UNIVERSITY OF South Carolina

Controller's Office – Grants and Funds Management
Time and Effort Reporting – Business Manager

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I. Objectives

By the end of this procedure, **Business Managers** should be able to:

- Update and view all Time and Effort reports they are responsible for
- Use HCM Distribution to verify Time and Effort for the employee identified on an eForm

II. Tips, Tricks, and Things to Remember

Here are few tips and tricks that will help when verifying Time and Effort, along with important things to remember:

- Log into the HCM Distribution tool located on the Finance Intranet to quickly verify and compare the payroll information for each employee's time and effort report.

- If there are discrepancies between the Time and Effort report and HCM Distribution check the following:

  - Review the pay group of the employee to determine if they are paid current or on a lag and adjust the pay period date of the HCM Distribution tool accordingly.
  - Export the HCM Distribution data using the CSV option to see if there are any earn codes that are excluded from the Time and Effort reporting system (For example, CHR and ALP.)
  - Ensure all retro funding requests have processed.

- When searching for Time and Effort reports, within the Update tab, to verify and release to employees for approval, be sure to filter your search to **Saved** and **Partially** Approved reports only. This will ensure you are not verifying and submitting reports a second time, restarting the approval workflow again.

- Ensure all retro funding changes are submitted within **90** days of the close of the ledger period in which the original charge was posted. Remember, any retro funding changes submitted **after** 90 days requires a Cost Transfer memo and is subject to the Cost Transfer Policy (FINA 3.35).

- When Time and Effort Reports recycle back to you for funding changes, be sure to review the request quickly and prepare any needed retro funding changes.

- As the Business Manager, you will receive emails for all the Time and Effort reports for which you are responsible. It would be helpful to set up a rule in OutLook ensuring no emails get lost.

- Hourly employees will be included, and **earnings end dates** are outlined at the top of the report. For example, if the reporting period or the effort report is April 2019 through December 2019, salary earned prior to April will be excluded even if paid in April.

- If you have questions regarding the HCM Distribution tool, please refer to the recorded training webinar and PPT found on the Controller's Office website homepage.
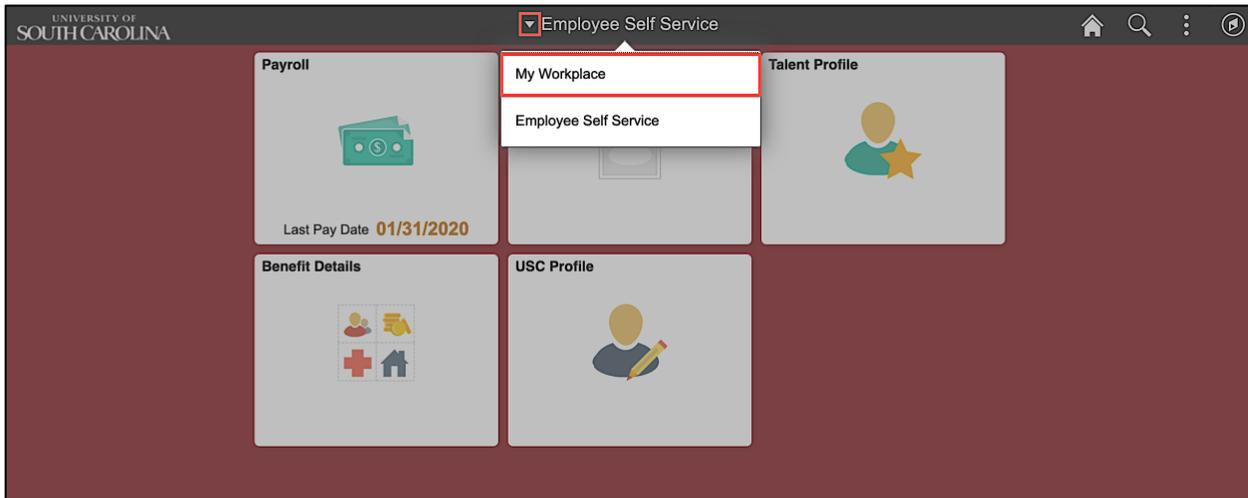
III. Navigation

In HCM Peoplesoft, to view the Time and Effort home screen navigate to:

Employee Self Service > My Workplace > Grant Time and Effort

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

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

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

IV. Review of eForm Actions

Below is an explanation of each action highlighted above and who can perform that action.

