

OFFICE OF THE CONTROLLER

Grants and Funds Management

Understanding and Requesting Payroll Retro Funding Changes

March 2026





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Monitor Awards



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Monthly Checklist

1st day of the month

- Run payroll queries to determine if employee salaries for the **15th of the month pay date**. Complete Account Change Form(s).
- Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete Payroll Retro Funding Change form(s) as needed.
- Review transactions that have posted to the Grant Dashboard for the previous month. Complete any JVs, JEs, APEXs, as necessary.
- Ensure Account Change Form(s) submitted have been fully approved for the **30th of the month pay date**.

5th day of the month

- Remind PIs to review the Grant Dashboard and HCM Distribution for the previous month for accuracy.

16th day of the month

- Run payroll queries to determine if employee salaries for the **30th of the month pay date**. Complete Account Change Form(s).
- Review HCM Distribution to see actual payroll transactions for the payroll that just posted. Complete Payroll Retro Funding Change form(s) as needed.
- Ensure Account Change Form(s) submitted have been fully approved for the **15th of the month pay date**.

20th day of the month

- Ensure PIs have remitted subaward invoices received.

25th day of the month

- Complete requests for Risk accounts, no-cost extensions, or re-budgets, as necessary.
- Review outstanding encumbrances and request closure, as necessary.

Visit the [Controller's Office](#) website for a downloadable version.



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Account Funding Change eForm



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Updating Payroll Expenses Using the Account Change eForm

Submit Account Change eForms and ensure the begin and end dates of the projects are appropriately being reviewed.

- Will need to be updated for next year of funding if its set-up on another project

To be compliant with Uniform Guidance, errors should be identified and corrected in a timely manner (**within 90 days**)

- Be sure to review frequently vs. the end of the grant - otherwise expense may have to be covered by departmental funding.

Making timely and correct payroll accounting changes:

- strengthens internal controls
- provides for more accurate time and effort reporting
- accurate sponsor invoicing
- assists with grant close out and final reporting



Account Funding Change eForm

Use the following navigation:

Employee Self Service – My Homepage/My Workplace – ePAF Homepage

- The Account Change eForm is used to update/correct payroll accounting expenses in a timely matter.
- The eForm can be found in PeopleSoft HCM, **hcm.ps.sc.edu**.



Timely Submission of Account Funding Change eForms

- You can make funding changes up until the day after the previous pay date as outlined on the [Payroll Schedule for Lag Employees](#).
- Submitting eForms timely reduces the number of retro funding changes needed for lag employees.

Payroll Period	Checks Distributed	Current End Date	Lag & Hourly End Date	Actions due to HR	Actions due from HR to Payroll
January 15, 2026	1/15/2026	1/15/2026	12/31/2025	Refer to HR website	1/7/2026, 5 p.m.
January 31, 2026	1/30/2026	1/31/2026	1/15/2026		1/20/2026, 5 p.m.
February 15, 2026	2/13/2026	2/15/2026			2/10/2026, 5 p.m.
February 28, 2026	2/27/2026				2/19/2026, 5 p.m.
March 15, 2026	3/13/2026			Refer to HR website	3/5/2026, 5 p.m.
March 31, 2026	3/31/2026		3/15/2026	Refer to HR website	3/23/2026, 5 p.m.
April 15, 2026	4/15/2026	4/15/2026	3/31/2026	Refer to HR website	4/7/2026, 5 p.m.
April 30, 2026	4/30/2026	4/30/2026	4/15/2026	Refer to HR website	4/22/2026, 5 p.m.

Submit Account Funding change form for 4/30/26 payroll by 4/16/26 (the day after the previous payroll periods date).

Example: To ensure a funding change for the 4/30/26 paycheck, the eForm must be submitted by 4/16/26.





Demonstration

- Completing an Account Funding Change eForm in PeopleSoft HCM.



Account Change eForm Key Take-Aways

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.
- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.



Payroll Retro Funding Change and Cost Transfer Forms



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Payroll Retro Funding Changes

All personnel charges on sponsored projects should follow these general guidelines:

- be in the approved budget and within the grant period reflected on the spending plan
- reflect the actual effort on the grant
- include documentation of direct PI approval of the appointment

All University's Human Resource policies and procedures must be followed when hiring personnel to work on a sponsored project. Principal Investigator (PI) should contact their department's grant support personnel to assist with the hiring procedures and requirements.

