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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.

- 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 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 April 1 through December 31. Any earnings prior to April 1 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.

![Diagram of Employee Self Service and My Workplace]

**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.

<table>
<thead>
<tr>
<th>Time and Effort eForm Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Only GFM can add/create a new eForm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Manager</th>
<th>Employee</th>
<th>Supervisor</th>
<th>Principal Investigator</th>
<th>GFM Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>×</td>
<td>×</td>
<td>×</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: Business Managers, Employees, Supervisors, and PIs 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

<table>
<thead>
<tr>
<th>Time and Effort eForm Status</th>
<th>Status Description</th>
</tr>
</thead>
</table>
| 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, Supervisors, & PIs 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                     | The employee, supervisor or PI 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

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Description</th>
<th>Earnings Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR</td>
<td>Annual Leave Retro</td>
<td>OVI</td>
<td>Overtime 1.5 Teaching Treaty</td>
</tr>
<tr>
<td>ALV</td>
<td>Annual Leave Taken</td>
<td>OVR</td>
<td>OT 1.5 Student Treaty Retro</td>
</tr>
<tr>
<td>ASA</td>
<td>Administrative Salary Adjstmt</td>
<td>OVS</td>
<td>Overtime Straight Time</td>
</tr>
<tr>
<td>ASR</td>
<td>Admin Salary Adjstmt Retro</td>
<td>OVT</td>
<td>Overtime Pay 1.5</td>
</tr>
<tr>
<td>ATS</td>
<td>A L Taken Student Treaty</td>
<td>RCK</td>
<td>Reissued Check</td>
</tr>
<tr>
<td>ATT</td>
<td>A L Taken Teaching Treaty</td>
<td>REG</td>
<td>Regular Pay</td>
</tr>
<tr>
<td>CBP</td>
<td>Call Back Pay</td>
<td>RS1</td>
<td>Regular Pay Student Treaty</td>
</tr>
<tr>
<td>CBR</td>
<td>Call Back Retro</td>
<td>RSR</td>
<td>Regular Treaty Student Retro</td>
</tr>
<tr>
<td>CTP</td>
<td>Compensation Time Paid</td>
<td>RTI</td>
<td>International Teaching Regular</td>
