New Time and Effort Reporting System
SUPERVISOR DEMO
Grants and Funds Management
Controller’s Office
Agenda

• Summary of eForm Updates
• Learn how to Certify Time and Effort using the new Time and Effort Reporting system and eForm
• Understand responsibilities
• Where to find Resources
• Contact Information
Summary of eForm Updates

• Changed the workflow order. The eForm will route to PIs for approval before Supervisors.
• You can now view workflow prior to approving the form.
• You can now view pending and approved forms using the View a Grant Report option.
• Updated the certification language to include “To the best of my knowledge and belief.”
• PIs will only be able to toggle funding lines where they are listed as the PI, unless they are also listed as the Supervisor.
Who Should Expect a T&E Report?

• A Time and Effort Report will automatically be generated for any employee where a portion of their salary is:
  – Directly charged to a sponsored project or
  – Used as cost share on a sponsored project

• Reports will be released for certification by your College or department’s Business Manager/Administrator.
Email Notification

• You will receive the following email notification once a report has been submitted to you for certification:

Form ID 141528 for EMPLOYEE NAME has been routed for your review and certification. This form is for the Go-Live Catch-up 2019 certification period. Please login into HCM – My Workplace to work on this form or follow the link below.

https://hcm-dev.ps.sc.edu/psp/HDEV/EMPLOYEE/HRMS/c/SG3FRAME_G3SEARCH_FL_GBL?
Page=G3SEARCH_FL&Action=U&G3FORM_FAMILY=ACCOUNT&G3FORM_ID=141528&G3FORM_TASK=EV

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
UofSC Controller’s Office
Once you receive the email notification, you can click on the link within the email or log directly into HCM PeopleSoft using the Link below.

**Click here to Log In directly to HCM PeopleSoft!**

Then navigate to **My Workplace**, select the **Grant Time and Effort** tile, and select **Certify** a Grant Report.
New Time and Effort eForm Demonstration

Supervisor – Certifying the eForm
Next Steps:

• Once you complete your certification, the report will fully execute and be complete.
• If a correction is requested at any step of the process (and the form is recycled), it will route back to the Business Manager to make any needed adjustments.
• The Business Manager will then re-submit the report for re-certification.

Note: If the Employee and PI are the same person, approval at the PI step will be automatic.
Supervisor Responsibilities

• Ensure that the salary charged to the University Accounts (non-grant amount and percentage) seems reasonable. For example, is there enough non-grant time available to cover teaching and/or administrative duties.

• To the best of your ability, review the salary charged to Sponsored Accounts and ensure the percentage charged is a reasonable representation of how their time was spent.

• Your certification is verification you have first-hand knowledge of the employee’s effort.

• If you have questions or concerns, coordinate with your Business Manager.
• Additional training aides and webinars can be found here!
Questions?

If you have questions, please contact your Business Manager.