UNIVERSITY OF
South Carolina

Controller's Office – Compliance Team

Time and Effort Reporting – Supervisor

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

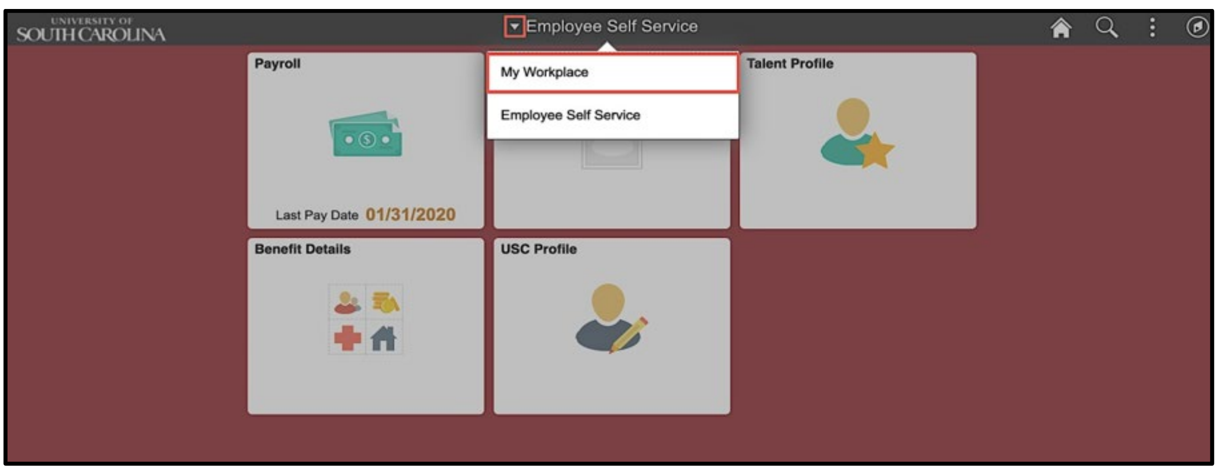
To view the Time and Effort report home screen, navigate to:

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

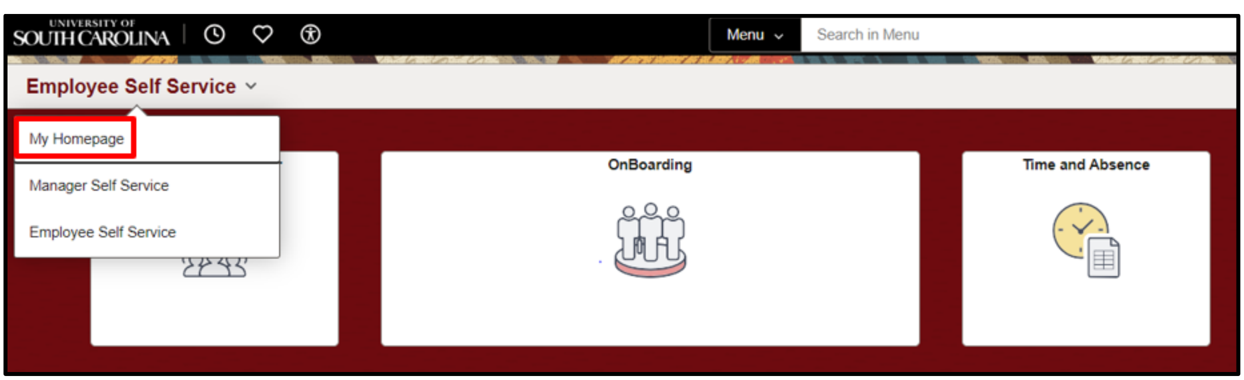
Step 1: Click the **Employee Self Service** drop-down arrow.

