



**Office of the Controller
Compliance Team
Time and Effort Reporting – Principal Investigator**

Table of Contents

I.	Objectives.....	2
II.	Navigation in HCM PeopleSoft.....	2
III.	Verifying and Approving Time and Effort Report eForms	3
IV.	Time and Effort Report Actions	9
V.	Time and Effort Report Statuses.....	9
VI.	Principal Investigator Responsibilities	10
VII.	Email Notification.....	10

I. Objectives

By the end of this procedure, you should be able to:

- Navigate in HCM PeopleSoft
- Verify Time and Effort Report eForms
- Approve Time and Effort Report eForms

II. Navigation in HCM PeopleSoft

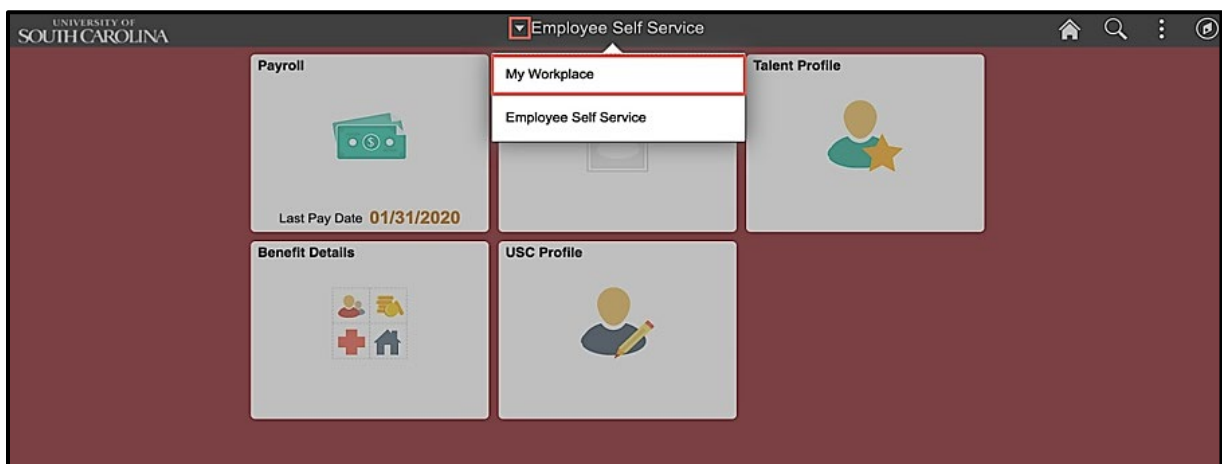
To access Time and Effort reporting, navigate to [PeopleSoft HCM](#). To view the Time and Effort home screen navigate to:

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

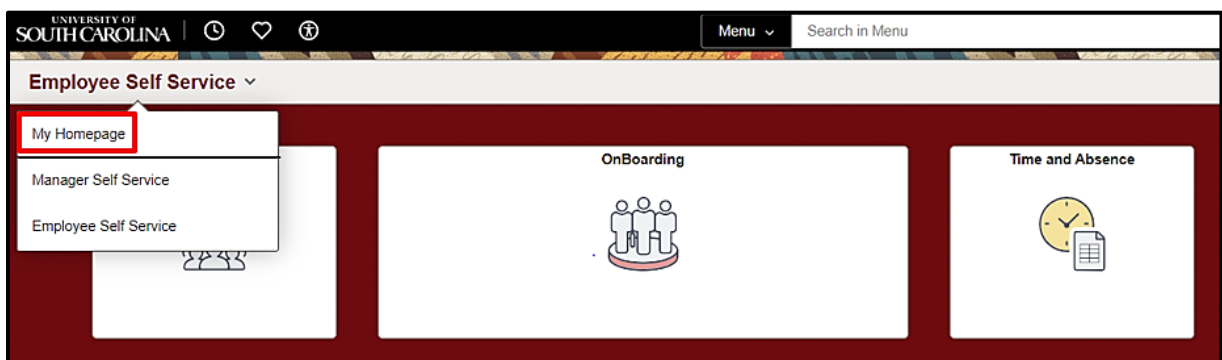
Step 1: Click the **Employee Self Service** drop-down arrow.