If you find that there is an error with salaries and fringe, you will need to complete a [Payroll Retro Funding Change Form](#).




Payroll Retro Funding Change Form

- Used to adjust or correct items originally processed in Payroll/HCM system.
- All requests must include back-up that shows where the salary expense was originally charged.
- The Cost Transfer Justification Form must be included for all requests involving the USCSP PC Business Unit.
- If moving payroll for more than one check date, they must be broken out separately.



Payroll Retro Funding Change Form

		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 <input type="checkbox"/>		NO <input type="checkbox"/>			
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									\$ 0.00		
SIGNATURES											
Initiated by:			Date:			Approved by:			Date:		
Printed Name:					Printed Name:						
CONTROLLER'S OFFICE USE ONLY											
Grants & Funds Management :					Date:						

- Please make sure you are using the current form.
- Use the **original paycheck date**.
- Be sure to enter the **correct** funding chart strings and corresponding combo codes.



Cost Transfer

The following three prerequisites are considered when determining if a cost transfer may be allowable:

- The cost transfer must provide a direct benefit to the Sponsored Project being charged.
- The cost transfer must comply with both the University's policies and sponsor's terms and conditions.
- The cost transfer must be fully documented.

Other factors, such as timing, may affect allowability.



Cost Transfer – Allowable Examples

The following is a list of examples that illustrate circumstances in which a cost transfer may be allowable:

- The cost transfer will occur within 90 days of original expense.
- To reallocate effort based on actual effort expended.
- To move pre-award costs to the appropriate project in accordance with Uniform Guidance.
- To correctly allocate costs benefiting more than one project.
- To remove unallowable charges.
- To remove out-of-period charges.



Cost Transfer – Not Allowable Examples

Certain cost transfers onto sponsored awards are not allowable under any circumstances.

Such as:

- To correct deficiencies caused by overruns or other funding considerations.
- To avoid restrictions imposed by the law or by terms of the sponsored project.
- To “park” expenses which will subsequently be transferred elsewhere, including to competing or non-competing continuations of the same project for which the notice of award or new project has not been received.
- To transfer costs (spending-down) to a sponsored project merely because there are unexpended funds available which would otherwise be returnable to the sponsor.



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: <input type="text"/>	Date: <input type="text"/>	**PI Signature: <input type="text"/>	Date: <input type="text"/>
Printed Name: <input type="text"/>		**Printed Name: <input type="text"/>	

** If adjustment impacts more than one PI

- A cost transfer should be processed **within 90 days** following the end of the month in which the original charge was initially recorded.
- **Required** if moving expenses on or off a sponsored award.
- Be sure to answer all three questions.
- PI **must sign** the form.
- Form can be found on the Controller's Office website.



Payroll Retro Funding Change Process

- The Controller's Office reviews forms received.
- If approved, a JE will be uploaded and post to the GL with an RPAYxxxxxx journal entry.
- Expect **3-5 business days** before you can view the change in HCM Distribution.
- Will show as pink lines within HCM Distribution once posted.

1920-7 : RPAY000042	UG82	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	(2,063.66)	-21.87%	(155.55)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(515.62)	24.99%	(2,579.28)
1920-1 : PAY0081351	UG82	C12	07/15/2019	8000080700	07/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	(619.11)	-6.56%	(46.69)	(135.02)	(0.02)	(0.11)	(26.16)	(0.43)	(208.43)	33.67%	(827.54)
1920-7 : RPAY000042	UG82	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	2,063.66	21.87%	155.56	450.09	0.03	0.36	87.21	1.47	694.72	33.66%	2,758.38

- Please remember to submit any corrections for USCSP within **90 days** of the pay date otherwise the charges will not be allowed to transfer to another grant and will be moved to a departmental account.





Demonstration

- Completing a Payroll Retro Funding Change and a Cost Transfer Justification Form.