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

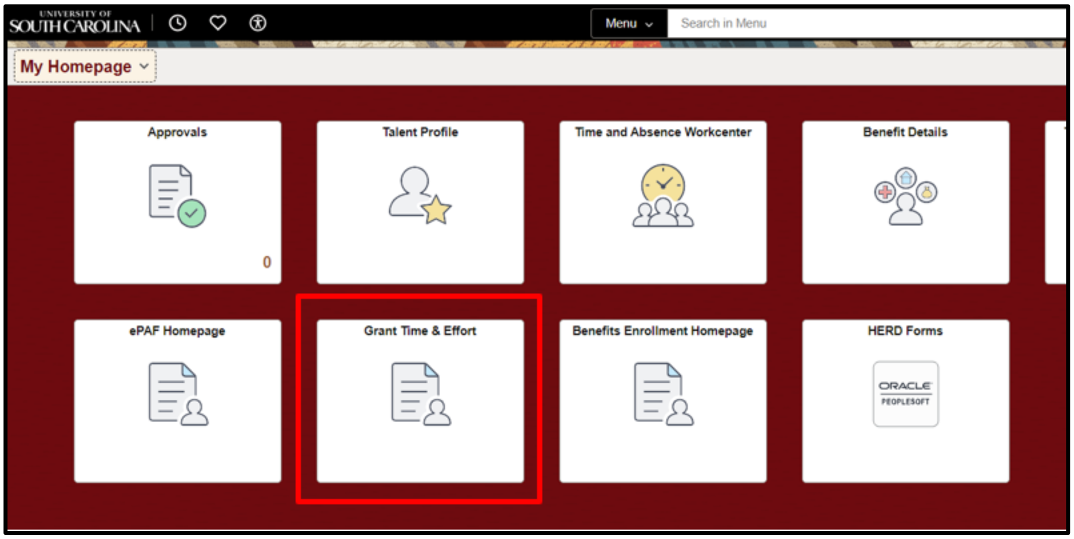
Note: Each individual's specific access will determine whether the My Workplace or My Homepage option appears – both lead to the Grant Time & Effort tile).



or



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



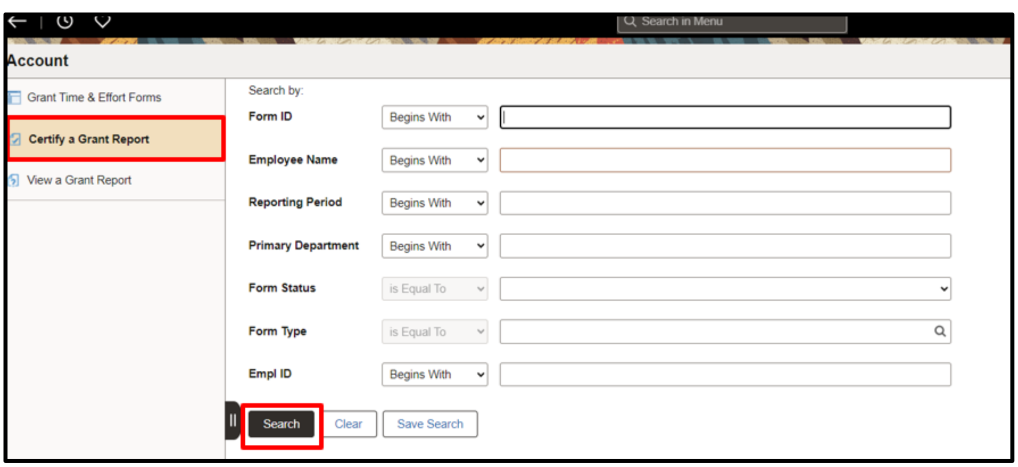
II. Verifying and Approving Time and Effort Report eForms

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.