Time and Effort eForm Actions

	Add	Update	Certify	View
	Only GFM can add/create a new eForm.	Allows you to review and verify distribution lines and release for certification.	Allows you to review and certify applicable effort based on salary charged for a report(s).	Allows you to view report(s), including approval workflow and transaction log.
Business Manager	✕	✓	✕	✓
Employee	✕	✕	✓	✓
Principal Investigator	✕	✕	✓	✓
Supervisor	✕	✕	✓	✓
GFM Office	✓	✓	✕	✓

Note: Business Managers, Employees, PIs and Supervisors may be able to see all three action tabs but will not receive search results if it's an action that cannot be performed by the role as indicated above.

V. Review of eForm Status

Time and Effort eForm Status	Status Description
Saved	Business Manager – Receives the reports in **"Saved"** status and submits or releases them to Employees for certification. If a retro funding change is processed after the form has been submitted and released for certification, it will automatically be recycled back to the Business Manager in a **"Saved"** status.
Pending	Employees, PIs, & Supervisors receive the reports in **"Pending"** status (because they are pending approval).
Partially Approved	If a report is recycled by a user at any point, it will return to the Business Manager in a **"Partially Approved"** Status. Business Managers will initiate all necessary changes and **Resubmit** the form.
Executed	Once a report is fully certified, the report status is **"Executed"**.
On Hold	This function is not recommended used. Reports can stay in an approvers cue until ready to be approved or recycled. The employee, PI or supervisor have the Time and Effort Report on hold to verify the payroll information before certifying and submitting to the next level.
Withdrawn	The eForm has been withdrawn by the GFM Office and is no longer available to the Business Manager to release for certification.

Use **View Option** to review form status, not Update! This will prevent accidently restarting workflow.