Payroll Retro Funding Change Form

Key Take-Aways

- Make sure you are using the current Payroll Retro Funding Change Form.
- Enter as much explanation for the purpose of the change in the Justification/Notes section of the form.
- Original paycheck date should be the one used and not pay period ending date.
- Break down separately by paycheck date if moving multiple pay periods. Fringe and Taxes will automatically follow the salary in proportion.
- Amount on the form should only be the Labor and does not include Fringe or Taxes amounts.
- Retro Change Form should be completely signed.
- Attach the HCM Distribution query as your back up document, and Cost Transfer Justification Form if moving expenses on or off USCSP projects.
- Answer all questions on the Cost Transfer Justification Form.
- If there are different PIs for the sponsored award projects on the form, both should sign on it.
- Make sure your corrections for the USCSP projects are within 90 days of the pay date; otherwise, departmental account will be charged.



Tracking USCSP Funding End Dates



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How can Employees Needing Funding Changes be Identified?

For USCSP projects, those on the project team (business manager and principal investigator) are sent system-generated **notices 90 days and 30 days before a project ends.**

There are two queries available to help identify all grant funding sources and end dates to help track expiring or inactive grants. You can run these before each payroll, allowing sufficient time to take corrective measure when a grant has expired or is inactive.

The queries are:

- SC_PY_FUND_BYPROJ_DATE
- SC_PY_FUNDING_BYPROJ

To access these queries, navigate to **Main Menu > Reporting Tools > Query > Query Viewer** in **HCM** **PeopleSoft** and enter the query name, listed above, in the Query Name field.



Navigation: Main Menu > Reporting Tools > Query > Query Viewer

Role: Business Manager Query Reports and Finance Initiator

Query Name: SC_PY_FUND_BYPROJ_DATE

Description: Project Funding Query BY DATE

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project

Fiscal Year (required)

PC Bus Unit (required)

Funding End Date <=

[View Results](#)

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed
1					1	01/08/2024	0	155901		A	REH	I12	S	STU	05/15/2024	Y	2023	05/16/2023	0		1	A00000052745	10009478	USCSP	03/31/2024	Y
2					0	08/29/2023	1	112000		A	DTA	C12	S	FTE	06/30/2026	N	2023	04/16/2023	0		1	A00000086168	10012034	USCSP	06/30/2023	Y
3					0	10/01/2023	0	100025		A	DTA	P12	S	RGP	09/30/2028	Y	2023	12/16/2022	0		1	A00000000466	10008839	USCSP	09/29/2023	Y
4					1	01/01/2024	1	155301		A	DTA	I12	S	STU	05/15/2024	Y	2023	05/16/2023	0		1	A00000082179	10011763	USCSP	08/15/2023	Y
5					1	08/16/2023	2	135700		A	DTA	T12	S	STU	05/15/2024	Y	2023	08/16/2022	0		1	A00000051825	10009426	USCSP	07/31/2023	Y
6					0	01/02/2024	0	159000		A	PAY	P12	S	RGP	01/31/2025	Y	2023	06/13/2023	0		1	A00000061883	10010152	USCSP	02/28/2024	Y
7					0	12/01/2023	0	115011		A	HIR	P12	S	RGP	11/30/2024	Y	2023	05/01/2023	0		1	A00000093376	10012660	USCSP	10/31/2023	Y
8					2	09/01/2023	0	115300		A	REH	HRL	H	TSF	08/15/2024	Y	2023	12/16/2022	0		1	A00000088435	10012229	USCSP	07/31/2023	Y
9					0	06/16/2023	0	155301		A	PAY	P09	S	FTE		N	2023	03/16/2023	0		1	A00000082152	10011763	USCSP	08/15/2023	Y
10					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000086795	10012084	USCSP	06/30/2023	Y
11					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000086798	10012085	USCSP	06/30/2023	Y
12					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000088319	10012217	USCSP	06/30/2023	Y
13					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000088456	10012222	USCSP	06/30/2023	Y
14					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000089702	10012360	USCSP	06/30/2023	Y
15					0	07/01/2023	0	181900		A	PAY	C12	S	RGP	06/30/2025	Y	2023	06/16/2023	0		1	A00000093553	10012678	USCSP	12/31/2023	Y
16					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000091023	10012497	USCSP	09/30/2023	Y
17					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000093376	10012660	USCSP	10/31/2023	Y
18					0	07/06/2023	0	115011		A	DTA	P12	S	RGP	08/15/2024	Y	2023	06/16/2023	0		1	A00000097696	10012851	USCSP	02/28/2024	Y
19					0	08/16/2023	3	159000		A	DTA	C09	S	FTE		N	2023	02/01/2023	0		1	A00000093020	10012628	USCSP	12/31/2023	Y
20					0	10/01/2023	0	152200		A	PAY	P12	S	RGP	09/30/2024	Y	2023	11/01/2022	0		1	A00000091455	10012238	USCSP	09/30/2023	Y
21					1	08/28/2023	0	159000		A	POS	P12	S	RGP	12/31/2024	Y	2023	04/01/2023	0		1	A00000093047	10012628	USCSP	12/31/2023	Y
22					1	07/01/2023	0	185000		A	PAY	P12	S	RGP	12/31/2025	Y	2023	07/01/2022	1		1	A00000082576	10011789	USCSP	06/30/2023	Y
23					0	07/01/2023	0	135800		A	PAY	P12	S	RGP	12/31/2024	Y	2023	05/16/2023	0		1	A00000097254	10012813	USCSP	03/31/2024	Y
24					0	07/01/2023	0	135800		A	PAY	P12	S	RGP	12/31/2024	Y	2023	05/16/2023	0		1	A00000097265	10012810	USCSP	03/31/2024	Y
25					2	02/01/2024	0	115016		A	DTA	P12	S	RGP	02/28/2025	Y	2023	06/16/2023	0		1	A00000069504	10010772	USCSP	06/30/2023	Y