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

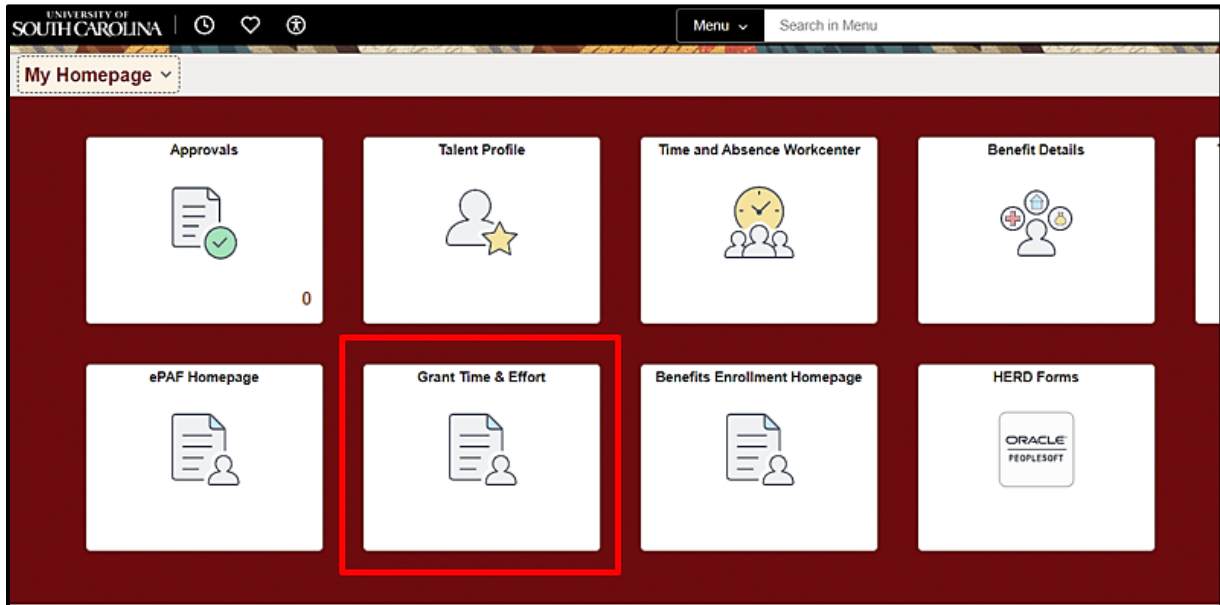
Note: Each individual's specific access will determine whether the My Workplace or My Homepage option appears – both lead to the Grant Time & Effort tile).



Or



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



III. 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 the actual time/effort they spent on your sponsored award(s).

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 three items: 'Grant Time & Effort Forms', 'Certify a Grant Report' (highlighted with a red box), and 'View a Grant Report'. The main area contains search filters for 'Form ID', 'Employee Name', 'Reporting Period', 'Primary Department', 'Form Status', 'Form Type', and 'Empl ID'. Each filter has a dropdown menu and an input field. At the bottom, there are three buttons: 'Search' (highlighted with a red box), 'Clear', and 'Save Search'.

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. Click **one of the links within the row** to access the report.

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: Joseph Rodriguez Empl ID: 803895
 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

Sponsored Accounts

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

Multiple Reports Available:

Empl ID Begins With

Form ID ¹	Employee Name ¹	Reporting Period ID ¹	Reporting Period ¹	Primary Department
1 773339	<u>Joseph Rodriguez</u>	14	January - June 2024	100100
2 803895	<u>Joseph Rodriguez</u>	14	January - June 2024	100100

Step 4: Review the earnings and percent of pay charged to your sponsored award(s) during the reporting period for reasonableness.

As the PI, you will only have access to the lines associated with sponsored awards for which you are the PI. Your certification and acknowledgement are only applicable to those lines. You should not have access to toggle the lines associated with other, unrelated sponsored awards

Note: If you are also the employee’s Supervisor, you will have access to all lines of the report.

Step 5: If you feel the percentages reasonably reflect the actual time/effort the employee spent on your sponsored award(s), toggle the Certified field to ✓ for each applicable line.

Form Page
Time and Effort Reporting : Time and Effort Report

Employee Information

Employee Name: ██████████ Empl ID: ██████████
 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

Sponsored Accounts

Certified? ¹	Earnings ¹	Percent of Pay/Computed ¹ Effort	Details	Project/Grant ¹	Department ¹	Cost Share ¹	Op Unit/Dep/Fund/Acct/Class ¹
<input 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 type="checkbox"/>	594.50	0.83	Details	10013880 State Maternal Health Im	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.

Percent Total 100.00 [View Approval Routing](#)

File Attachments

Notice the employee and PIs have already approved the report and it is pending with the Supervisor. Click the **Cancel** button to return to the report page.

Current Approval Routing

[Cancel](#)

Review/Edit Approvers

Employee Stage

> G3FORM_ID=810218 **Approved**

Parallel Stage

> G3FORM_ID=810218, PROJECT_ID=10013027 **Awaiting Further Approvals**

> G3FORM_ID=810218, PROJECT_ID=10013408 **Awaiting Further Approvals**

> G3FORM_ID=810218, PROJECT_ID=10013880 **Awaiting Further Approvals**

Supervisor Stage

∨ G3FORM_ID=810218 **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 PI 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, other Principal Investigators, and Supervisor 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 an eForm. It features a table with one row for 'Acknowledgements'. The table has a checkbox and a text area containing a disclaimer: 'To the best of my knowledge and belief, I certify the employee's 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.' Below the table is a 'Comments' section with a dropdown arrow and a text input field. At the bottom of the form are buttons for 'Search', 'Recycle', 'Hold', 'Print', and 'Approve'. The 'Approve' button is highlighted with a red box.

