Controller’s Office – Grants and Funds Management

Using the My Grant Reports Dashboard Tile in HCM PeopleSoft

The **My Grant Reports Dashboard Tile** provides easy access to reports Business Managers can use to assist in their time and effort reporting responsibilities.

To access the **My Grant Reports Dashboard Tile**, go to [hcm.ps.sc.edu](http://hcm.ps.sc.edu).

**Navigation:** Employee Self Service > My Homepage/My Workplace > My Grant Reports Tile
Select the report you would like to run.

List of Available Reports and Descriptions

When should these reports be used?
These reports would mostly be used during the certification cycle of each reporting period. The goal is to ensure effort reports are fully executed (fully approved by all users in the workflow) within 30 days of their issuance.

Report Name: My Saved Effort Reports (USC_GRANT_TE_ROSTER_BUS_MGR_PV)
Description: Use this report to view all effort reports that currently have a “saved” status within your purview. Saved reports are reports that need to be reviewed for accuracy (compared to HCM Distribution) and released to approvers. This query will also show you the reporting period associated with each report.

Report Name: Effort Reports Pending Approval by Other (SC_MY_GRANT_FORMS_PENDING)
Description: Use this report to view all reports that are currently in “Pending” status. This report will provide you with the Form ID of the report, the employee the report is for, and who the report is currently pending with for approval along with their email address. This report can be used to email pending approvers to request action.
**Report Name:** Executed/Approved Effort Reports (USC_GRANT_TE_EXECUTED_FORMS)

**Selection Criteria:** Approval Date (greater than or approved after MM/DD/YYYY), Reporting Period ID (optional)

**Description:** Use this report to view reports that have been approved or fully executed. You can run this report wide open to include all reporting periods or you can limit the results to just one reporting period.

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**Current Listing of Reporting Period IDs:**

<table>
<thead>
<tr>
<th>Reporting Period ID</th>
<th>Reporting Period Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>April – December 2019</td>
</tr>
<tr>
<td>6</td>
<td>January – June 2020</td>
</tr>
<tr>
<td>7</td>
<td>July – December 2020</td>
</tr>
<tr>
<td>8</td>
<td>January – June 2021</td>
</tr>
<tr>
<td>9</td>
<td>July – December 2021</td>
</tr>
</tbody>
</table>

Future Report IDs will be added as they are created within the system. The Reporting Period ID will increase by one as they are added. For example, the next reporting cycle of January – June 2022 will have the Reporting Period ID of "10".