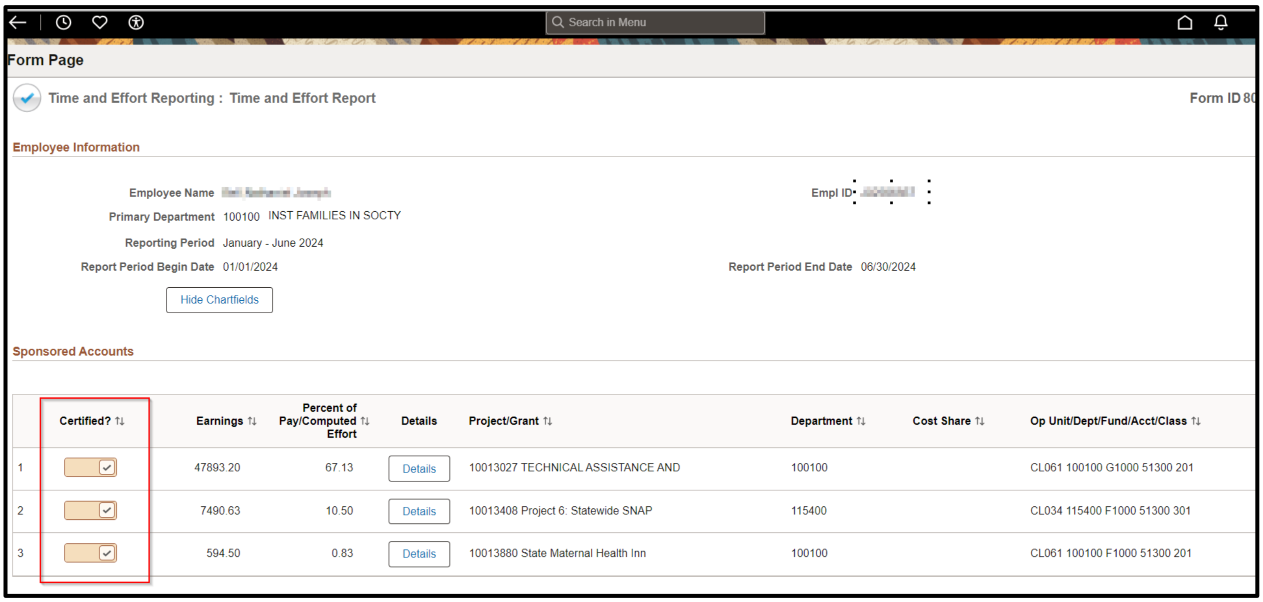
Step 2: Click the **Search** button.



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:

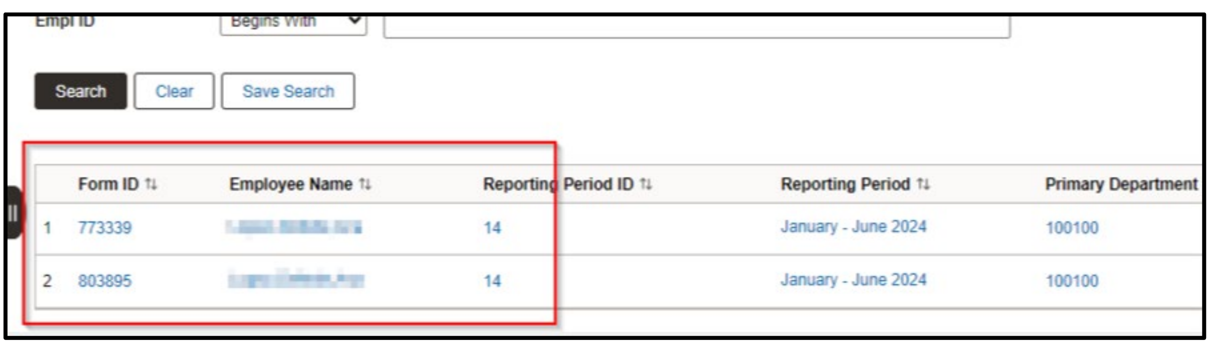


	Certified?	Earnings	Percent of Pay/Computed Effort	Details	Project/Grant	Department	Cost Share	Op Unit/Dept/Fund/Acct/Class
1	✓	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100		CL061 100100 G1000 51300 201
2	✓	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400		CL034 115400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

