - You will have to **re-release** the report the approvers.

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Managing Multiple Notifications

- PeopleSoft automatically sends an email notification to the person in each approval role.
- As a result, if the same person is listed in multiple roles on the report (e.g., employee and PI), they will receive multiple email alerting them to approve, but they only need to approve **<u>once</u>**.
- We recognize this is not ideal and will work with our IT Team to fix this for future reporting periods; however, in the meantime, we recommend the following:
    - Create a folder within your Outlook mailbox and use the Manage Rules & Alerts feature to route these notifications to a created designated folder.
    - Log directly into PeopleSoft HCM to view your queue frequently.

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Pending Approver Errors

If a Pending Approver is one of the following, you will need to contact the Compliance Team (**timeandeffort@sc.edu**) to have the correct departmental approver inserted (usually a Supervisor):

- Sydney Williams
- DeAnna Sloop
- Lindsay Crawford
- Tiffany Boyd
- Lindsey Cox
- Rachel Goode
- Shannon Nickens

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Reporting Period IDs

Reporting Period ID	Period 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
12	January - June 2023
13	July - December 2023
14	January - June 2024
15	July - December 2024
16	January - June 2025

Future IDs will be added as they are created within the system. The Reporting Period IDs will increase by one as they are added.

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Excluded Earnings Codes

- Certain types of pay are excluded from effort reporting – the most common are highlighted.
- When a specific ERN code is excluded, you will see that pay reflected in HCM, but not the effort report.

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

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Percent of Pay / Computed Effort Column

This column is calculated as:

Salary charged to a chartstring (only eligible ERN codes)

divided by

Total Salary captured within the report

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	Details	10008668 Justice Sector Training, Resea	610000		CL002 610000 F1000 51600 301
2	Yes	987.00	15.00	Details	10010429 Think Tank Capacity Building	610000		CL002 610000 F1000 51600 202
3	Yes	1362.50	20.71	Details	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	Details		610000		CL002 610000 E4200 51600 202

Subtotal 847.50

Percent Subtotal 12.88

Total Qualifying Accounts

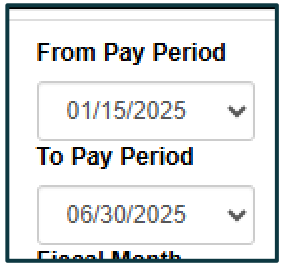
Total 6580.00

Percent Total 100.00

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

- An employee's Pay Group dictates whether they are paid on currently or on a lag.
- The way the pay data is pulled in HCM Distribution can be impacted based on the pay type (current vs. lag).
- The pay data will need to be pulled using one of the following methods in HCM Distribution:



1/1/25 – 6/30/25

Compliance Matters

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Why Does it Matter?

- Regulations and agency-specific guidance require internal controls to be in place to support effort expended on sponsored awards and that the effort be properly documented.
- Salary is the largest expense on all our sponsored awards.
- As a result, it is our **biggest** risk exposure.
- Effort documentation must provide reasonable assurance that amounts charged are <u>**accurate**</u>, <u>**allowable**</u>, and <u>**properly allocated**</u>.
- All project personnel must demonstrate good stewardship of sponsored award funding.
- It is extremely common for effort reports to be requested during audits.
- We are seeing a noticeable uptick in the level of scrutiny from sponsors.

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Risks of Non-Compliance

- If effort reports are incomplete or incorrect, sponsors may:
  - Disallow expenses and/or require repayment.
  - Reduce or eliminate future funding.
  - Initiate suspension and debarment proceedings.
  - Take other available legal remedies.
  - Require additional oversight of systems and controls.
- Given the University's research mission and status, every effort needs to be taken to comply the respective requirements.

Example: In 2018, NIH issued additional regulations and revoked Duke University's expanded authority after the discovery of research misconduct, which included falsified research and embezzlement of research funds dating back to 2010. **$112.5 million** was paid back to the government.

Is Payroll the Same as Effort?

NO!

Payroll	Effort
• Describes the allocation of an individual's salary. • Can be expressed as an <u>estimate</u> of actual time worked. • Is the basis for generating the effort report.	Describes how time was <u>actually</u> spent and allocated to the award(s), regardless of whether it was reimbursed by the federal sponsor.

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".

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Basis for Reporting

- The federal government recognizes that, in an academic setting, teaching, research, clinical practice, service, and administration are often inextricably intermingled.
- Effort is based on the time necessary to fulfill 100% of activities for which an individual can be compensated, <u>regardless</u> of the number of hours worked.
  - Effort **<u>must</u>** equal 100% and **<u>is not</u>** based on a 40-hour work week.
- Regulation is purposefully 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.
- Reasonable estimates are acceptable, and perfection is not expected. However, variances greater than 5% should be adjusted to accurately reflect actual effort expended.

UNIVERSITY OF South Carolina

Retro Funding Changes and Corrections

- It is imperative that you process payroll adjustments timely.
- **ANY** salary reallocations or redistributions directly effect time and effort reporting.
- Formal recertification 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 an award is ending, the 90-day window is shortened accordingly, and all changes must be posted in a timely manner to comply with close-out requirements.
- Cost transfers are subject to University Policy **FINA 3.35 – Cost Transfers**.

Payroll accuracy should be reviewed and monitored on a frequent, consistent basis. The time and effort reporting cycle should not be the first time Business Managers are validating accuracy.

UNIVERSITY OF South Carolina

Payroll Retro Funding Changes

- Please ensure you are using the current **Payroll Retro Funding Change form**, which is required for all payroll retro funding changes.

UNIVERSITY OF SOUTH CAROLINA

PAYROLL RETRO FUNDING CHANGE

TO BE COMPLETED BY THE DEPARTMENT

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**	**NO**

CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
								TOTAL RETRO FUNDING CHANGE	$ 0.00

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT

- Be sure to enter **CORRECT** funding chartstrings and corresponding combo codes.
- Entering incorrect information can cause delays or the need to submit additional funding change forms.

UNIVERSITY OF South Carolina

Cost Transfers

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 transfers requests. Once completed, this form needs to be attached with required supporting documentation to the proper request

COST TRANSFER TYPE

- ☐ Payroll Retro Funding Change Request
- ☐ JV (payment through check/voucher)
- ☐ Expense Module (payment with pcard)
- ☐ 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*

- Any cost transfer, including Payroll Retro Funding Changes, must be accompanied by a Cost Transfer Justification Form if those changes impact sponsored awards.
- This form replaces the need for any justifying memos that would otherwise have been included when requesting transfers.
- This form protects all vested parties by:
  - Ensuring PI review and approval prior to the expenses being moved.
  - Ensuring proper documentation is maintained to avoid audit finding.

UNIVERSITY OF South Carolina

University Policy

The University's Time and Effort Reporting policy/procedure requires reports to be certified in a timely manner.

FINA 3.12 Policy

FINA 3.12 Procedure

Specifically, "Time and Effort Reports should be fully certified within 30 days of issuance. Any effort not certified by day 60 is subject to be moved to department funds".

The Controller's Office will monitor report completion and enforce this policy to ensure compliance.

Certification is required to be completed within 30 total days – which encompasses the date of release to the receipt of the final approval (including Employee, PI, and Supervisor approvals).

