

Controller's Office – Compliance Team
Time and Effort Reporting – Supervisor

I. Navigation in HCM PeopleSoft (<https://hcm.ps.sc.edu/>)

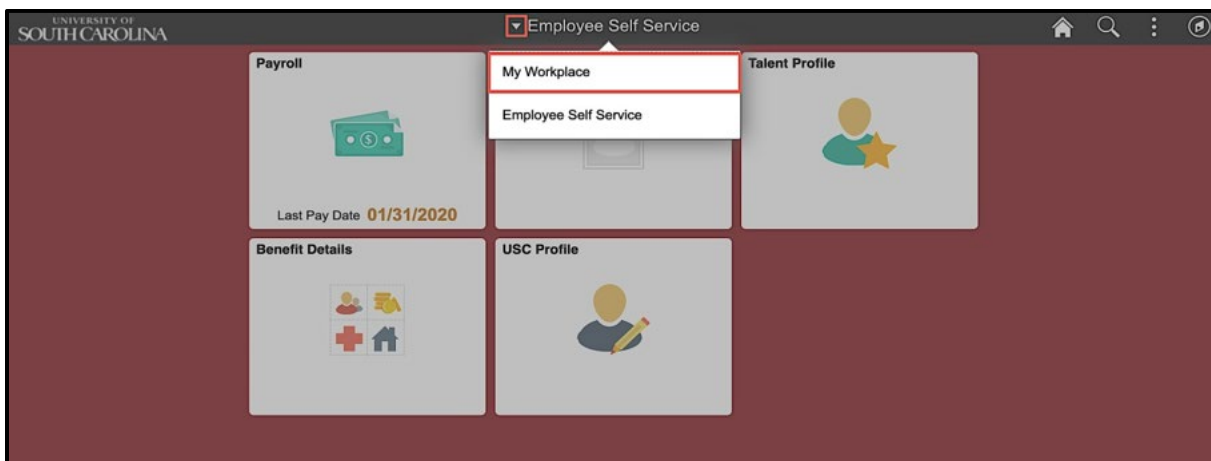
To view the Time and Effort report home screen, navigate to:

Employee Self Service → My Workplace / My Homepage → Grant Time and Effort

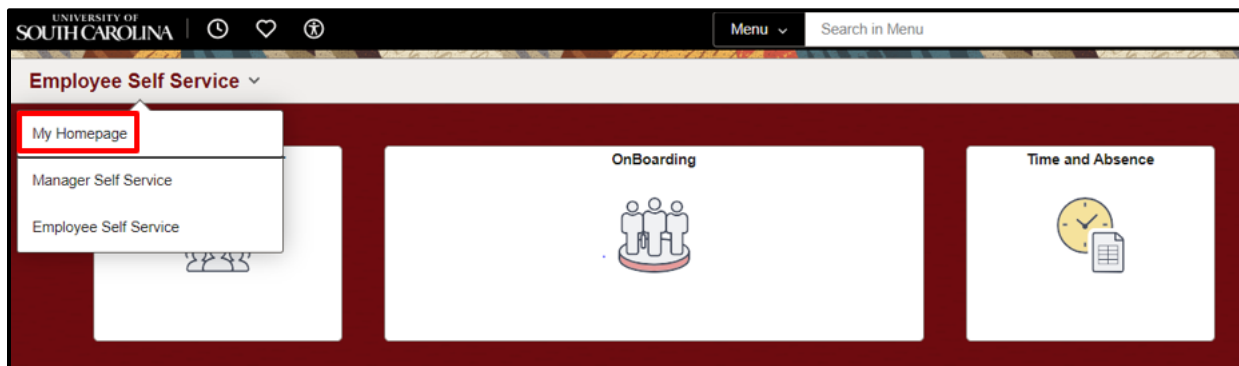
Step 1: Click the **Employee Self Service** drop-down arrow.