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 was previously approved by the employee (in the Employee Stage), and has now been approved by you in the PI role (in the Parallel Stage) for any of your sponsored award(s). Once any additional PIs approve, the report will route to the employee’s current Supervisor for final approval.

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 you are 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.
The eForm has been routed to the next approval step.
multiple approvers.

View Approval Route

Transaction / Signature Log

Current Date Time	Step Title
1 12/11/2024 1:37:38PM	Saved
2 12/11/2024 1:40:52PM	Initiated
3 12/18/2024 5:39:29PM	Employee Oprid
4 12/18/2024 6:13:17PM	Principal Investigator Pr

Refresh Log

Action Item Log

Acknowledgement	Description
1 Yes	To the best of my knowledge, I confirm this report reflects all
2 Yes	To the best of my knowledge and belief, I certify that the payro reports may result in punitive actions as noted in federal and I
3 Yes	To the best of my knowledge and belief, I certify the employe Investigator. I am aware that filing inaccurate and/or late effor

Print

View Approval Route

Review/Edit Approvers

Employee Stage
> G3FORM_ID=810133 Awaiting Further Approvals

Parallel Stage
v G3FORM_ID=810133, PROJECT_ID=10013027 Pending

Parallel Path
Pending
Principal Investigator Project >

> G3FORM_ID=810133, PROJECT_ID=10013408 Awaiting Further Approvals

v G3FORM_ID=810133, PROJECT_ID=10013880 Pending

Parallel Path
Pending
Principal Investigator Project >

Supervisor Stage
> G3FORM_ID=810133 Awaiting Further Approvals

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 your sponsored award(s), **do not** toggle the Certified field or Acknowledgement to **P**. Leave those fields in the default position.

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, other Principal Investigators, and Supervisor 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.

Sponsored Accounts 3 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	Yes	47893.20	67.13	Details	10013027 TECHNICAL ASSISTANCE AND	100100	CL061 100100 G1000 51300 201
2	<input type="checkbox"/>	7490.63	10.50	Details	10013408 Project 6: Statewide SNAP	115400	CL034 115400 F1000 51300 301
3	Yes	594.50	0.83	Details	10013880 State Maternal Health Inn	100100	CL061 100100 F1000 51300 201

Form Action Items 1 row

1	Acknowledgement	<p><input type="checkbox"/> To the best of my knowledge and belief, I certify the employee's 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.</p>
---	------------------------	--

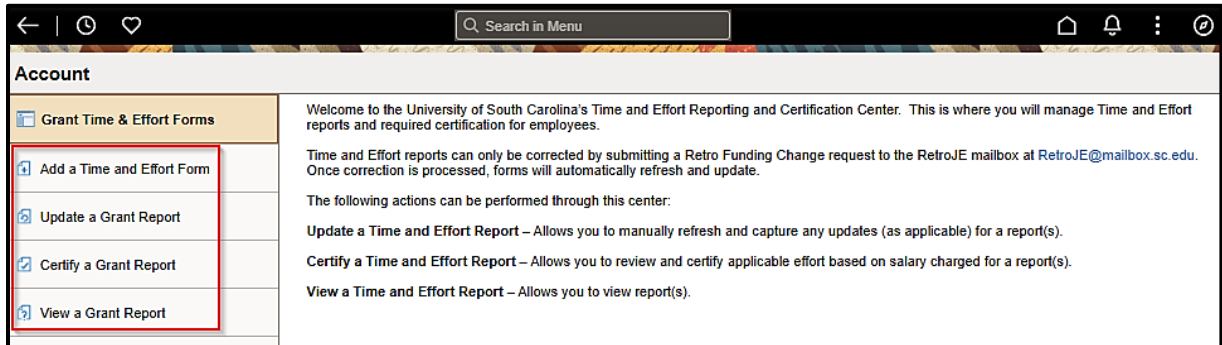
∨ **Comments**

The percentage on project 10013408 is not accurate; 25% of the employee's time was spent on this project.

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 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.

IV. 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).



Grant Time & Effort eForm Actions	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	✓

V. 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	

VI. Principal Investigator Responsibilities


- Review the effort reports of any employee(s) who performed work on your sponsored award(s) for accuracy in a timely manner (within three days of receipt).
- Electronically certify all lines on the effort reports associated with your sponsored award(s) 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.

VII. 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