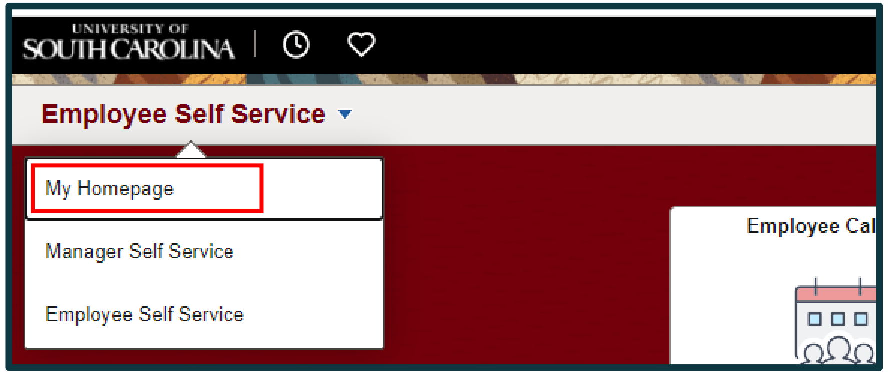
UNIVERSITY OF South Carolina

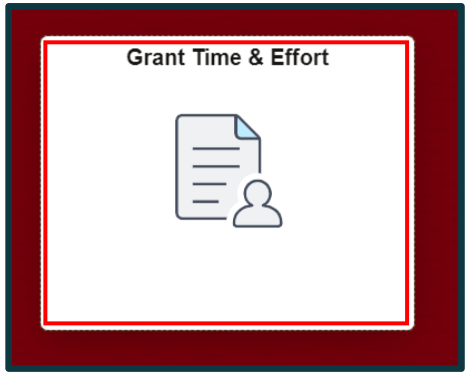
Process Walkthrough References

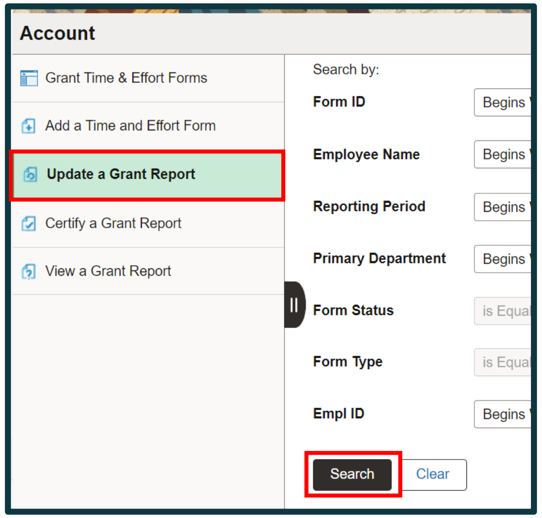
BM – Accessing Effort Reports

1. Log into **PeopleSoft HCM**.
2. Navigate to the “My Workplace” or “My Homepage”.
3. Select the “Grant Time and Effort” tile.
4. Select the “**Update** a Grant Report” tab to verify and release/submit and click “Search”.

Use the “**View** a Grant Report” tab to view reports already released to approvers.



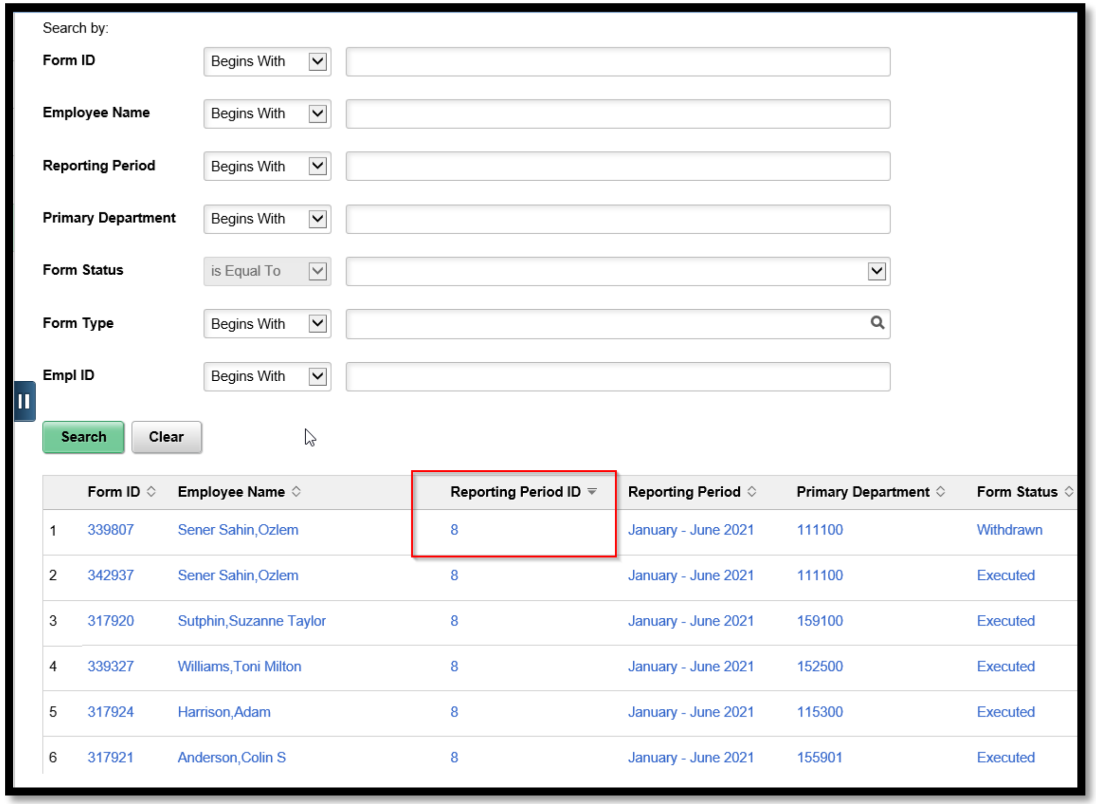




UNIVERSITY OF South Carolina

Sorting eForms

Sort forms by Reporting Period ID to bring the most current reports to the top of the search results:



Search by:

Form ID	Begins With	
Employee Name	Begins With	
Reporting Period	Begins With	
Primary Department	Begins With	
Form Status	is Equal To	
Form Type	Begins With	
Empl ID	Begins With	