<u>or</u>

Multiple Reports Available:

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



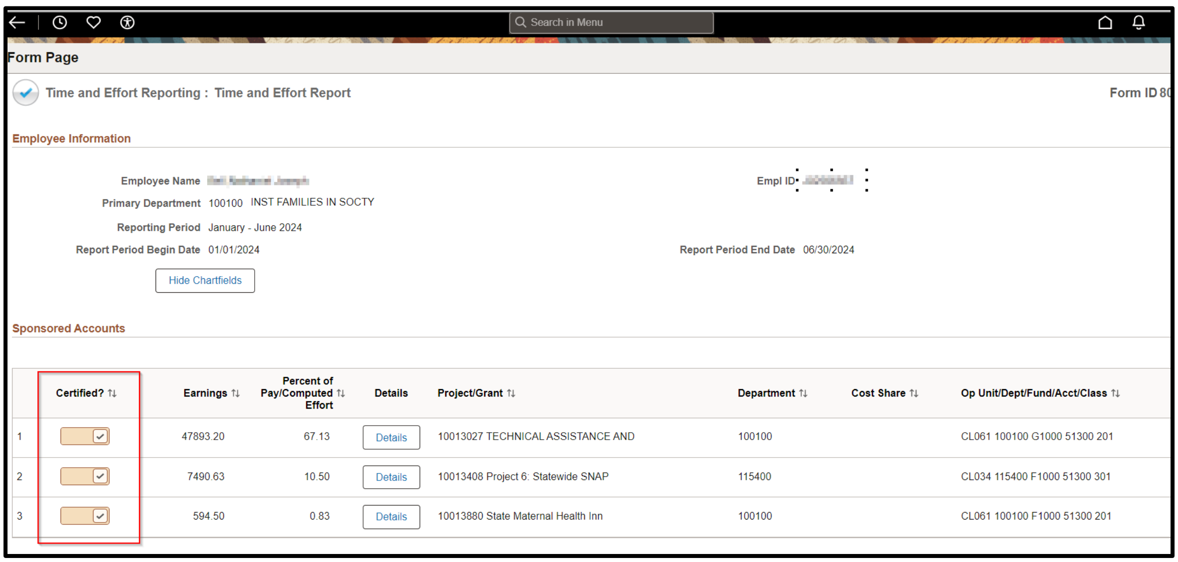
	Form ID	Employee Name	Reporting Period ID	Reporting Period	Primary Department
1	773339		14	January - June 2024	100100
2	803895		14	January - June 2024	100100

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

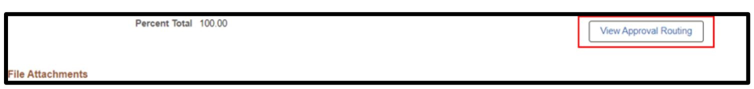
Note: As the employee's Supervisor, you will have access to all lines of the report. Effort reports route to the employee <u>current</u> supervisor, as of the date of report generation. If you were not the *employee's supervisor during the reporting period, reach out to your Business Manager or the Controller's Office Compliance Team at **timeandeffort@sc.edu** for guidance.*

<u>Step 5</u>: 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 ✓.

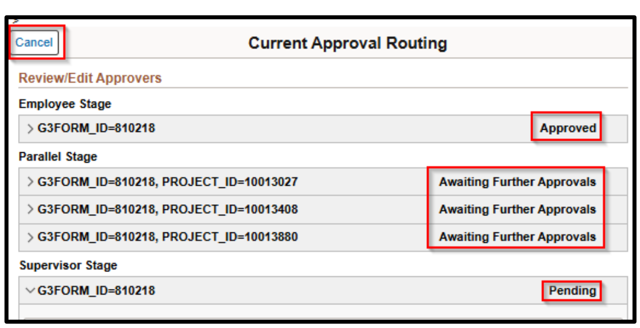


<u>Step 6</u>: If you are interested in viewing the workflow approval route, including the specific approvers included in the workflow (Employee → PI → Supervisor), click the **View Approval Routing** button.



