Time and Effort Reporting Webinar – Updates & Refresher Training for Business Managers
Grants and Funds Management – Controller’s Office
February 2022
Agenda

• Summary of eForm Updates (ERN Code, Sorting)

• Refresh our Understanding of:
  – Federal law for expenses associated with sponsored awards.
  – What is Effort and Effort Reporting and the relationship between effort and salary.
  – Review what a salary cap is and how to properly account for it.
  – Review NEW tool to assist in the salary cap calculations.
  – Appreciate the consequences of effort reporting non-compliance.

• Verifying Effort Reports and the Certification Process

• Where to find Resources

• Contact Information
Summary of eForm Updates

• The administrative supplement received by Department Chairs will be included in Effort Reporting.

• The earnings code is **CHR**.

• Bonuses, annual leave payouts, and any one-time cash awards will continue to be excluded.

• Overloads will also be excluded (**FOV** is the earnings code).
## Earning Codes Included:

<table>
<thead>
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<th>Description</th>
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Update: Sorting eForms

• Unfortunately, we were not able to make the search feature a drop down menu, but we were able to add the ability to sort in the search results. You will need to click on the Reporting Period ID twice for it bring the current reporting period to the top of the search results.
Update: Sorting eForms

• You can also filter forms on Form Status by using the drop down menu and selecting “SAVED”.
• This will exclude previously approved forms from your search results.

You can also select “PENDING” to view the current reports that have been released for approval.
Important Dates

• July – December 2021 Effort Reports will be released **Monday, February 7th**.
• Reports will be due **Monday, March 7th**.
• You will receive an email notification and memo once reports have been generated and are ready for your review.

• **Don’t Forget to Update Supervisors** listed in PeopleSoft!
  – This will prevent workflow routing errors and ease the administrative burden for all parties involved.
Refresher: Regulations


- https://www.ecfr.gov

- Agency Specific Guidance (NIH, HHS, NSF, etc.)

- Non-federal grants commonly place references to Uniform Guidance in their agreements, making them subject to the same rules.
Uniform Guidance

• 200.302 – Internal Controls
  – Establish & maintain effective internal control over the federal award that provide reasonable assurance that the award is being managed in compliance with regulations
  – Take prompt action when instances of noncompliance are identified

• 200.306 – Cost sharing or matching
  – Any shared costs or matching funds and all contributions, including cash and third party in-kind contribution, must meet the following:
    • Are verifiable from the entity’s records
    • Are not included as contribution for any other award (no double counting)
    • Are necessary and reasonable for the award
Uniform Guidance Cont’d

• 200.403 – Factors affecting allowability of costs
  – Costs must be necessary & reasonable for the performance of the award,
  – Conform to any limitations or exclusions set forth,
  – Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
    • For example – bonuses or additional compensation cannot be based on the amount of remaining funding on an award.
  – A cost may not be assigned to a federal award as a DIRECT cost if any other cost incurred for the same purpose in like circumstance has been allocated to the federal award as an INDIRECT cost.
    • We cannot directly charge a grant for something that is already incorporated in our IDC rate.
    • For example, generally, we cannot charge electricity or water directly to grant.
Uniform Guidance Cont’d

• **200.404 – Reasonable Costs**
  
  – A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person.
    
    • Is the cost generally recognized as ordinary and necessary for the operation of the entity in performance of the award? **Is it actually needed & used to accomplish the scope of work?**
    
    • Are sound business practices used (arm’s length bargaining, etc.)?
    
    • What are the market prices for comparable goods or services for the geographic area?
    
    • **Is the entity significantly deviating from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal Award’s cost?**
  
  – **Example:** The University policy is to replace computers every three years. You received a new federal award and decide to replace a computer that is only one year old.
Uniform Guidance Cont’d

- 200.405 – Allocable Costs
  - A cost is allocable if the expense is chargeable or assignable in accordance with relative benefits received. The standard is met if:
    - It is incurred specifically for the award? Is it actually needed & used to accomplish the scope of work?
    - Benefits both the award and other entity – can be distributed in proportion that can be approximated using reasonable methods,
    - Is necessary to the overall operation of the entity & is assignable.
  - Any cost allocable to a particular award may not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions, regulations, or terms and conditions of award.
  - However, if a cost benefits two or more projects – it must be allocated to the projects based on the proportional benefit.