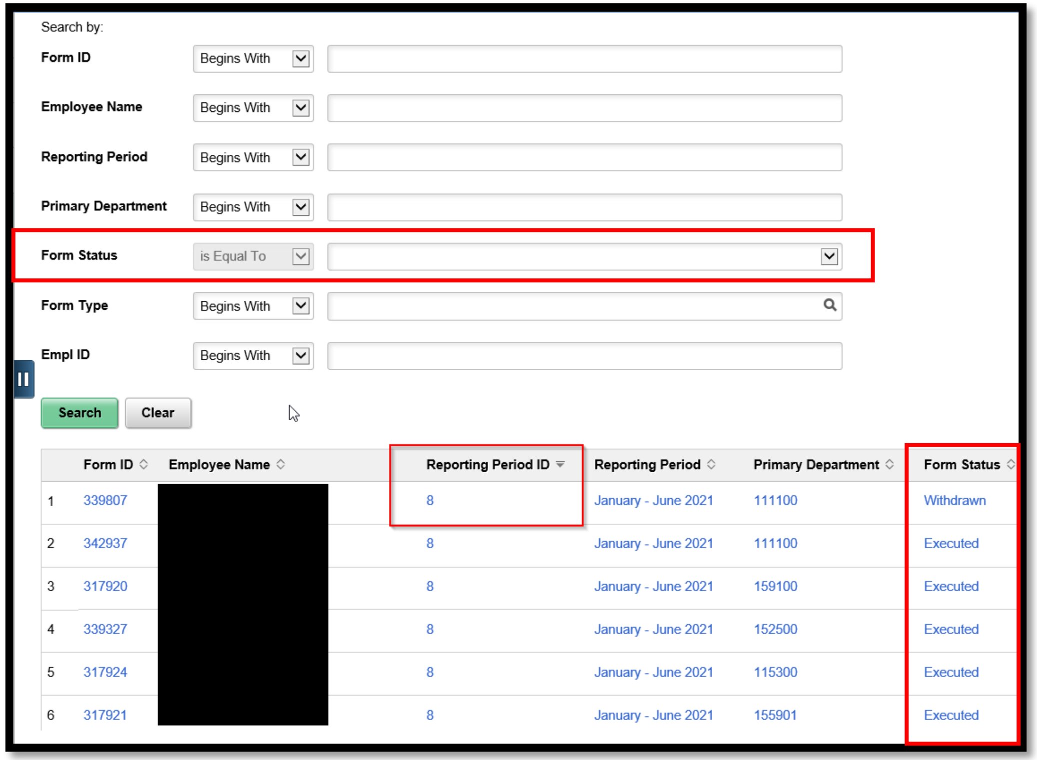
Search Clear

	Form ID	Employee Name	Reporting Period 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

UNIVERSITY OF South Carolina

Sorting eForms

- You can also filter reports 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	Begins With	
Employee Name	Begins With	
Reporting Period	Begins With	
Primary Department	Begins With	
Form Status	is Equal To	
Form Type	Begins With	
Empl ID	Begins With	

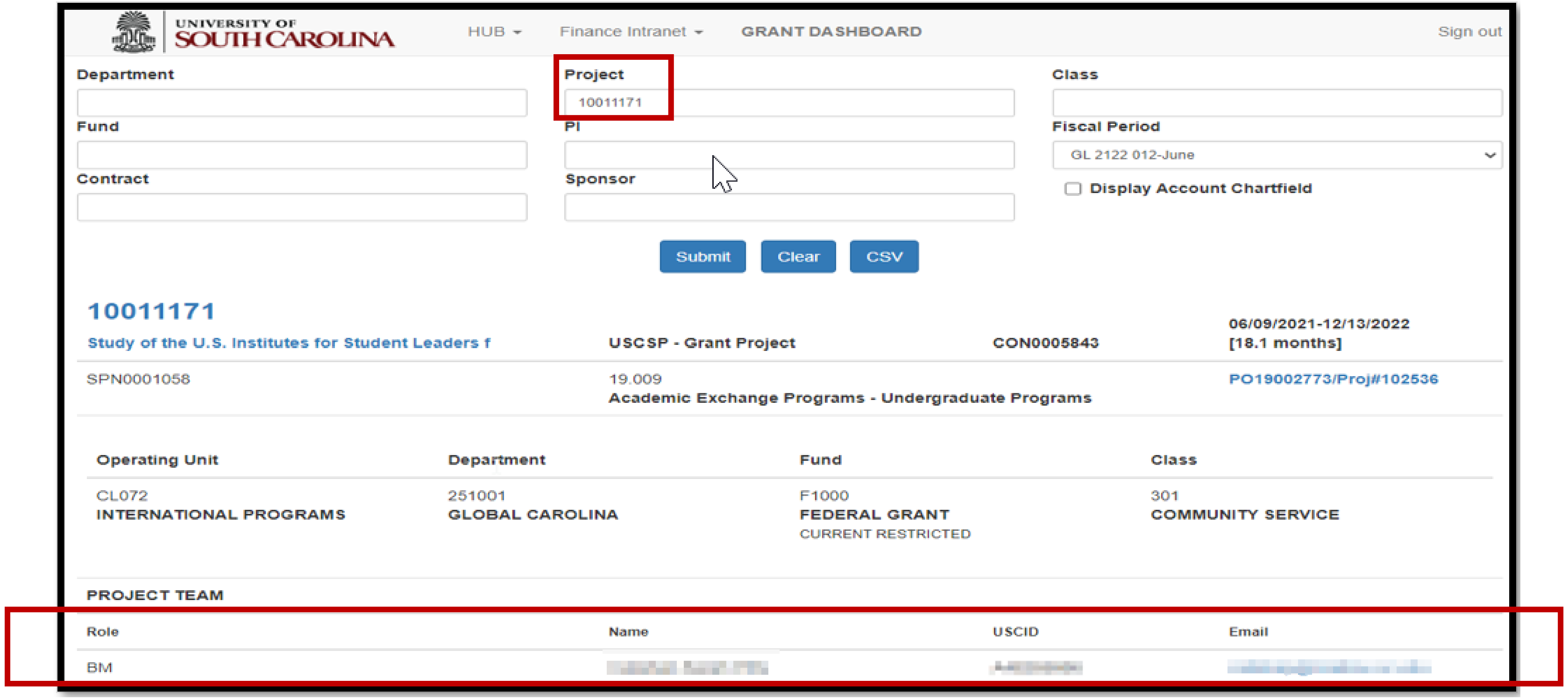
Search Clear

	Form ID	Employee Name	Reporting Period ID	Reporting Period	Primary Department	Form Status
1	339807	[redacted]	8	January - June 2021	111100	Withdrawn
2	342937		8	January - June 2021	111100	Executed
3	317920		8	January - June 2021	159100	Executed
4	339327		8	January - June 2021	152500	Executed
5	317924		8	January - June 2021	115300	Executed
6	317921		8	January - June 2021	155901	Executed

UNIVERSITY OF South Carolina

Who Can I Contact for Help?

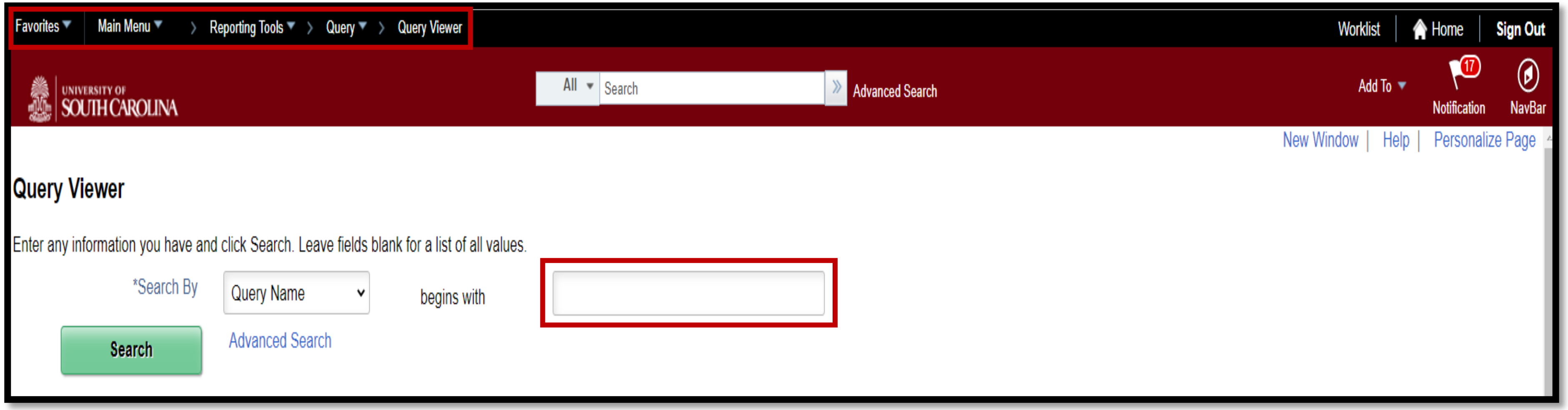
Use the **Grant Dashboard** in the Finance Intranet to look up the Project Team and contact the respective Business Manager for assistance:



UNIVERSITY OF
South Carolina

Who Can I Contact for Help?