VI. Earnings Codes Included in Time and Effort Reporting

Earn Code	Description	Earn Code	Description
ALR	Annual Leave Retro	LMP	Leave Without Pay
ALV	Annual Leave Taken	LWS	Leave WO Pay Stud Treaty
ASA	Administrative Salary Adjstmnt	LWT	Leave WO Pay Teaching Treaty
ASR	Admin Salary Adj Retro	OS1	OT Straight Time Stdt Treaty
ATS	A L Taken Student Treaty	OSR	Overtime Straight Retro
ATT	A L Taken Teaching Treaty	OSS	OT Straight Retro Stud Treaty
CTP	Compensation Time Paid	OST	OT Straight Retro Teach Treaty
CTS	Comp Time Student Treaty	OT1	Overtime 1.5 Student Treaty
CTT	Comp Time Teacher Treaty	OTI	OT Straight Time Teach Treaty
EFM	Govt Pd FMLA - Hourly	OTR	Overtime Pay 1.5 Retro
EFS	Govt Pd FMLA - Sal Stud Treaty	OVI	Overtime 1.5 Teaching Treaty
EFT	Govt Pd FMLA - Teach Treaty	OVR	OT 1.5 Student Treaty Retro
ELS	Govt Pd FMLA - Hrly Stud Treaty	OVS	Overtime Straight Time
ELT	Govt Pd FMLA - Salary	OVT	Overtime Pay 1.5
FOR	Faculty Overload Retro	RCK	Reissued Check
FOV	Faculty Overload	REG	Regular Pay
GE2	Govt Pd Lv - S Treaty SAL FAM	RS1	Regular Pay Student Treaty
GEO	Market Geographic Diff	RSR	Regular Treaty Student Retro
GER	Market Geo Diff Retro	RSV	Intl Fac Overload Retro Std
GLS	Govt Pd Lv - S Treaty HRL EE	RTI	International Teaching Regular
GLT	Govt Pd Lv - Treaty TEACH EE	RTM	Retro Pay Manual
GP2	Govt Pd Sick Leave - HRL FAM	RTO	Regular Pay Retro
GPL	Govt Pd Sick Leave - HRL EE	SAP	Special Assignment Pay
GPT	Govt Pd Sick Leave - SAL EE	SAS	Special Assign Pay Stud Treaty
GS2	Govt Pd Lv - S Treaty HRL FAM	SAT	Special Assign Teaching Treaty
GSA	Grant Salary Adjustment	SCK	Sick Leave Taken
GSR	Grant Salary Adj Retro	SCR	Sick Leave Retro
GSS	Govt Pd Lv - S Treaty SAL EE	SCT	Sick Pay Teacher Treaty
GST	Govt Pd Lv - T Treaty SAL FAM	SHD	HR Approved Differential
GT2	Govt Pd Sick Leave - SAL FAM	SHR	HR Approved Differential Retro
HAS	Holiday Pay Student Treaty	SIR	Summer Instruction Retro
HCP	Holiday Compensation Pay	SLS	Sick Leave Taken Stud Treaty
HOL	Holiday Pay	SMI	Summer Instruction
HOR	Holiday Pay Retro	SMR	Summer Research
HOT	Holiday Pay Teaching Treaty	SPR	Special Assignment Pay Retro
IOR	International Other Retro	SRR	Summer Research Retro
IOS	OT Student Treaty 1.5	TSA	Temporary Salary Adjustment
IOV	International Faculty Overload	TSR	Temp Salary Adj Retro
ISV	Intl Fac Overload Std Treaty	VAR	Variable Pay
ITO	OT 1.5 Teaching Treaty Retro	VAS	Variable Pay Student Treaty
ITR	International Teaching Retro	VAT	Variable Pay Teaching Treaty
IVR	Intl Faculty Overload Retro	VPR	Variable Pay Retro

Note: This is subject to change as earnings codes are activated and/or inactivated in HCM PeopleSoft.

VII. Verifying and Releasing Time and Effort Report eForms – Business Manager

The Business Manager is responsible for:

- Serving as central point of contact for Time and Effort certification for employees in their department and /or College for awards for which they are responsible
- Coordinating with other Business Managers and Administrators as necessary to ensure payroll distribution is reflected accurately.
- Serve as the first line of defense for compliance as it relates to sponsored awards and ensuring charges comply with cost principals as outlined in Uniform Guidance (2 CFR 200).
- Verifying all the retro funding changes are captured and to make sure no additional changes are required.
- Assisting employees, PIs, and supervisors with the certification process.
- Directing employees, PIs and supervisors to the training aids and tools that are available on the Controller's Office website

Step 1: To search for Time and Effort reports you are responsible for, click the **Update a Grant Report** tab.
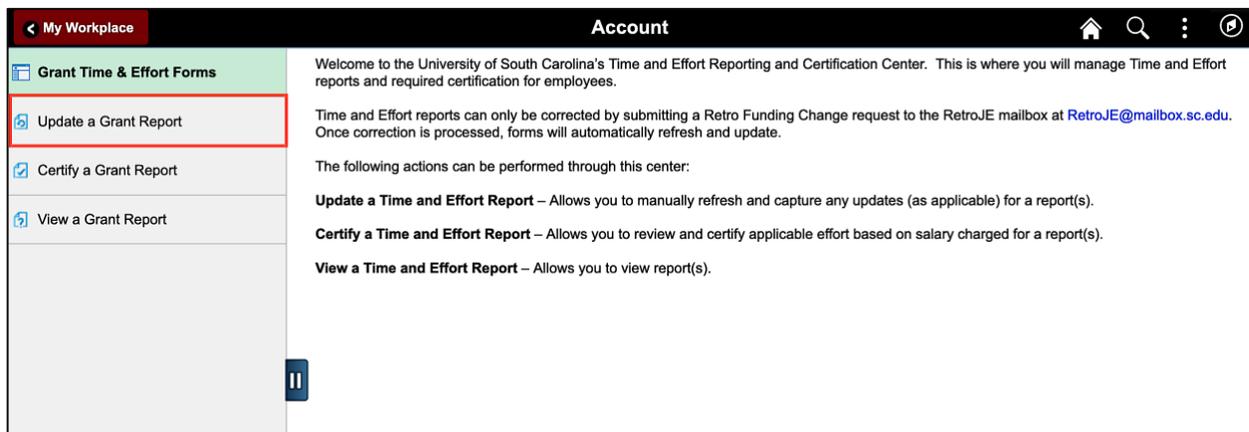
Step 2: To view all of the reports you are responsible for, select **Saved** from the Form Status drop-down box and click the **Search** button. All of the Time and Effort reports that need to be verified by you and released to the employees will populate at the bottom of the screen.