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.



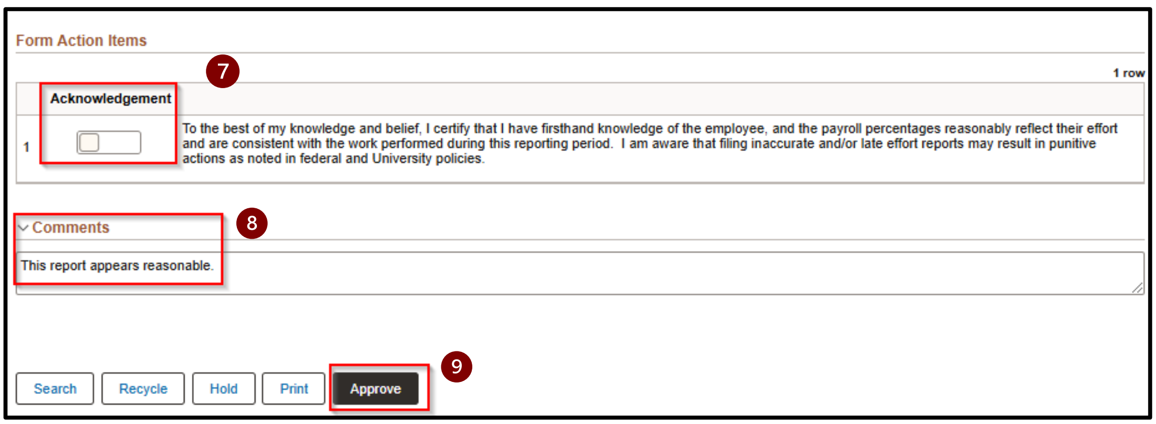
<u>Step 7</u>: When your review is complete, acknowledge the reasonableness of the report by toggling the Acknowledgement field to ✓.

<u>Step 8</u>: 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 **<u>all</u>** 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.*

<u>Step 9</u>: Click the **Approve** button to complete and submit your certification.



<u>Step 10</u>: 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.