- Use the Project Team query in **PeopleSoft Finance** to look up the assigned Business Manager:



- Search for SC Project Team List Query: **SC_PROJECT_TEAM_LIST**

UNIVERSITY OF South Carolina

Who Can I Contact for Help?

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

SC_PROJECT_TEAM_LIST - SC Project Team List

Name
USCID
PC BU
Project 10011171
Project Descr
Primary Project Role
User ID
Email ID
Dept %
Project Status

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (5 kb)

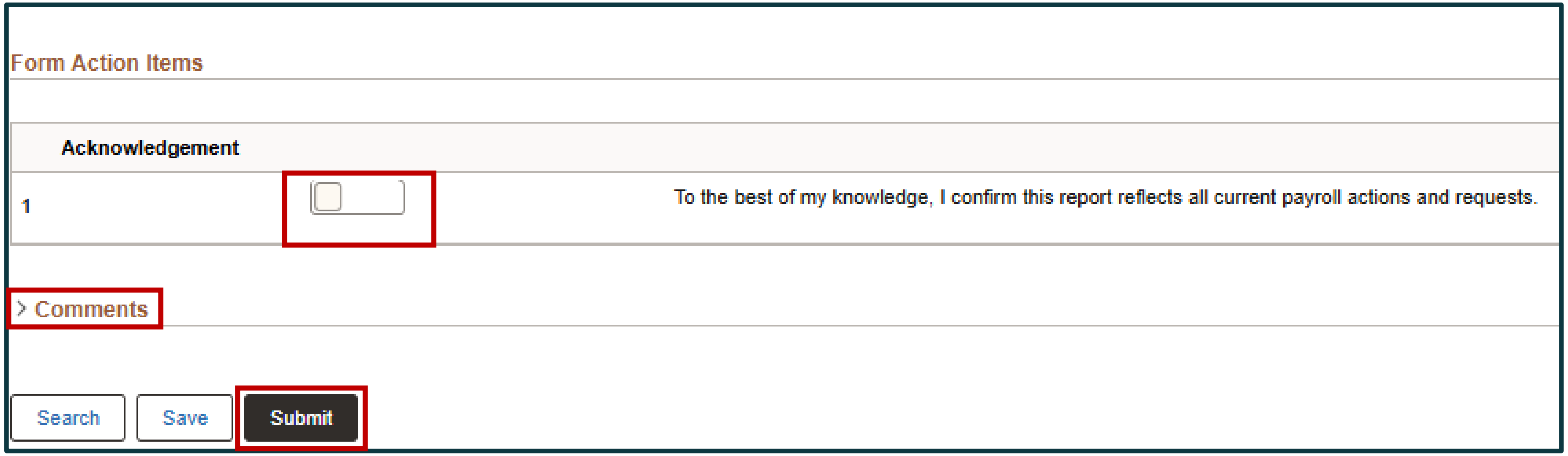
View All

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	[redacted]	[redacted]	[illegible]	[redacted]
2	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CGA	[redacted]	[redacted]	[illegible]	[illegible]
3	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	[redacted]	[redacted]	[illegible]	[illegible]
4	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	[redacted]	[redacted]	[illegible]	[illegible]
5	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	[redacted]	[redacted]	[illegible]	[illegible]
6	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	[redacted]	[redacted]	[illegible]	[illegible]
7	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	CPI	[redacted]	[redacted]	[illegible]	[illegible]
8	USCSP	251001	GLOBAL CAROLINA	10011171	Study of the U.S. Institutes f	PI	[redacted]	[redacted]	[illegible]	[illegible]

UNIVERSITY OF South Carolina

BM – Releasing Effort Reports

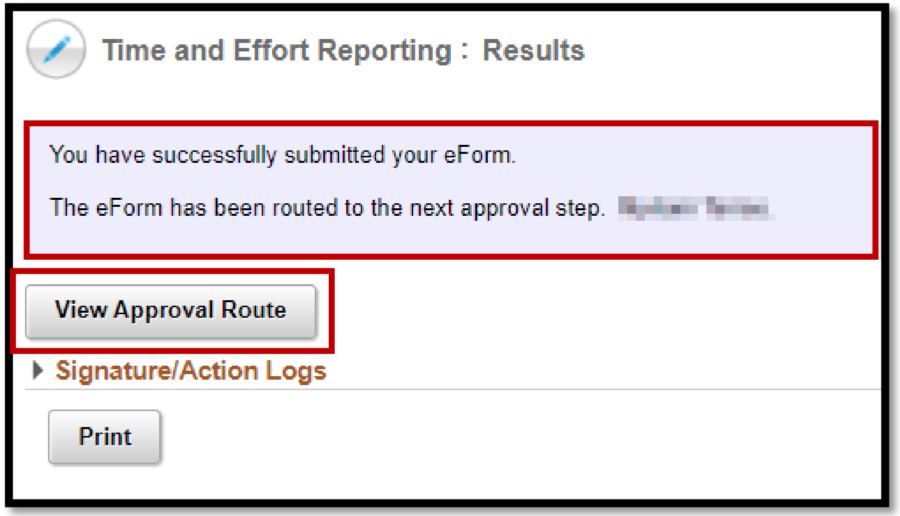
Once verified through HCM Distribution and/or coordination with other Business Managers, toggle the Acknowledgement field, add any applicable comments (e.g., Matches HCM), and click “Submit”.



UNIVERSITY OF South Carolina

BM – Releasing Effort Reports

- A confirmation will display specifying the report has routed to the next approval step.
- Once submitted, an automatic email notification from PeopleSoft will be sent to the next approver.
- If an approver is no longer with the University, the workflow will automatically skip them and route to next approver if the employee's record is up-to-date in the system.
- The approval route can be viewed by selecting "View Approval Route".