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

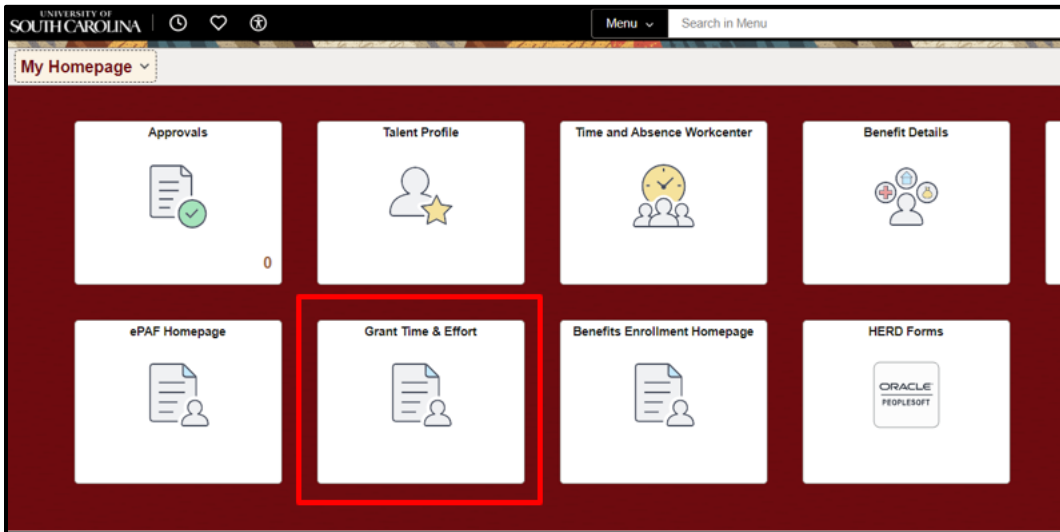
Note: Each individual's specific access will determine whether the My Workplace or My Homepage option appears – both lead to the Grant Time & Effort tile).



or



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



II. Verifying and Approving Time and Effort Report eForms

It is now time for you to certify and acknowledge that the payroll percentages captured on the employee's time and effort report reasonably reflect their actual time/effort.

If you have questions regarding any reports, please contact your Business Manager. You may also contact the Controller's Office Compliance Team at timeandeffort@sc.edu for assistance with any questions your Business Manager cannot address.

Step 1: Click the **Certify a Grant Report** tab.

Step 2: Click the **Search** button.

 A screenshot of the 'Account' page in the system. On the left, a sidebar menu has 'Certify a Grant Report' highlighted with a red box. The main content area shows search filters for 'Grant Time & Effort Forms'. The filters include: Form ID, Employee Name, Reporting Period, Primary Department, Form Status, Form Type, and Empl ID. Each filter has a 'Begins With' or 'is Equal To' dropdown and a text input field. At the bottom, there are 'Search', 'Clear', and 'Save Search' buttons, with the 'Search' button highlighted by a red box.

Step 3: If there is only one report available for you to certify, the eForm page will automatically open. Otherwise, the multiple reports requiring your certification will populate below the search criteria section of the page.

Notice that the employee’s certification is complete because all lines are toggled to ✓.

One Report Available:

Form Page
Time and Effort Reporting : Time and Effort Report Form ID 80

Employee Information

Employee Name: Matt Robinson Joseph
 Primary Department: 100100 INST FAMILIES IN SOCTY
 Reporting Period: January - June 2024
 Report Period Begin Date: 01/01/2024
 Report Period End Date: 06/30/2024

[Hide Chartfields](#)

Sponsored Accounts

Certified? ¹	Earnings ¹	Percent of Pay/Computed Effort ¹	Details	Project/Grant ¹	Department ¹	Cost Share ¹	Op Unit/Dept/Fund/Acct/Class ¹
<input checked="" type="checkbox"/>	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
<input checked="" type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400 F1000 51300 301
<input checked="" type="checkbox"/>	594.50	0.83	Details	10013880 State Maternal Health Inn	100100		CL061 100100 F1000 51300 201

or

Multiple Reports Available:

(Click one of the links within the row to access the report).

Emp ID: Begins with:

[Search](#) [Clear](#) [Save Search](#)

	Form ID ¹	Employee Name ¹	Reporting Period ID ¹	Reporting Period ¹	Primary Department
1	773339	[Employee Name]	14	January - June 2024	100100
2	803895	[Employee Name]	14	January - June 2024	100100

Step 4: Review the earnings and percent of pay charged to each distribution (e.g., project, department) during the reporting period for reasonableness.

Note: As the employee’s Supervisor, you will have access to all lines of the report. Effort reports route to the employee current supervisor, as of the date of report generation. If you were not the

employee’s supervisor during the reporting period, reach out to your Business Manager or the Controller’s Office Compliance Team at timeandeffort@sc.edu for guidance.

Step 5: If you feel the percentages reasonably reflect the actual time/effort the employee spent on each activity, leave all Certified fields toggled to ✓ for each line (in both the Sponsored Accounts and University Accounts sections).

Note: If the employee is no longer with the University and/or unavailable to certify their own report, the supervisor must ensure all lines are certified by toggling the Certified fields to ✓.