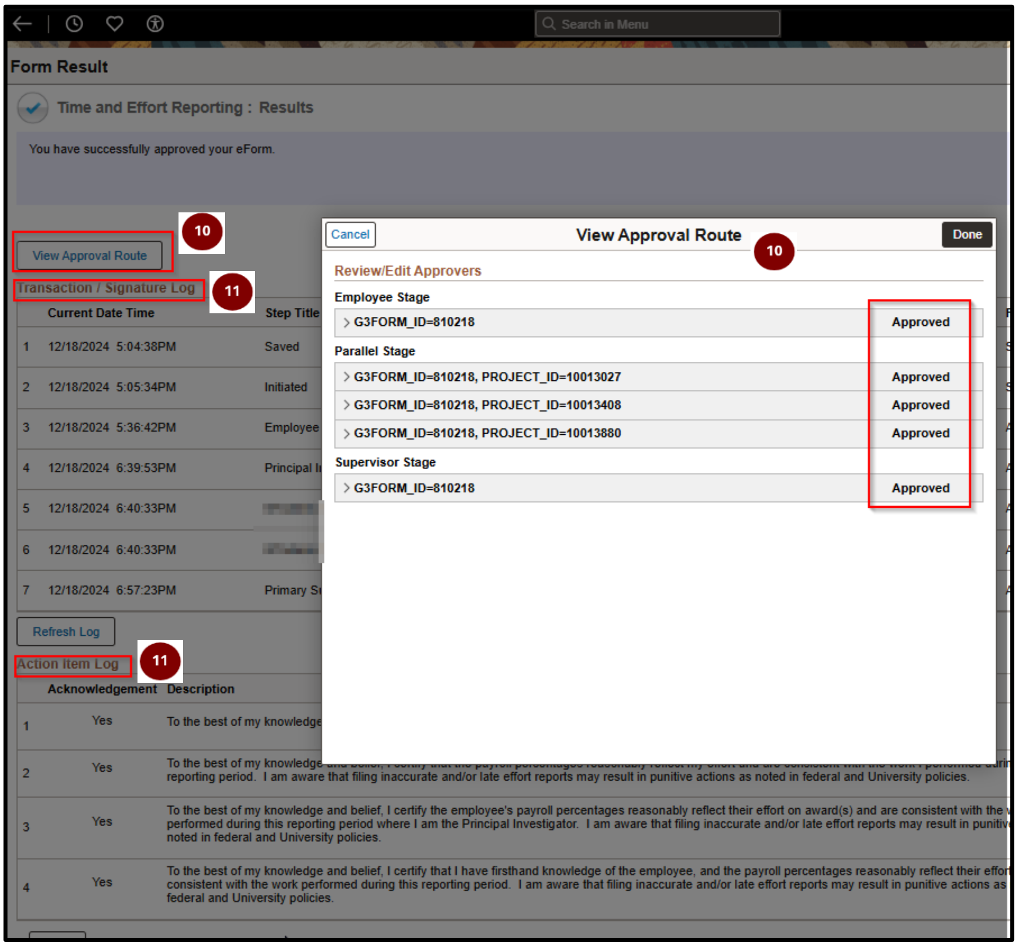
You will see that the report is now fully approved – by the employee (in the Employee Stage), the PI(s) (in the Parallel Stage), and you in the Supervisor role (in the Supervisor stage). The report is now complete and fully executed.

A few notes to remember about the Approval Route:

- The **Parallel Stage** will show <u>all</u> 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**.



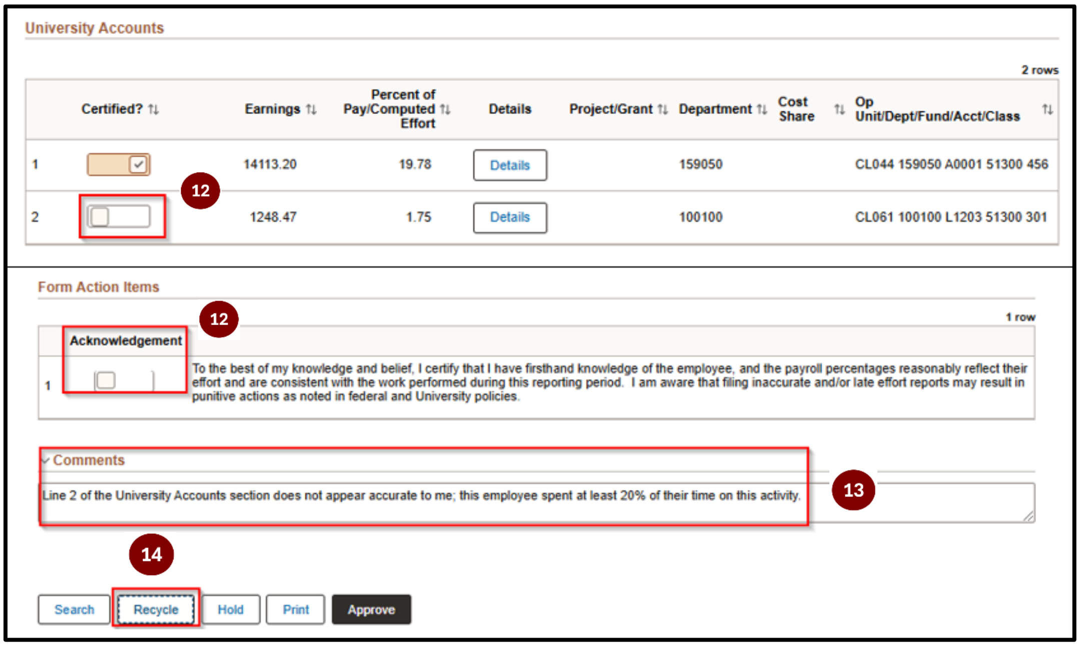
If you find that any of the applicable earnings or percentages captured in the report <u>ARE NOT</u> reasonably reflected, follow Steps 12 through 14 below.