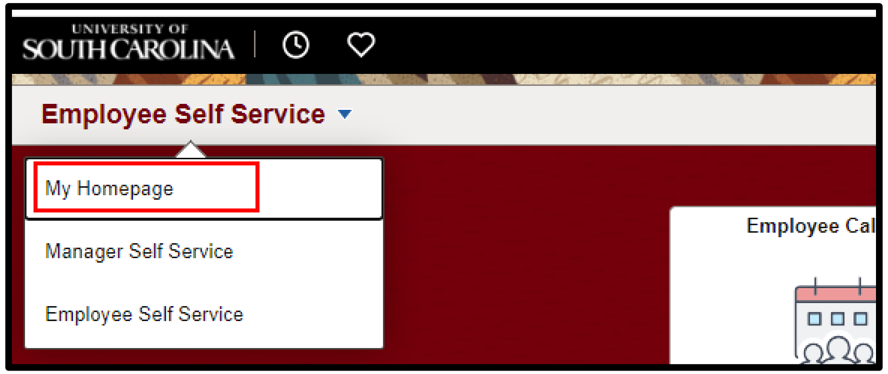
If you notice an approval in "ERROR" in the approval route, please contact the Compliance Team at timeandeffort@sc.edu for assistance; an approver will need to be manually inserted into the workflow.

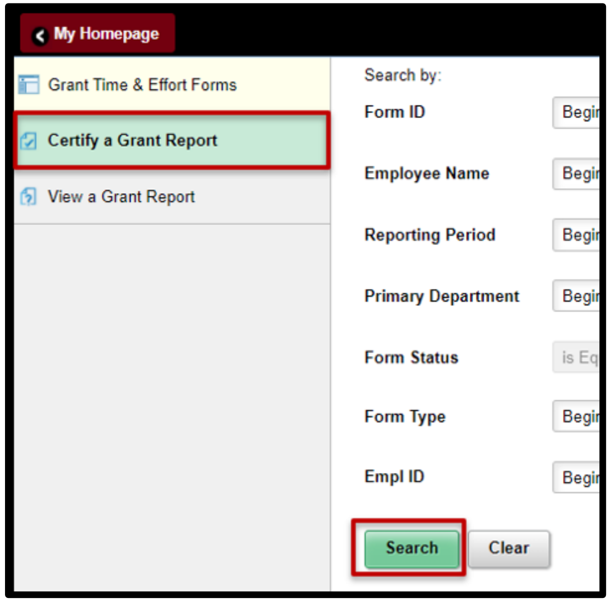
UNIVERSITY OF South Carolina

Walkthrough – Employee

Click the link from the email notification **OR**:

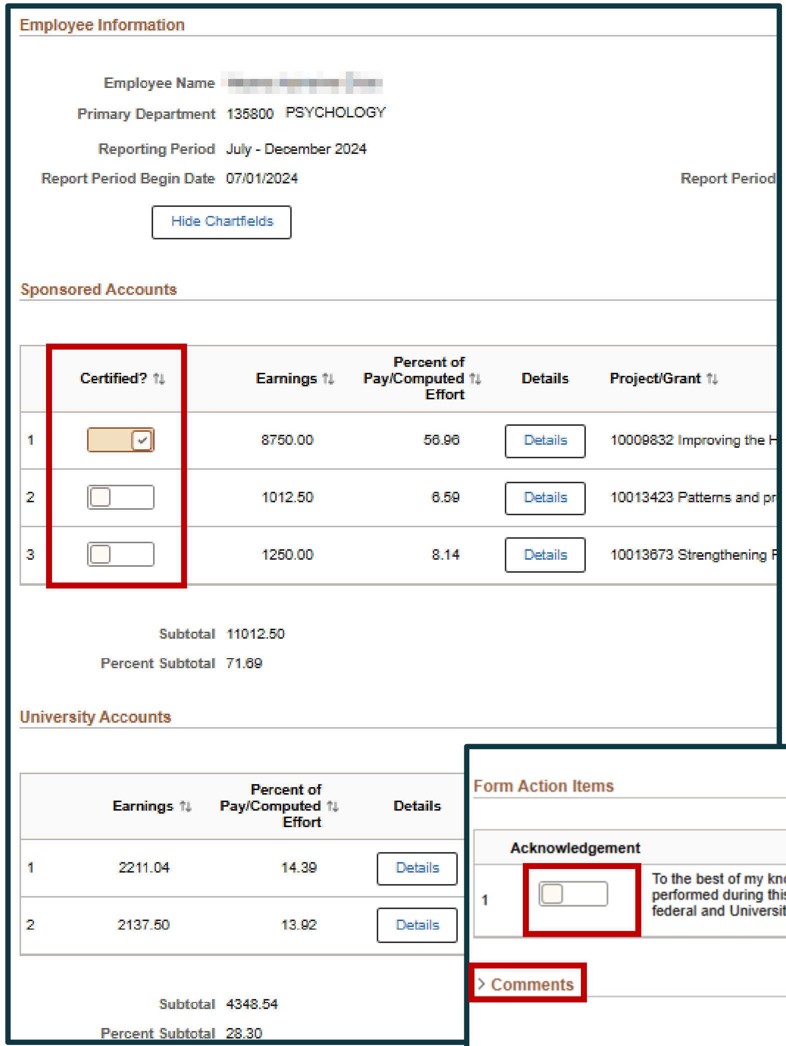
1. Log into **PeopleSoft HCM**.
2. Navigate to the “My Workplace” or “My Homepage”.
3. Select the “Grant Time and Effort” tile.
4. Select the “**Certify** a Grant Report” tab to view the effort reports awaiting certification and click “Search”.





UNIVERSITY OF South Carolina

Walkthrough – Employee



Employee Information

Employee Name

Primary Department 135800 PSYCHOLOGY

Reporting Period July - December 2024

Report Period Begin Date 07/01/2024 Report Period

Hide Chartfields

Sponsored Accounts

	Certified?	Earnings	Percent of Pay/Computed Effort	Details	Project/Grant
1	☑	8750.00	56.96	Details	10009832 Improving the H
2	☐	1012.50	6.59	Details	10013423 Patterns and pr
3	☐	1250.00	8.14	Details	10013673 Strengthening F

Subtotal 11012.50

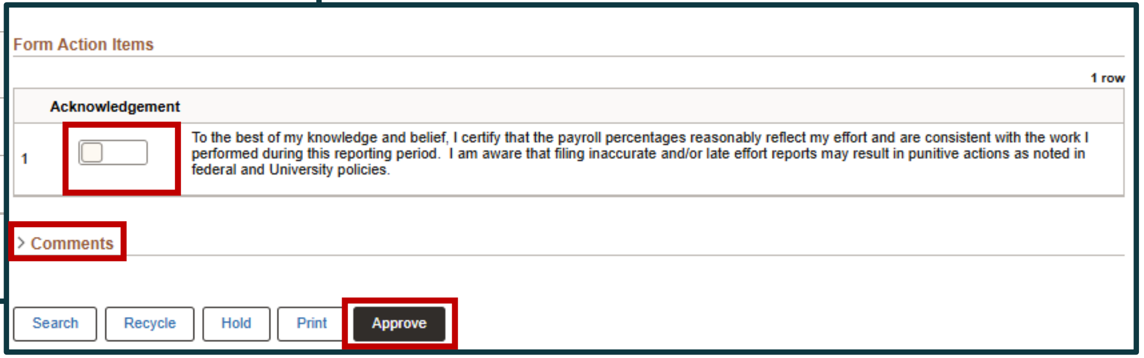
Percent Subtotal 71.69

University Accounts

	Earnings	Percent of Pay/Computed Effort	Details
1	2211.04	14.39	Details
2	2137.50	13.92	Details

Subtotal 4348.54

Percent Subtotal 28.30



Form Action Items

1 row

	Acknowledgement	
1	☐	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

Search Recycle Hold Print Approve

Once verified, toggle all Sponsored Account and the Acknowledgement fields, add any applicable comments (e.g., Effort accurate), and click “Approve”.