The screenshot shows a web browser window with a search bar at the top. Below the browser window, the form is titled "Form Page" and "Time and Effort Reporting : Time and Effort Report". The "Employee Information" section includes fields for Employee Name (Bibi Robinson Joseph), Empl ID (J1000381), Primary Department (100100 INST FAMILIES IN SOCTY), Reporting Period (January - June 2024), Report Period Begin Date (01/01/2024), and Report Period End Date (06/30/2024). A "Hide Chartfields" button is present. Below this is the "Sponsored Accounts" section, which is a table with the following data:

	Certified? <input type="checkbox"/>	Earnings ^{TL}	Percent of Pay/Computed ^{TL} Effort	Details	Project/Grant ^{TL}	Department ^{TL}	Cost Share ^{TL}	Op Unit/Dept/Fund/Acct/Class ^{TL}
1	<input checked="" type="checkbox"/>	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
2	<input checked="" type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400 F1000 51300 301
3	<input checked="" type="checkbox"/>	594.50	0.83	Details	10013880 State Maternal Health Inn	100100		CL061 100100 F1000 51300 201

Step 6: If you are interested in viewing the workflow approval route, including the specific approvers included in the workflow (Employee → PI → Supervisor), click the **View Approval Routing** button.

This image shows a close-up of the bottom right corner of the reporting interface. It displays the text "Percent Total: 100.00" and a button labeled "View Approval Routing" which is highlighted with a red box. Below the button is a "File Attachments" section.

Notice the employee and PIs have already approved the report and it is pending with the Supervisor.

Then click the **Cancel** button to return to the report page.

The screenshot shows a dialog box titled "Current Approval Routing" with a "Cancel" button in the top left. The dialog is divided into three sections:

- Review/Edit Approvers:** This section shows the "Employee Stage" for G3FORM_ID=810218 with a status of "Approved".
- Parallel Stage:** This section shows three entries for different project IDs (10013027, 10013408, and 10013880) all with a status of "Awaiting Further Approvals".
- Supervisor Stage:** This section shows the "Supervisor Stage" for G3FORM_ID=810218 with a status of "Pending".

Step 7: When your review is complete, acknowledge the reasonableness of the report by toggling the Acknowledgement field to ✓.

Step 8: If you would like to leave a comment on the report, click the **Comments** drop-down area to view the comment box. A common supervisor comment on a correct form is “This report appears reasonable.”

Make note of any comments entered by previous approvers.

*Note: Comments will be visible to **all** individuals who can view the report, including the Employee and Principal Investigators included in the workflow approval route, your Business Manager, and the Controller’s Office Compliance Team.*

Step 9: Click the **Approve** button to complete and submit your certification.

The screenshot shows the 'Form Action Items' section of a web interface. It contains three main elements highlighted with red boxes and numbered callouts:

- 7:** The 'Acknowledgement' field, which includes a checkbox and a text area containing a certification statement: "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 filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies."
- 8:** The 'Comments' section, which is expanded to show a text input field containing the comment: "This report appears reasonable."
- 9:** The 'Approve' button, located at the bottom of the form among other action buttons like 'Search', 'Recycle', 'Hold', and 'Print'.

Step 10: If you are interested in viewing the workflow approval route at this stage, including the specific approvers included in the workflow (Employee → PI → Supervisor), click the **View Approval Route** button.

You will see that the report is now fully approved – by the employee (in the Employee Stage), the PI(s) (in the Parallel Stage), and you in the Supervisor role (in the Supervisor stage). The report is now complete and fully executed.

A few notes to remember about the Approval Route:

- The **Parallel Stage** will show all the PIs associated with the sponsored awards reflected on the report.
- If the Employee and the PI are the same person, the report will automatically approve at the Parallel Stage in the PI role after the employee approves.
- Similarly, if the PI and Supervisor are the same person, the report will automatically approve at the Supervisor Stage in the Supervisor role after the PI approves.

- If included in the approval route as the PI for multiple sponsored awards or as both the PI and the Supervisor, you will receive multiple email notifications, but you will only need to approve the report once.
- It is possible for a report to be pending in multiple queues at the same time if the sponsored awards included the effort reports are associated with different PIs.

Step 11: If you are interested in viewing additional detail on the report and certification, refer to the **Transaction / Signature Log** and **Action Item Log**.

Form Result

Time and Effort Reporting : Results

You have successfully approved your eForm.

View Approval Route (10)

Cancel Done

Review/Edit Approvers

Employee Stage

> G3FORM_ID=810218 Approved

Parallel Stage

> G3FORM_ID=810218, PROJECT_ID=10013027 Approved

> G3FORM_ID=810218, PROJECT_ID=10013408 Approved

> G3FORM_ID=810218, PROJECT_ID=10013880 Approved

Supervisor Stage

> G3FORM_ID=810218 Approved

Transaction / Signature Log (11)

Current Date Time	Step Title
1 12/18/2024 5:04:38PM	Saved
2 12/18/2024 5:05:34PM	Initiated
3 12/18/2024 5:36:42PM	Employee
4 12/18/2024 6:39:53PM	Principal I
5 12/18/2024 6:40:33PM	
6 12/18/2024 6:40:33PM	
7 12/18/2024 6:57:23PM	Primary S

Refresh Log

Action Item Log (11)

Acknowledgement	Description
1 Yes	To the best of my knowledge
2 Yes	To the best of my knowledge and belief, I certify that the 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.
3 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 consistent with the work 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.
4 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 consistent with the work 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.