Employees Paid on a Lag

For **employees paid on a lag**, the expense will be allowed to post to the project if the wages were earned during the project period. For example:

- A project has an end date of 1/31/24 – employees paid current will only be allowed to post earnings to the project through the 1/31/24 payroll, but lag employees will be allowed to post earnings to the project through the 2/15/24 payroll.
- Visit the Payroll website to view the [Pay Calendar](#) for lag employees.



New Year of Funding Expected

If you are expecting a new year of funding for an award:

- Request a risk account from the SAM Office.
- No-cost extensions or risk accounts need to be requested 60-90 days in advance of the project ending in order to get approved and set up on time.
- If they are not requested and set up on time, you will need to move these employees to your departmental funding.





Demonstration

- Identify grant funding sources and end dates using queries in PeopleSoft HCM.



Resources & Contacts



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Office of the Controller
Office of the Controller
General Accounting
Grants and Funds Management

Sponsored Award Set Up

Sponsored Award Management

Sponsored Award Invoicing and AR

Sponsored Award Reporting

Sponsored Post Award Close Out

Grants and Funds Staff Directory

Compliance and Tax Management
Payroll Department
Operational Management and Reporting
External Financial Reporting and Transparency
Resource and Training Toolbox
Contact Us
Sponsored Award Management

Award management occurs once the grant, contract or cooperative agreement has been awarded to the university. During award management, the principal investigator (PI), along with assistance from department grant support staff, is responsible for fulfilling the proposed project and overseeing financial and personnel activity, all while ensuring compliance with university and sponsor policies and procedures.

Sound management of sponsored projects is critical to maintain the public trust in research results and outcomes. Success of a sponsored project is contingent on both the ability of the PI and grant support staff to carry out the project by ensuring proper stewardship of the awarded funds.

Award Management Activities

Major activities that may occur during award management include:

- expending funds, including purchasing, managing personnel and travel
- making modifications to the award budget, personnel, and timeframe
- monitoring financial activity on the award, and when necessary, initiating cost transfers in a timely fashion
- issuing project reports, including both financial and technical
- if an award has one or more subawards, it is important for the PI to carefully monitor the sub awardee's activity

Cost Share

Expand all


Expense Monitoring

Expense Timing

Cost Transfers

Monthly Payroll Account Funding Review Checklist for Business Managers/PI


Where to Find the Resources

For additional resources, visit the [Sponsored Award Management](#) page in the Grants and Funds Management section.



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Payroll Department

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 External Financial Reporting
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**Resource and Training
 Toolbox**

Business Manager

 ➤ **Grant Administration**

Principal Investigator

Policies & Procedures

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Grant Administration

Grant Administration of Sponsored Awards supports academic and administrative business units to include personnel management, fiscal operations, and coordination with multiple governing areas to ensure compliance with Uniform Guidance and grant awards.

Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure in coordination with the Principal Investigators.

Below is a list of Grant Administration tasks you may be responsible for within your college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change
Close Out Matrix
Cost Share
Cost Transfers
Indirect Cost (IDC)
Introduction to Grants Management
Milestone Notifications
Monitoring Awards

Expand all



Where to Find the Resources

For additional training resources, visit our [Grant Administration](#) page in the Resource and Training Toolbox section.



