UNIVERSITY OF SOUTH CAROLINA

New Time and Effort Reporting System
EMPLOYEE DEMO
Grants and Funds Management
Controller's Office

Agenda

- Summary of eForm Updates
- Learn how to Certify Time and Effort using the updated Time and Effort Reporting system and eForm
- Understand responsibilities
- Where to find Resources
- Contact Information

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Summary of eForm Updates

- Changed the workflow order. The eForm will route to PIs for approval before Supervisors.
- You can now view workflow **prior** to approving the form.
- You can now view pending and approved forms using the **View a Grant Report** option.
- Updated the certification language to include "To the best of my knowledge and belief.."
- PIs will only be able to toggle funding lines where they are listed as the PI, unless they are also listed as the Supervisor.

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Who Should Expect a T&E Report?

- A Time and Effort Report will **automatically** be generated for any employee where a portion of their salary is:
  - Directly charged to a sponsored project or
  - Used as cost share on a sponsored project

- Reports will be released for certification by your College or department’s Business Manager/Administrator.

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Email Notification

- You will receive the following email notification once a report has been submitted to you for certification:

Reply | Reply All | Forward | IM

BOYD, TIFFANY | BOYD, TIFFANY | 11:37 AM

ACTION REQUIRED: EMPLOYEE NAME, 115800, April - November 2019 T&E Report is ready for Approval, 141528

Form ID 141528 for EMPLOYEE NAME has been routed for your review and certification. This form is for the Go-Live Catch-up 2019 certification period. Please login into HCM – My Workplace to work on this form or follow the link below.

https://hcm-dev.ps.sc.edu/psp/HDEV/EMPLOYEE/HRMS/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_FAMILY=ACCOUNT&G3FORM_ID=141528&G3FORM_TASK=EVL

Certification is required to be completed within 30 days. Late or inaccurate certifications may result in punitive actions as noted in federal and University policies. Do not reply to this email. If you have questions or need assistance, please contact your Business Manager.

Thank you,
Grants and Funds Management
UofSC Controller's Office

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HCM PeopleSoft

- Once you receive the email notification, you can click on the link within the email or log directly into HCM PeopleSoft using the Link below.

- Click here to Log In directly to HCM PeopleSoft!

- Then navigate to **My Workplace**, select the **Grant Time and Effort** tile, and select **Certify a Grant Report**.

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New Time and Effort eForm Demonstration

Employee – Certifying the eForm

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Next Steps:

- Once you complete your certification, the report will:
  - Route to the PI(s) of the projects your salary was charged for review and certification
  - Then to your primary supervisor for review and certification
- If a correction is requested at any step of the process (and the form is recycled), it will route back to the Business Manager to make any needed adjustments.
- The Business Manager will then re-submit the report for re-certification.

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Employee Responsibilities

- As a Non-Principal Investigator:
  - Review the projects your salary was charged to
  - Ensure the percentage charged is a reasonable representation of how your time was spent
  - If you have questions or concerns, coordinate with your Business Manager

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Employee Responsibilities

- As a Principal Investigator:
  - Review the projects your salary was charged to
  - Ensure the percentage charged is a reasonable representation of how your time was spent
  - Ensure the effort that is reported is consistent with effort reported within progress reports submitted to the sponsor
  - Ensure all awards you are serving as PI on and should have time charged and/or cost shared are represented appropriately
  - Effort should be reviewed to ensure there are no issues with over commitment of time
  - If you have questions or concerns, coordinate with your Business Manager

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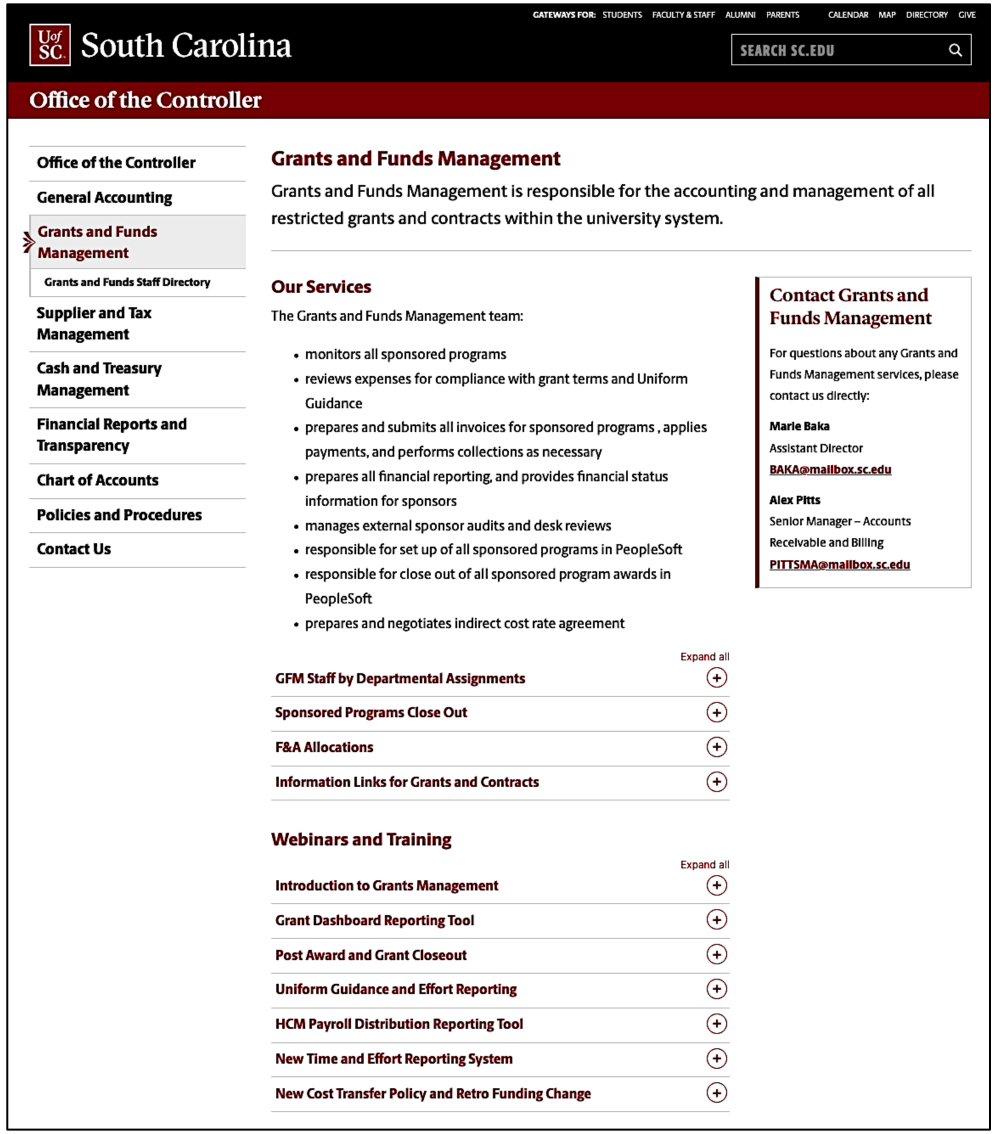
Where to Find Resources



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

South Carolina

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

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

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

Alex Pitts
Senior Manager – Accounts Receivable and Billing
PITTSMA@mailbox.sc.edu

- Additional training aides and webinars can be found here!

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Questions?

If you have questions, please contact your Business Manager.

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