</tr>
<tr>
<td>CTS</td>
<td>Comp Time Student Treaty</td>
<td>RTM</td>
<td>Retro Pay Manual</td>
</tr>
<tr>
<td>CTT</td>
<td>Comp Time Teacher Treaty</td>
<td>RTO</td>
<td>Regular Pay Retro</td>
</tr>
<tr>
<td>GEO</td>
<td>Market Geographic Diff</td>
<td>SAP</td>
<td>Special Assignment Pay</td>
</tr>
<tr>
<td>GER</td>
<td>Market Geo Diff Retro</td>
<td>SAS</td>
<td>Special Assign Pay Stud Treaty</td>
</tr>
<tr>
<td>GSA</td>
<td>Grant Salary Adjustment</td>
<td>SAT</td>
<td>Special Assign Teaching Treaty</td>
</tr>
<tr>
<td>GSR</td>
<td>Grant Salary Adj Retro</td>
<td>SCK</td>
<td>Sick Leave Taken</td>
</tr>
<tr>
<td>HAS</td>
<td>Holiday Pay Student Treaty</td>
<td>SCR</td>
<td>Sick Leave Retro</td>
</tr>
<tr>
<td>HCP</td>
<td>Holiday Compensation Pay</td>
<td>SCT</td>
<td>Sick Pay Teacher Treaty</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday Pay</td>
<td>SHD</td>
<td>HR Approved Differential</td>
</tr>
<tr>
<td>HOR</td>
<td>Holiday Pay Retro</td>
<td>SHR</td>
<td>HR Approved Differential Retro</td>
</tr>
<tr>
<td>HOT</td>
<td>Holiday Pay Teaching Treaty</td>
<td>SIR</td>
<td>Summer Instruction Retro</td>
</tr>
<tr>
<td>IOR</td>
<td>International Other Retro</td>
<td>SLS</td>
<td>Sick Leave Taken Stud Treaty</td>
</tr>
<tr>
<td>IOS</td>
<td>OT Student Treaty 1.5</td>
<td>SMI</td>
<td>Summer Instruction</td>
</tr>
<tr>
<td>ITO</td>
<td>OT 1.5 Teaching Treaty Retro</td>
<td>SMR</td>
<td>Summer Research</td>
</tr>
<tr>
<td>ITR</td>
<td>International Teaching Retro</td>
<td>SPR</td>
<td>Special Assignment Pay Retro</td>
</tr>
<tr>
<td>OS1</td>
<td>OT Straight Time Stdt Treaty</td>
<td>SRR</td>
<td>Summer Research Retro</td>
</tr>
<tr>
<td>OSR</td>
<td>Overtime Straight Retro</td>
<td>TSA</td>
<td>Temporary Salary Adjustment</td>
</tr>
<tr>
<td>OSS</td>
<td>OT Straight Retro Stud Treaty</td>
<td>TSR</td>
<td>Temp Salary Adj Retro</td>
</tr>
<tr>
<td>OST</td>
<td>OT Straight Retro Teach Treaty</td>
<td>VAR</td>
<td>Variable Pay</td>
</tr>
<tr>
<td>OT1</td>
<td>Overtime 1.5 Student Treaty</td>
<td>VAS</td>
<td>Variable Pay Student Treaty</td>
</tr>
<tr>
<td>OTI</td>
<td>OT Straight Time Teach Treaty</td>
<td>VAT</td>
<td>Variable Pay Teaching Treaty</td>
</tr>
<tr>
<td>OTR</td>
<td>Overtime Pay 1.5 Retro</td>
<td>VPR</td>
<td>Variable Pay Retro</td>
</tr>
</tbody>
</table>