Example: You have a federal award that ends 1/31/20 and has a remaining balance of $2K. You decide to use it to purchase a new printer that will be delivered 1/22/20.
- Will the award receive the relative benefits of the purchase?
- Will this really be used to accomplish the scope of work for the award?
Agency Specific Guidance Example - HHS

- HHS Grants Policy Statement – Cost Transfers and Overruns:
  - “Cost transfers by recipients between grants, whether as a means to compensate for cost overruns or for other reasons, generally are **unallowable**; however, cost transfers by recipient may sometimes be necessary to correct bookkeeping or clerical errors…”
  - “Permissible cost transfers should be made promptly after the error occurs but **NO later than 90 days following occurrence** unless a longer period is approved in advance....” “The transfer must be supported by documentation that fully explains how the error occurred and a certification of the correctness of the new charges. An explanation merely stating that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient.”

90 Days after Occurrence = Date of Original Charge
Applicable Credits

• If you discover erroneous charges have been placed on a grant or award, the 90 day time frame does not apply.

• 2 CFR 200.406 specifically states that the charge needs to be removed and credit applied as needed.

• However, remember – cost overruns are specifically disallowed as an expense on a different grant.
Uniform Guidance - Compensation

- 2 CFR 200.430 (Compensation-Personnel Services), sets the criteria for acceptable methods of charging salaries and wages and requires that institutions follow acceptable methods for documenting the distribution of effort for all project personnel.
  - Must be reasonable for the services rendered and consistent with that paid for similar work.
  - Compensation conforms to the established policy of the non-federal entity and is consistently applied to both federal and non-federal activities.
    - Cannot have “special” rules for federal awards that are inconsistent with University Policy.
Why does this matter?

• Salary is the largest expense on all our sponsored awards.

• As a result, it is our biggest exposure for risk.

• Uniform Guidance requires internal controls to be in place to support effort expended on federal awards and it to be properly documented.

• Effort documentation must provide reasonable assurance that amounts charged are accurate, allowable and properly allocated.
What is considered Time and Effort?

• Effort – “the portion of time spent on a given activity expressed as a percent of total activity for which an individual is employed by the institution”

• Total activity may include but is not limited to teaching, clinical practice, research, preparing proposals, administrative responsibilities, etc.

• Must equal 100%

• Is NOT based on workweek of 40 hours
Is Payroll the Same as Effort?

NO!

Payroll:
- Payroll distributions describe the allocation of an individual’s salary
- Payroll can be expressed as an estimate of actual time worked
- Is the basis for generating the effort report

Effort:
- Effort describes how time was actually spent and allocated to the award(s) regardless of whether or not reimbursed by the federal sponsor
Time and Effort Example

You have two faculty members that are both Co-PIs on a large NIH award. Each were proposed to spend 2.25 Academic months (9 month appointment) or 25% on the award.

Upon being awarded the grant, you set up payroll to charge the grant 25% of each faculty member’s salary as outlined in the NOA and grant budget.