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.*

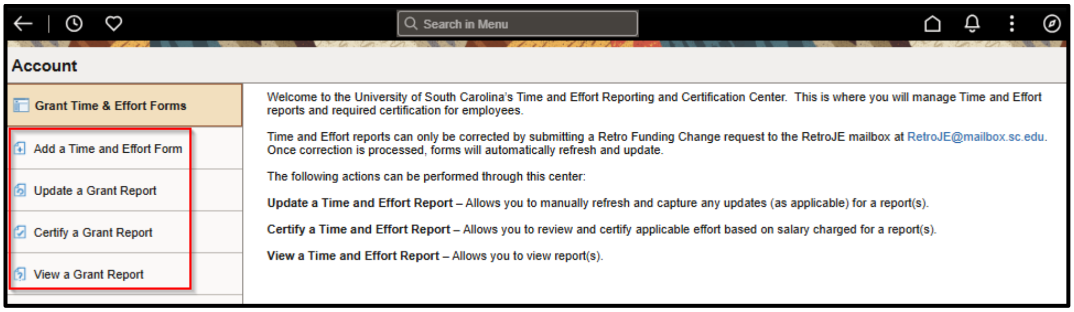
Step 14: Click the **Recycle** button to return the report to your Business Manager for changes.



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 To create a new report	UPDATE To validate reports and release them to approvers for certification	CERTIFY To review and certify applicable effort based on salary charged to a specific project/activity	VIEW 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	

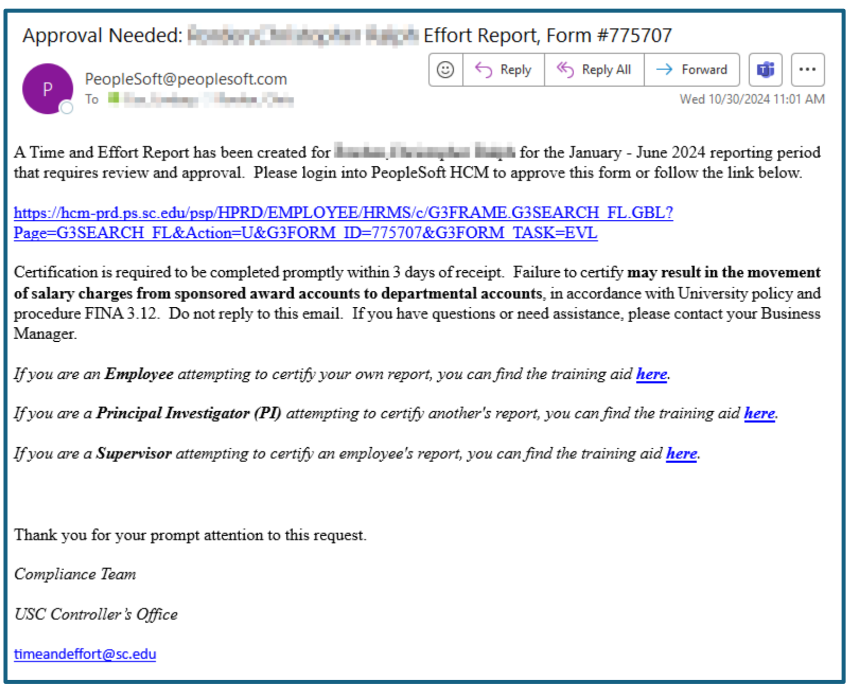
V. Supervisor Responsibilities

- 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.



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