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General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

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PeopleSoft Finance Training Schedule

Top Ten Q&A Series

This webinar series is designed to address the most frequently asked questions we receive. The session will begin with a review of the top ten questions and answers noted by our office, providing clear guidance and best practices. Following this overview, the second portion of the session will be dedicated to open Q&A, allowing participants to ask questions directly and receive real-time clarification from our team.

What	When	Where
Accounts Payable Top Ten Q&A	Wednesday, October 22nd, 2025 at 2:00 PM	Online (Teams Meeting)
Travel Top Ten Q&A	Wednesday, November 5th, 2025 at 2:00 PM	Online (Teams Meeting)
Supplier Top Ten Q&A	Tuesday, November 11th, 2025 at 2:00 PM	Online (Teams Meeting)
Chart of Accounts Top Ten Q&A	Wednesday, January 14th, 2026 at 2:00 PM	Online (Teams Meeting)
Card Programs Top Ten Q&A	Thursday, January 15th, 2026 at 2:00 PM	Online (Teams Meeting)
Transaction Corrections Top Ten Q&A	Tuesday, January 27th, 2026 at 2:00 PM	Online (Teams Meeting)
Time and Effort Top Ten Q&A	Thursday, January 29th, 2026 at 2:00 PM	Online (Teams Meeting)
P-Card Purchasing Shared Service Q&A	Tuesday, February 3rd, 2026 at 9:00 AM	Online (Teams Meeting)
Payroll Top Ten Q&A	Tuesday, February 3rd, 2026 at 2:00 PM	Online (Teams Meeting)
Time and Labor Top Ten Q&A	Thursday, February 5th, 2026 at 2:00 PM	Online (Teams Meeting)

On Demand Training

The Controller's Office offers on demand training. To complete the training, click the corresponding link that will take you to the training quiz. Once you finish the training with a score of 80% or higher, a confirmation email will be sent to you with additional information.

Where to Register for Training

To register for scheduled trainings, visit our [PeopleSoft Finance Training Schedule](#) page.

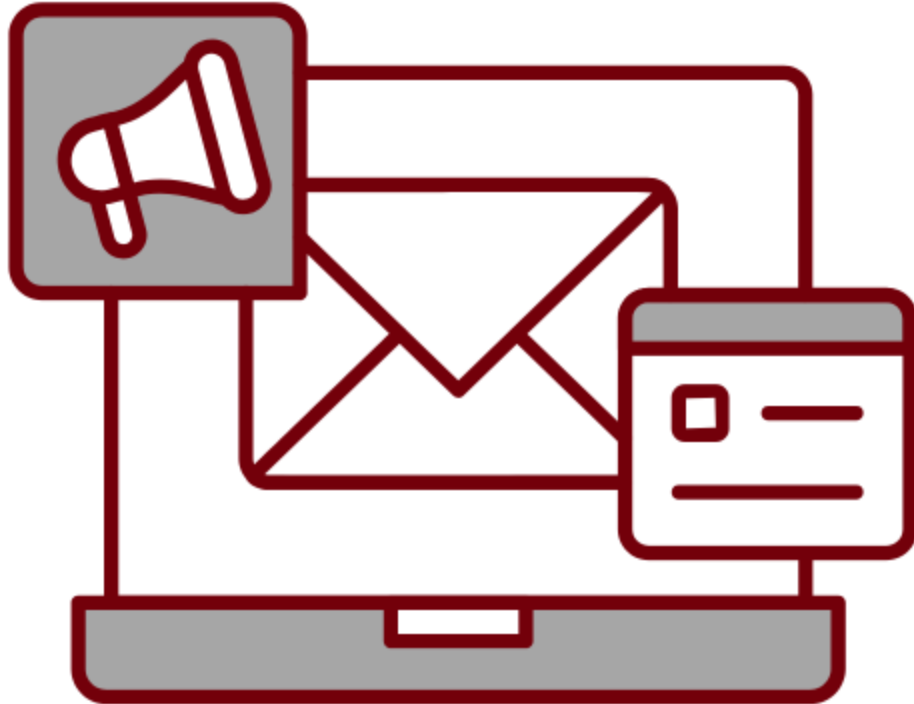


Questions



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Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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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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