To view all of the reports that have been recycled back to the Business Manager for changes and further verification, select **Partially Approved** from the Form Status drop-down box.

Note: If you are responsible for multiple departments, you can search by **Primary Department** to refine your search to a whole department.

Step 3: Click the **employee name** to open the Time and Effort report.

Step 4: Review the employee information at the top of the report. Pay close attention to the reporting period, begin and end dates. These dates will be helpful when using HCM Distribution to verify distribution lines on the report.

Step 5: You can choose to click the **Hide Chartfields** button to hide the accounting information. For Business Managers, it is recommended to keep this information visible as it will help verify the distribution on the eForm against the distribution in the HCM Distribution Reporting tool located on the Finance Intranet.

Note: You have the option to hide if you feel it is too much information for the employee, PI and supervisor prior to releasing.

Now let's verify each distribution line by comparing the information on the eForm to what is in HCM Distribution. To begin, log into the HCM Distribution tool. (If you have two monitors, it would be helpful to have HCM PeopleSoft up on one, and HCM Distribution on the other.)

Step 6: The earnings amount, percent of pay, project/grant number and chartfield on the eForm will help identify each distribution line in the HCM Distribution tool for comparison.

To begin your search in HCM Distribution, use the following criteria:
- Employee USCID
- Pay Period Begin and End date (Use the Reporting Period Begin and End dates identified in the Employee Information section of the form.) Be sure to adjust dates, as necessary, to pull applicable information for the employee if they are paid on a lag.
- Select Total, Sub-total, Detail, and Sum Adjustments (Checking all of these options will break the payroll information up nicely by project/chartfield.)
- Make sure Fiscal Year is selected as **"ALL"**. This will ensure the most up to date balances are pulled and include any adjustments.

Step 7: To verify the first distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool.

- Earnings amount $20086.00
- Project/Grant 10008119

Step 8: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Step 9: Notice the project/grant is 10008119 and the total earnings is $20086.00 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Step 10: To verify the second distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount $22573.99
- Project/Grant 10008115

Step 11: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Step 12: Notice the project/grant is 10008115 and the total earnings is $22573.99 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Step 13: To verify the third distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount $18104.66
- Project/Grant 10008116

Step 14: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Step 15: Notice the project/grant is 10008116 and the total earnings is $18104.66 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Step 16: To verify the fourth distribution line, use the amount and project/grant to compare what is listed in the HCM Distribution tool. Notice that this distribution line is cost shared.

- Earnings amount $45814.60
- Project/Grant 10008118

Step 17: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Step 18: Notice the project/grant is 10008118 and the total earnings is $45814.60 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Step 19: To verify the fifth distribution line, University Accounts, use the amount and the chartfield string to compare what is listed in the HCM Distribution tool.

- Earnings amount $74403.53
- Chartfield string CL040, 155001, A0001, 51300, 101

Step 20: Click the **Details** button to view the pay periods included in the distribution. This is a good place to identify the earning dates and codes included on this report.

Step 21: Notice the chartfield string is CL040, 155001, A0001, 51300, 101 and the total earnings is $74403.53 in HCM Distribution. This information matches up with what is on the Time and Effort eform.