If a report is inaccurate, the employee should promptly coordinate with you to initiate the required correction.

UNIVERSITY OF South Carolina

Walkthrough – Employee

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
1	01/28/2022 1:43:15PM	Saved	PERKINTD	Tiffany Boyd	Save	
2	01/28/2022 1:57:09PM	Initiated	PERKINTD	Tiffany Boyd	Submit	13 minutes
3	01/28/2022 2:17:32PM	Employee Oprid	[illegible]	[illegible]	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.	[illegible]	01/28/22 2:17:28.000000PM

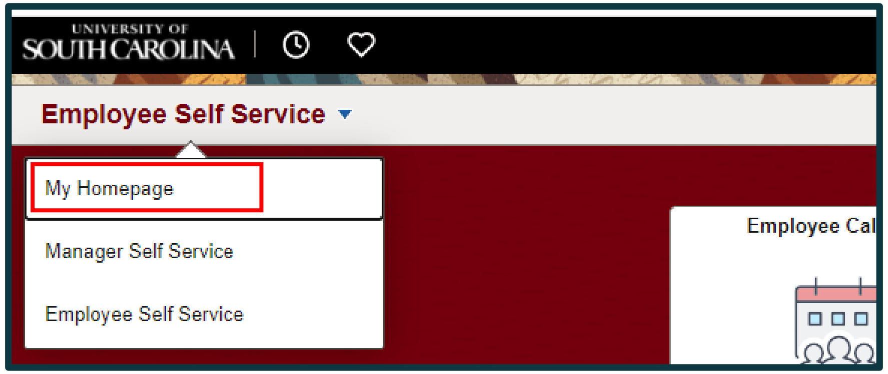
Print

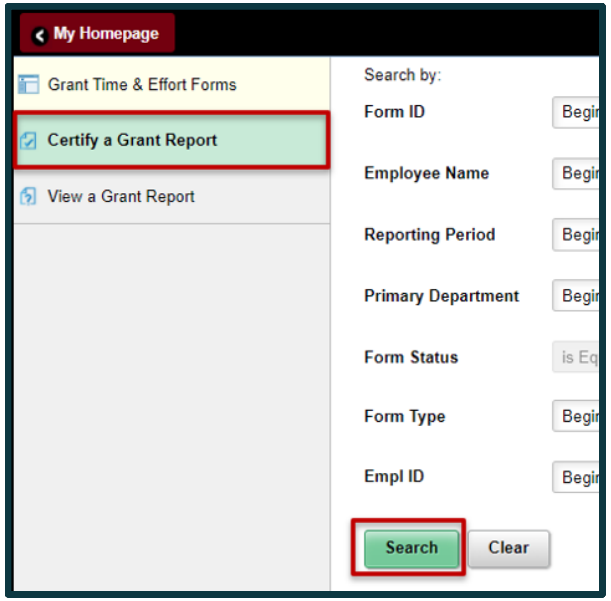
UNIVERSITY OF South Carolina

Walkthrough – PI and Co-PI

Click the link from the email notification **<u>OR</u>**:

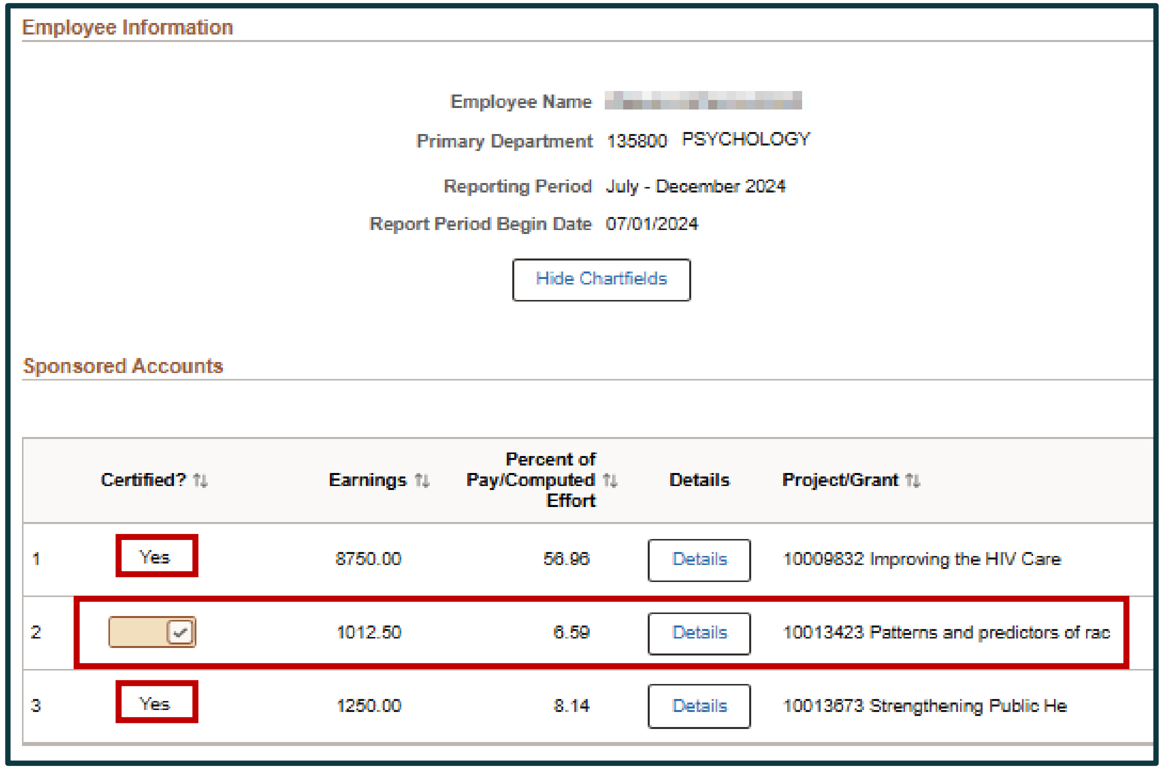
1. Log into **[PeopleSoft HCM](#)**.
2. Navigate to the “My Workplace” or “My Homepage”.
3. Select the “Grant Time and Effort” tile.
4. Select the “**<u>Certify</u>** a Grant Report” tab to view the effort reports awaiting certification and click “Search”.