If you find that any of the applicable earnings or percentages captured in the report ARE NOT reasonably reflected, follow Steps 12 through 14 below.

Step 12: If you feel the percentages **do not** reasonably reflect the actual time/effort the employee spent on each activity, toggle the Certified field for the applicable line(s) back to the default position and **do not** toggle the Acknowledgement to ✓.

Step 13: Click the **Comments** drop-down arrow and add a comment to clearly identify your concern/question, making it easier for your Business Manager to begin the process of requesting the necessary changes. **Comments are required for Recycled reports.**

*Note: Comments will be visible to **all** individuals who can view the report, including the Employee and Principal Investigators included in the workflow approval route, your Business Manager, and the Controller's Office Compliance Team.*

Step 14: Click the **Recycle** button to return the report to your Business Manager for changes.

University Accounts 2 rows

Certified? <small>↑↓</small>	Earnings <small>↑↓</small>	Percent of Pay/Computed Effort <small>↑↓</small>	Details	Project/Grant <small>↑↓</small>	Department <small>↑↓</small>	Cost Share <small>↑↓</small>	Op Unit/Dept/Fund/Acct/Class <small>↑↓</small>
1	14113.20	19.78	Details		159050		CL044 159050 A0001 51300 456
2	1248.47	1.75	Details		100100		CL061 100100 L1203 51300 301

Form Action Items 1 row

1	Acknowledgement	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 filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.
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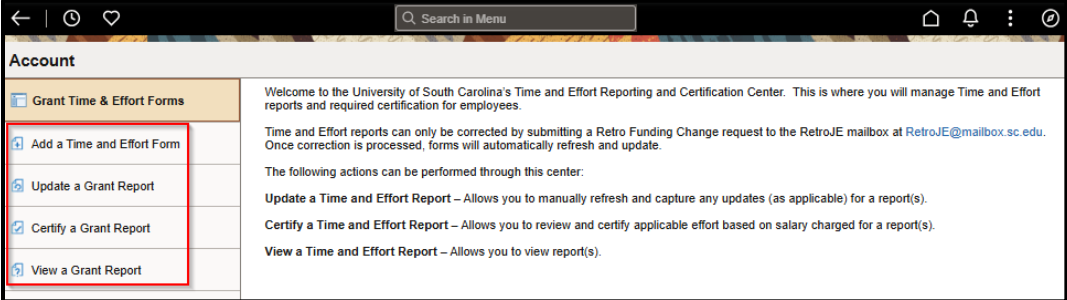
Comments

Line 2 of the University Accounts section does not appear accurate to me; this employee spent at least 20% of their time on this activity.

Next Steps: Once the report has been corrected, your Business Manager will resubmit the report for recertification, at which point it will route back to the employee and PIs, and then you, for approval (start back at **Step 1**). If a correction is requested at any step of the approval process, including the Employee, PI, or Supervisor stages, it will require recertification.

III. Time and Effort Report Actions

Below is a summary of each action available within the **Grant Time & Effort** tile, including who can perform each action (based on the assigned level of access).



	ADD	UPDATE	CERTIFY	VIEW
	To create a new report	To validate reports and release them to approvers for certification	To review and certify applicable effort based on salary charged to a specific project/activity	To view reports, including the workflow approval route and transaction log
Business Manager	X	✓	X	✓
Employee	X	X	✓	✓
Principal Investigator	X	X	✓	✓
Supervisor	X	X	✓	✓
Controller's Office	✓	✓	X	✓

IV. Time and Effort Report Statuses

Below is a summary of each effort report status, including the party responsible for next steps:

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, 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
Withdrawn	Should only be used by the Controller's Office	
On Hold	SHOULD NOT be used	

V. Supervisor Responsibilities

- Review the effort reports of any applicable supervisee(s) for accuracy in a timely manner (within three days of receipt).
- Electronically certify any remaining lines on the effort report and provide a certification statement attesting to the reasonableness of the report(s) – all percentages should be representative of how the employee actually spent their time.
- Promptly communicate and coordinate with Business Managers regarding any questions and issues or identified inaccuracies and needed corrections.

VI. Email Notification

Below is an example of the email notification received when a report has routed to the Employee, Principal Investigator, and Supervisor for approval.

Click the link and you will be prompted to sign into HCM PeopleSoft (see Section I). If you are already logged into HCM PeopleSoft, it will take you directly to the report.