Step 22: There is an additional distribution line in HCM Distribution for the chartfield string CL049, 220000, LP000, 201, E0000098 that is not included on the Time and Effort report. Click the $20,000.00 labor link to view the details.

Step 23: The details show that this distribution line is payroll for Chair Professorship, earning code CHR, and is not included in time and effort.

Step 24: To match the **Total Qualifying Accounts** with what is in HCM Distribution for this employee, subtract the $20000.00 (CHR) from $200982.78 (total in HCM Distribution) to equal $180982.78 (Total Qualifying Accounts).

Step 25: All distribution lines are verified. Click the **Acknowledgement** button to confirm the Time and Effort report reflects current payroll actions and requests.

Step 26: Adding a comment is optional. Click the **Comments** drop-down arrow and click in the comment box to type a comment. All comments will be available for the employee, PI, and supervisor to view through the certification process.

Step 27: This Time and Effort report has been verified and is ready for the employee to certify. Click the **Submit** button to release it to the employee for certification.

| | Percent Subtotal | 58.88 | | | | | | |

University Accounts

1 row

	Certified? ◇	Earnings ◇	Percent of Pay ◇	Details	Project/Grant ◇	Department ◇	Cost Share ◇	Op Unit/Dept/Fund/Acct/Class ◇
1	No	74403.53	41.11	Details		155001		CL040 155001 A0001 51300 101

| | Subtotal | 74403.53 |
| | Percent Subtotal | 41.11 |

Total Qualifying Accounts

| | Total | 180982.78 |
| | Percent Total | 100.00 |

File Attachments

1 row

	Status	Action	Description ◇	File Name ◇	Remove
1		Upload			Delete

Add

Action Items

1 row

	Acknowledgement		
1	Yes	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.	

▼ **Comments**

This Time and Effort looks good. I am releasing it for the employee to begin certification.

Search   Save   Submit

VIII. Viewing Time and Effort Reports

Use the **View a Grant Report** tab to:

- View all of the reports in **"Saved"** status that require your attention.
- View all of the reports in **"Partially Approved"** status indicating it has been recycled back to you and requires a change
- See where the Time and Effort reports are in the workflow process. You may have to prompt an employee, PI and/or supervisor to certify and submit a report if left uncertified for a period of time.
- View all the reports in **"Executed"** status

Step 1: Click the **View a Grant Report** tab and then click the **Search** button.

Step 2: The search results is showing:

- Two eForms are in **"Pending"** status indicating they have been verified and submitted by the Business Manager waiting for the employee, PI, and supervisor to certify and approve.
- The remaining eForms are in **"Saved"** status indicating:
  a. An eForm has been released by the GFM Office and is ready for the Business Manager to verify and submit
  b. Or, a retro funding change has been processed causing the form to be recycled back to a **"Saved"** status.

	Form ID	Employee Name	Reporting Period	Primary Department	Form Status	Last Operator	Last Date	Form Type	Empl ID
1	141510		Go-Live Catch-up 2019	155401	Pending		2020-02-26	GRANT_TE	H97879719
2	141511		Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	V37416865
3	141516		Go-Live Catch-up 2019	155201	Pending		2020-02-26	GRANT_TE	B11350442
4	141525		Go-Live Catch-up 2019	155401	Saved		2020-02-26	GRANT_TE	W39089082
5	141669		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B00799163
6	141673		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B02437540
7	141676		Go-Live Catch-up 2019	155201	Saved		2020-02-27	GRANT_TE	B03551652
8	141679		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B05714341
9	141682		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B09580965
10	141691		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B16462265
11	141693		Go-Live Catch-up 2019	155401	Saved		2020-02-27	GRANT_TE	B17183136

Now let's see where an eForm is in the approval process.

Step 3: To view the Approval Workflow, begin by clicking the **employee name** to open the Time and Effort report.

**Step 4:** Scroll down to the bottom of the form page, and click the **Next** button.

Step 5: Click the **View Approval Route** button.

Step 6: Notice the eForm is pending with the employee.