UNIVERSITY OF South Carolina

Walkthrough – PI and Co-PI



Employee Information

Employee Name

Primary Department 135800 PSYCHOLOGY

Reporting Period July - December 2024

Report Period Begin Date 07/01/2024

Hide Chartfields

Sponsored Accounts

	Certified?	Earnings	Percent of Pay/Computed Effort	Details	Project/Grant
1	Yes	8750.00	56.96	Details	10009832 Improving the HIV Care
2		1012.50	6.59	Details	10013423 Patterns and predictors of rac
3	Yes	1250.00	8.14	Details	10013673 Strengthening Public He

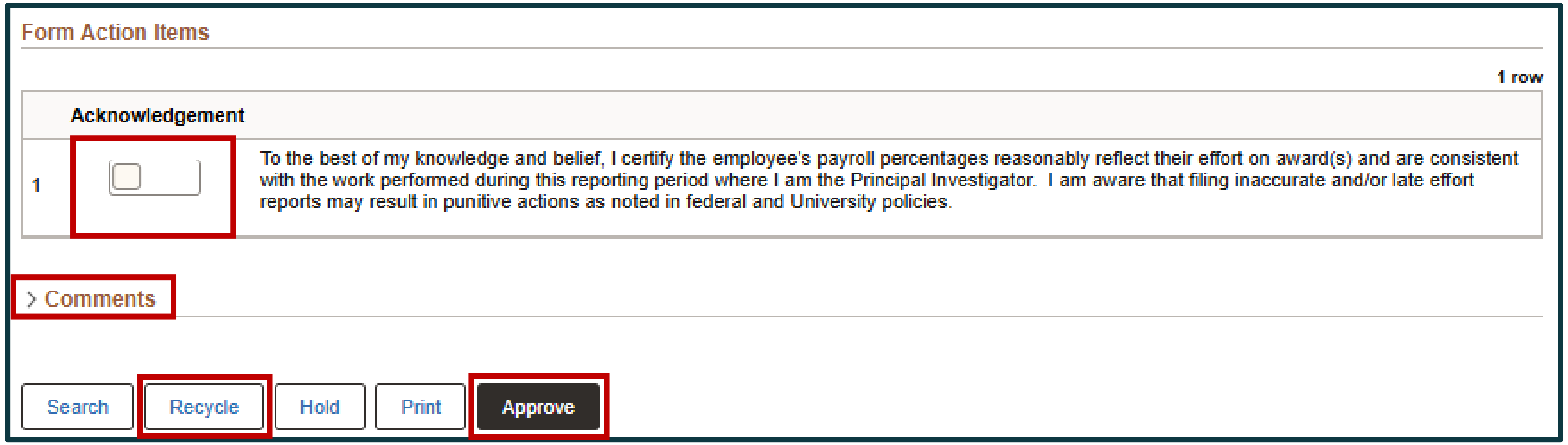
- If the employee is active, the report should come to the PI or Co-PI with all Sponsored Accounts lines already toggled, as they have completed their employee certification. The PI or Co-PI will then reconfirm their project is correct by leaving it toggled.
- If an employee is inactive, the PI or Co-PI will have to toggle the applicable project line(s) on behalf of the employee.
- The PI or Co-PI will only have access to (and responsibility for) the lines on the report where they are listed as the Principal Investigator (or Co-PI).

If a report is inaccurate, the PI or Co-PI should promptly coordinate with you to initiate the required correction.

University of South Carolina

Walkthrough – PI and Co-PI

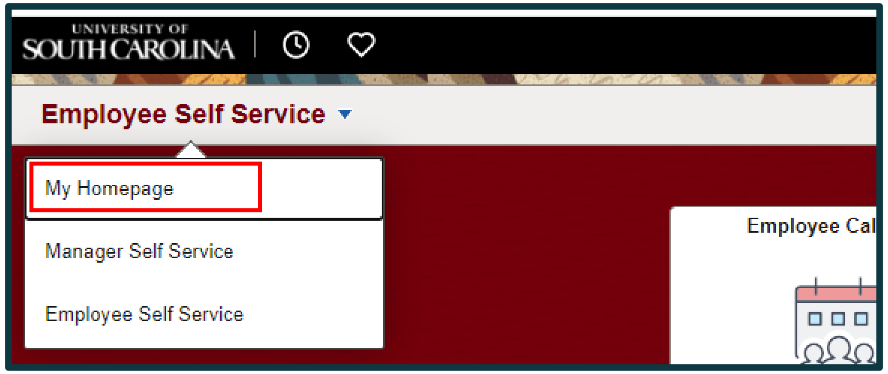
Once verified, toggle the Acknowledgement field, add any applicable comments (e.g., Effort accurate), and click “Approve”.

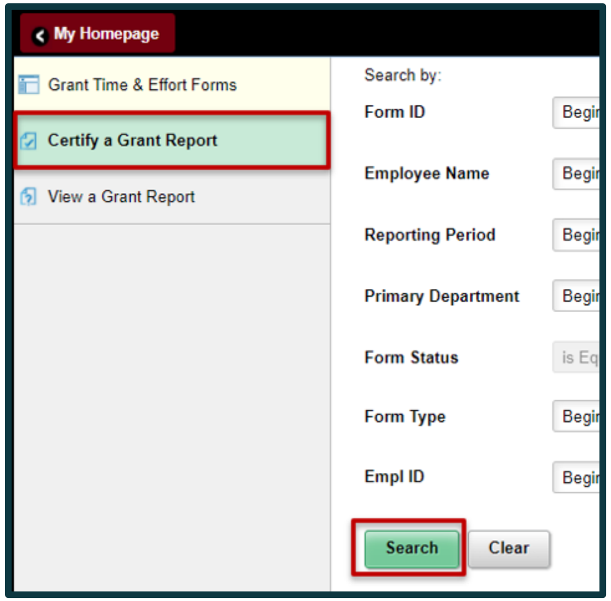


Walkthrough – Supervisor

Click the link from the email notification **OR**:

1. Log into **PeopleSoft HCM**.
2. Navigate to the “My Workplace” or “My Homepage”.
3. Select the “Grant Time and Effort” tile.
4. Select the “**Certify** a Grant Report” tab to view the effort reports awaiting certification and click “Search”.

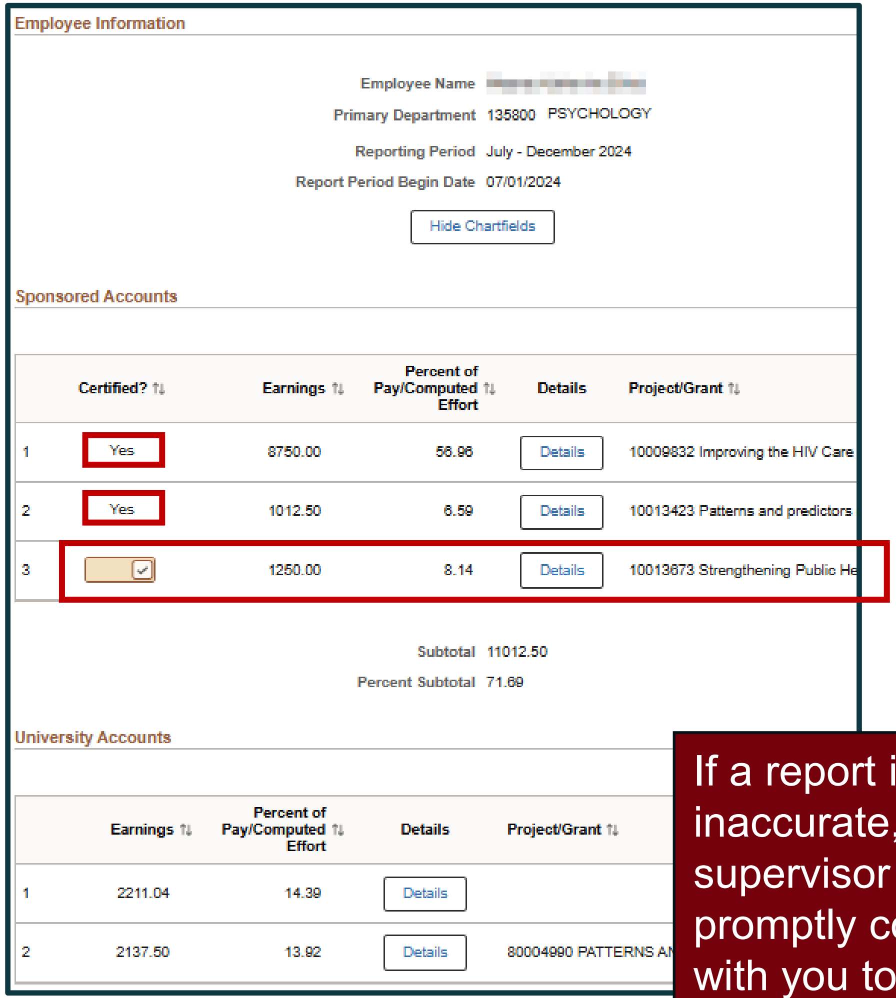




If a supervisor receives a report for an employee that is not theirs, they should coordinate with you promptly to request the proper supervisor be inserted by the Compliance Team (through timeandeffort@sc.edu).