**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, supervisors and PI’s with the certification process.
- Directing employees, supervisors and PI’s 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 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.

![Image of the Time and Effort reporting eForm]

**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.

![Image of the Time and Effort report with highlighted employee information]
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, supervisor and PI 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.)
- Select Total, Sub-total, Detail, and Sum Adjustments (Checking all of these options will break the payroll information up nicely by project/chartfield.)
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 earnings codes included on this report.

Step 9: Notice the project/grant is 10008119 and the total earnings is $20086.00. 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

![Image](image-url)

**Step 11:** Click the Details button to view the pay periods included in the distribution. This is a good place to identify the earnings codes included on this report.
Step 12: Notice the project/grant is 10008115 and the total earnings is $22573.99. 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 earnings codes included on this report.

Step 15: Notice the project/grant is 10008116 and the total earnings is $18104.66. 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 earnings codes included on this report.
**Step 18:** Notice the project/grant is 10008118 and the total earnings is $45814.60. 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 what is included in that total amount. This is a good place to identify the earnings codes included on this report.

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

Step 22: There is an additional distribution line in HCM Distribution for the chartfield string CL049, 220000, LP000, 201, E000098 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, earnings code CHR, and is not included in time and effort.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPT</th>
<th>GROUP</th>
<th>PAY PERIOD</th>
<th>ACCOUNT</th>
<th>BARK END</th>
<th>DATE</th>
<th>CHECK</th>
<th>CHK DATE</th>
<th>DEPT TYPE</th>
<th>CODE</th>
<th>CHECK-CHK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>US07</td>
<td>CIL</td>
<td>11532019</td>
<td>11/03/2019</td>
<td>099999999999999</td>
<td>42245010-A001/101</td>
<td>11000</td>
<td>001</td>
<td>11/02/2019</td>
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<td>100</td>
<td>11/02/2019</td>
<td>001</td>
</tr>
<tr>
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<td>11/02/2019</td>
<td>001</td>
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<td>11/03/2019</td>
<td>099999999999999</td>
<td>42245010-A001/101</td>
<td>11000</td>
<td>001</td>
<td>11/02/2019</td>
<td>0999999999</td>
<td>100</td>
<td>11/02/2019</td>
<td>001</td>
</tr>
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<td>US10</td>
<td>CIL</td>
<td>11532019</td>
<td>11/03/2019</td>
<td>099999999999999</td>
<td>42245010-A001/101</td>
<td>11000</td>
<td>001</td>
<td>11/02/2019</td>
<td>0999999999</td>
<td>100</td>
<td>11/02/2019</td>
<td>001</td>
</tr>
<tr>
<td>LABOR:</td>
<td>6,027</td>
<td>PRIME:</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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, supervisor, and PI 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.
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, supervisor and/or PI 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, supervisor, or PI 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.
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.

![Image of eForm interface]

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

![Image of form page]

---

New Time and Effort Reporting eForm  
March 2020
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 > Supervisor > Principal Investigator(s)*

**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 supervisor.

Approval Workflow process:

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

<table>
<thead>
<tr>
<th>Sponsored Accounts</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified</td>
<td>Amount</td>
<td>Percent</td>
<td>Department</td>
<td>Project</td>
<td>Cost Share</td>
</tr>
<tr>
<td>N</td>
<td>20086</td>
<td>11.1</td>
<td>155400</td>
<td>10008119 Work Activity 2020C21: Rapid</td>
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<tr>
<td>N</td>
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<td>12.47</td>
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<td>10008115 Work Activity 2020C18: Progress</td>
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<td>N</td>
<td>18104.66</td>
<td>10</td>
<td>155001</td>
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<tr>
<td>N</td>
<td>4814.6</td>
<td>25.31</td>
<td>155001</td>
<td>10008118 Work Activity No 2020C20: Rapid</td>
<td></td>
</tr>
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</table>

Subtotal: 106579.25
Percent Subtotal: 58.889

<table>
<thead>
<tr>
<th>University Accounts</th>
<th></th>
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<tbody>
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<td>Amount</td>
<td>Percent</td>
<td>Department</td>
<td>Project</td>
<td>Cost Share</td>
</tr>
<tr>
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<td>74403.53</td>
<td>41.11</td>
<td>155001</td>
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</tr>
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</table>

Subtotal: 74403.53
Percent Subtotal: 41.111

Total Qualifying Accounts
Total: 180982.78
Percent Total: 100

Transaction Log:

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<thead>
<tr>
<th>Form Action</th>
<th>Step Title</th>
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<tr>
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<td></td>
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</tr>
<tr>
<td>Submitted</td>
<td>Initiated</td>
<td></td>
<td>26-Feb-2020</td>
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Action Item Log:

<table>
<thead>
<tr>
<th>Checkbox</th>
<th>User</th>
<th>Certification Type</th>
<th>Certification Text</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td>26-Feb-2020</td>
</tr>
</tbody>
</table>
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 #1](image1)

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

![Email Notification #2](image2)
**Email Notification #2:** Notification that a report has been **routed** for Employee, Supervisor, and Principal Investigator for review and certification.

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**ACTION REQUIRED:**

155401, Go-Live Catch-up 2019 T&E Report is ready for Approval, 144842

**CJ**

Wednesday, March 4, 2020 at 5:38 PM

Show Details

Time and Effort Certification Report eForm ID 144842 for has been **routed for your review and certification.** This Form is for the Go-Live Catch-up 2019 certification period. Please login into HCR - My Workplace to work on this form or follow the link below.

https://hcr-dev.es.sc.edu/psp/DEV/EMPLOYEE/HRG/HC100FRMRECHGFL/Action.do?AC=RECHGFL&FORM=ACOUNTB&FORM_ID=144842&FORM_TASK=VL

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

UHRC Controller's Office