Step 7: Click the **Signature/Action Logs** drop-down arrow. This is where you can see if an eForm has been sitting in someone's workflow queue for too long indicating that it's time for you, as the Business Manager, to reach out.
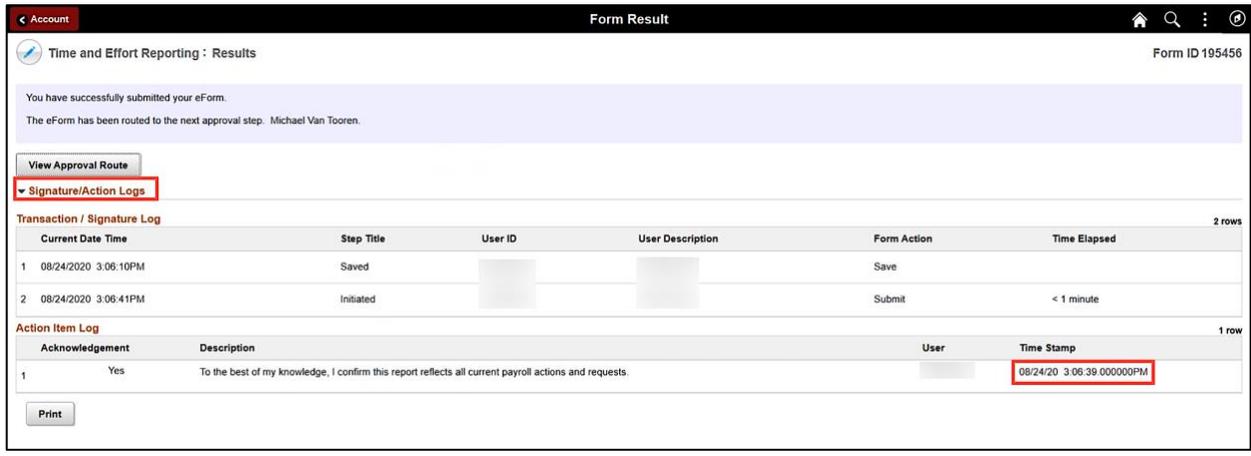
IX. Time and Effort eForm Approval Workflow

When the form is submitted, it will move through the approval workflow process.

Business Manager > Employee > Principal Investigator(s) > Supervisor

Step 1: To view the approval workflow in the View a Grant Report tab, click the **View Approval Route** button. Notice the Time and Effort eForm has been routed to the employee and will then be routed to the applicable PI(s).

Approval Workflow process:

- If the employee and the PI are the same person, PI certification will be automatic at the PI step.

- There are parallel stages for each of the project/grant identified on the report. If the projects listed all have different PIs, it can be in multiple ques at the same time.

- No approval proxies are permitted.

- All roles are based on the project team set up in Finance PeopleSoft.

- Supervisors are based on who is listed in HCM PeopleSoft.

- If the employee is no longer an active employee at USC, it will skip that approval step and move on to the PI approver level.