UNIVERSITY OF South Carolina

Walkthrough – Supervisor


Employee Information

Employee Name
Primary Department 135800 PSYCHOLOGY
Reporting Period July - December 2024
Report Period Begin Date 07/01/2024

Hide Chartfields

Sponsored Accounts

	Certified?	Earnings	Percent of Pay/Computed Effort	Details	Project/Grant
1	Yes	8750.00	56.96	Details	10009832 Improving the HIV Care
2	Yes	1012.50	6.59	Details	10013423 Patterns and predictors
3		1250.00	8.14	Details	10013673 Strengthening Public He

Subtotal 11012.50
Percent Subtotal 71.69

University Accounts

	Earnings	Percent of Pay/Computed Effort	Details	Project/Grant
1	2211.04	14.39	Details	
2	2137.50	13.92	Details	80004990 PATTERNS AN

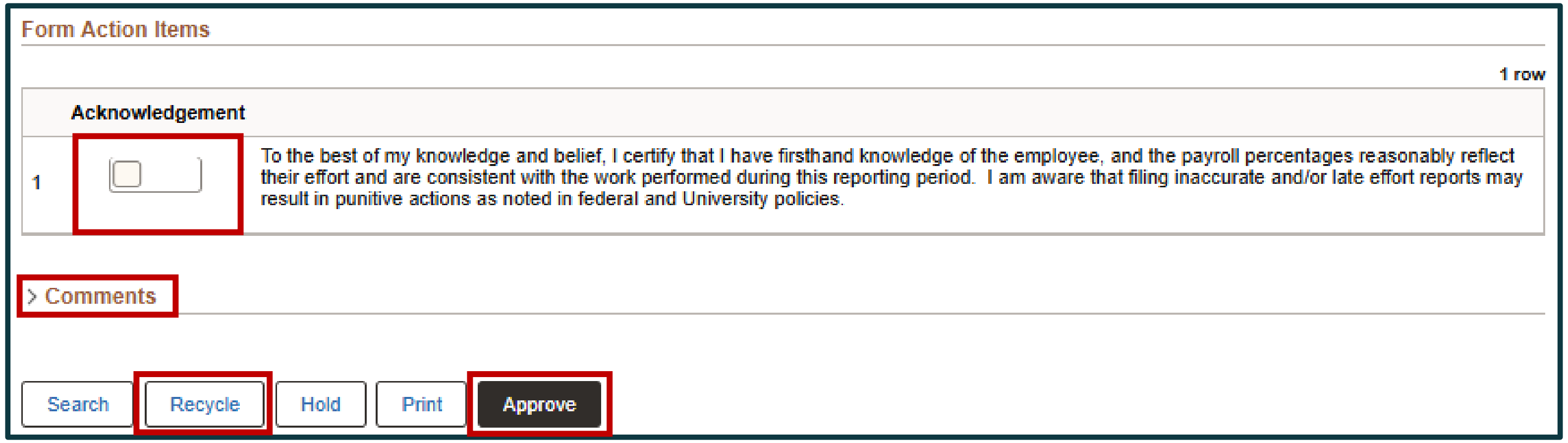
If a report is inaccurate, the supervisor should promptly coordinate with you to initiate the required correction.

- The person designated as the employee's primary supervisor will **only** receive the report if the PI and Co-PI are inactive for a project or projects.
- If the employee is active, the report should come to the Supervisor with all Sponsored Account lines already toggled, as they have completed their employee certification. The Supervisor will reconfirm the accuracy by leaving it toggled.
- If an employee is inactive, the Supervisor will have to toggle the applicable project line(s) on behalf of the employee.
- The Supervisor will only have access to (and responsibility for) the lines on the report associated with projects with an inactive PI and Co-PI.

UNIVERSITY OF South Carolina

Walkthrough – Supervisor

Once verified, toggle the Acknowledgement from “No” to “Yes”, add any applicable comments (e.g., Effort accurate), and click “Approve”.

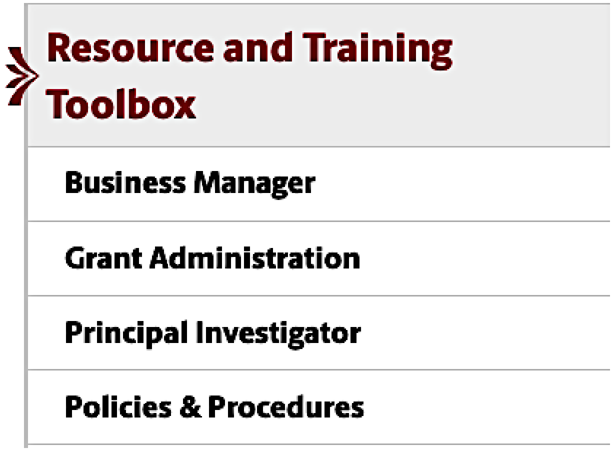


Training and Contacts

UNIVERSITY OF South Carolina

Office of the Controller Website

Our website was recently redesigned to provide a more user-friendly experience. The Resource and Training Toolbox was created to consolidate training resources in one location.



Navigate to the **Compliance Management** page or Time and Effort Reporting sections within the toolbox for applicable resources.

UNIVERSITY OF South Carolina

Report Validation Process

For a walkthrough of how to confirm the amounts from the effort report reconcile to HCM Distribution, view the on-demand demonstration below:

- Verifying Effort Reports Using HCM Distribution

Note: This demo references a previous Time and Effort cycle. Be sure to enter the correct dates for the current cycle.

Job Aids

Various job aids are available based on role:

- **Time and Effort Report – Employee Job Aid**
- **Time and Effort Report – Principal Investigator Job Aid**
- **Time and Effort Report – Supervisor Job Aid**

These job aids can be found in the Time and Effort Reporting sections on the **Business Manager** and **Principal Investigator** pages within the Resource and Training Toolbox.

UNIVERSITY OF South Carolina

Questions / Issues

If you have questions or experience any issues, please contact the Compliance Team at **timeandeffort@sc.edu**.

Lindsey Cox – Director of Compliance and Tax

Rachel Goode – Senior Compliance Manager

Shannon Nickens – Senior Compliance and Tax Accountant

THANK YOU!

Office of the Controller

Alone, we can do so little; together, we can do so much.

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

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