- PIs will only be able to edit, or toggle distribution lines associated with their projects. (Unless the PI is also in the Supervisor role.)
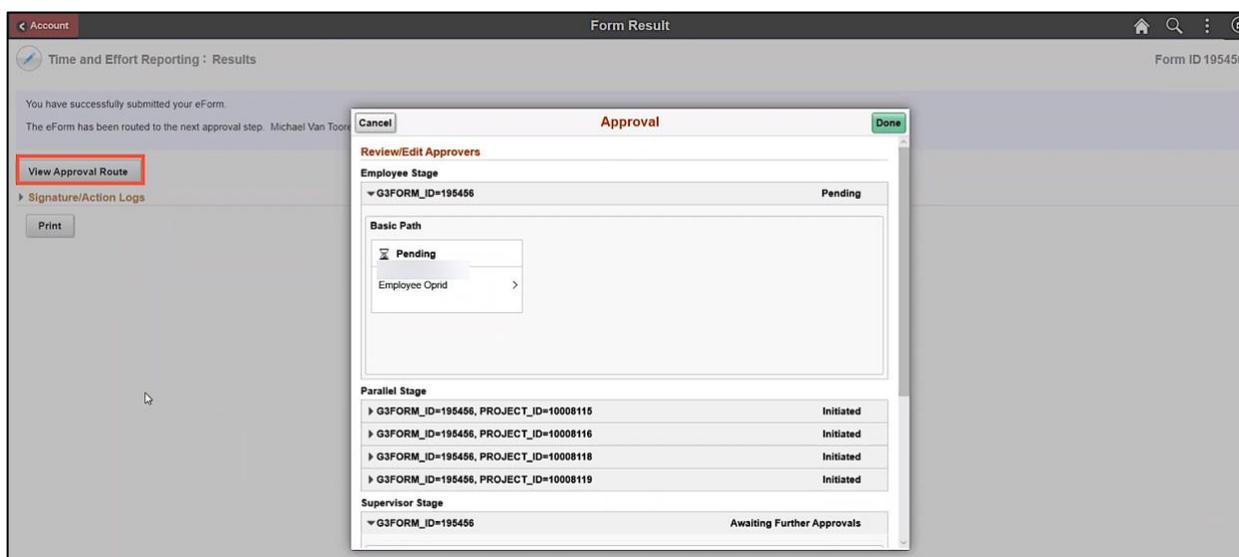
Step 2: Click the **Signature/Action Log** drop-down arrow to view all actions taken on this eForm.

Here you can see:

- A time stamp showing how long a form has taken to move through each workflow approval step including all recycles.
- All completed acknowledgements
- Who has acted on the form

Note: This is a back-office function that is not required for certification.

Step 3: Click the **Print** button to print the Time and Effort report.

Step 4: Select **Grant Time and Effort** report name.

Step 5: Click the **Print Report** button.

Step 6: Review the printed Time and Effort Report.

Grant Time and Effort Report

Form ID 195456

Name

Employee ID

Primary Department 155401
Report Period April - December 2019
Report Period Begin Date 2019-04-01

Report Period End Date 2019-12-31

Sponsored Accounts

Certified	Amount	Percent	Department	Project	Cost Share	Chart String
N	20086	11.1	155400	10008119 Work Activity 202C21: Rapid In		CL040 155400 F1000 51300 202
N	22573.99	12.47	155001		10008115 Work Activity 202C18: Progress	CL040 155001 A0001 51300 101
N	18104.66	10	155001		10008116 Work Activity 202C19: High Ene	CL040 155001 A0001 51300 101
N	40451.38	22.35	155001		10008118 Work Activity No 202C20: Rapid	CL040 155001 A0001 51300 101

Subtotal: 101216.03
Percent Subtotal: 55.926

University Accounts

Certified	Amount	Percent	Department	Project	Cost Share	Chart String
N	79766.75	44.07	155001			CL040 155001 A0001 51300 101

Subtotal: 79766.75
Percent Subtotal: 44.074

Total Qualifying Accounts

Total: 180982.78
Percent Total: 100

Transaction Log:

Form Action	Step Title	Approver	Date
Save	Saved	Tiffany Boyd	24-Aug-2020
Submitted	Initiated	Tiffany Boyd	24-Aug-2020

Action Item Log:

Checkbox	User	Certification Type	Certification Text	Date
Y	PERKINTD	Business Manager confirmation	To the best of my knowledge, I confirm this report reflects all current payroll actions and requests.	24-Aug-2020

X. Time and Effort Reporting Email Notifications

Below are the Time and Effort email notifications received when action is taken on a report.

Click the **link** and you will be prompted to sign into HCM PeopleSoft. If you already have HCM PeopleSoft open, it will take you directly to the Time and Effort eForm.

Email Notification #1: Notification that a report has been **saved** and is ready for the Business Manager to verify and release to the Employee.

Email Notification #2: Notification that a report has been **recycled** back to the Business Manager requiring additional review and action.

Email Notification #3: Notification that a report has been **routed** for Employee, Principal Investigator, and Supervisor for review and certification.