Effort certification is the retrospective confirmation or after-the-fact certification that the allocation of an individual’s actual time and effort spent for specific activities is correct. **Effort is not just a rubber stamp of the salary or payroll distribution.**
Time and Effort Example Cont’d

• Faculty Member 1 averages 40 hours a week as follows:
  – 20 hrs teaching & administrative duties,
  – 10 hrs on the NIH Award
  – 10 hrs on another grant Award A

• Faculty Member 2 average 60 hours a week as follows:
  – 20 hrs teaching & administrative duties
  – 10 hrs on NIH Award
  – 10 hrs on another grant Award A
  – 8 hrs on another grant Award B
  – 12 hrs on another grant Award C
Time and Effort Example Cont’d

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<thead>
<tr>
<th>ACTUAL EFFORT</th>
<th>Faculty Member 1 (averages 40 hours)</th>
<th>Faculty Member 2 (averages 60 hours)</th>
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<tr>
<td>Teaching &amp; Admin</td>
<td>50% (20/40)</td>
<td>33.3% (20/60)</td>
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<td>NIH AWARD</td>
<td>25% (10/40)</td>
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<td>Grant B</td>
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<td>13.3% (8/60)</td>
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<td>Grant C</td>
<td>20% (12/60)</td>
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</tr>
<tr>
<td>Total Effort</td>
<td>100% (40/40)</td>
<td>100% (60/60)</td>
</tr>
</tbody>
</table>

- Faculty Member 2 is overcharging the NIH award by almost 10%!
- Uniform guidance allows for reasonable estimates and does not expect exact amounts or perfection...
- HOWEVER, estimates used should be reviewed and “trued up” based on actual effort expended.
- Variances greater than 5% should be adjusted.
Uniform Guidance

• The Federal government recognizes that, in an academic setting, teaching, research, service, and administration are often inextricably intermingled.

• As a result, effort is based on the time necessary to fulfil 100% of activities for which an individual can be compensated, regardless of the number of hours works. It is not based on a 40-hour work week or on a percent of appointment.

• Uniform Guidance is purposely worded and based on “100% effort” to avoid issues that arise with the various pay or appointment types and the possible over-commitment of faculty time.
What Is a Salary Cap?

• A Salary Cap is an imposed limit for the total salary rate allowed to be charged for an individual by a sponsor.

• Any amount above the salary cap must be recorded as cost share and will be considered mandatory uncommitted cost share to properly capture total expended effort and cannot be used as effort on another sponsored project.

• This is to prevent double counting of effort and ensure faculty do not become overcommitted.
Salary Cap Example

• Dr. Greyhound's annual institutional base salary is $300,000 and they have committed (and expended) 10% effort on an NIH grant that has a salary cap of $199,300.

• Due to the NIH limit, the max we can directly charge his NIH grant is $19,930 ($199,300 x 10%).

• In order to properly record the effort committed (and expended) on the NIH grant, the remainder would have to be booked as cost share on the grant:

  10% Effort at IBS: $30,000  ($300K x 10%)
  Allowed per Cap:     $19,930  ($199,300 x 10%)
  Amount to Cost Share: $10,070  ($30,000 – $19,930)

• Payroll form would directly charge 6.64% and cost share 3.36% to the grant to account for the full 10% effort expended.
Salary Cap Calculation Template

In order to help with salary distribution allocations related to Salary Caps, we've developed the following Excel spreadsheet template to assist.

To use this template, you will need:

- Employee's total salary per pay period (remember bonuses or cash awards are excluded)
- Sponsor Salary Cap (annual)
- Total effort percentage committed
Salary Cap Calculation Template

• In order to help with salary distribution allocations related to Salary Caps, we’ve developed the following Excel spreadsheet template to assist.

• To use this template, you will need to know:
  – Employee’s total salary per pay period (remember bonuses or cash awards are excluded)
  – Sponsor Salary Cap (annual)
  – Total effort percentage committed

• You can find this template here:
  – Salary Cap Calculation Workbook Template
Helpful Forms, Tools, and Templates:

- Salary Cap Calculation Template (.xlsx)
- Cost Transfer Justification Form (.pdf)
- Payroll Retro Funding Change Form (.pdf)
Who Should Expect a T&E Report?

• A T&E Report will **automatically** be generated for any individual who has salary paid from a sponsored project or COST SHARED to a sponsored project.
  – Direct payroll charges
  – Payroll Transfers
  – Late or Retroactive Payroll adjustments
  – Includes **HOURLY** employees (students, etc.)

• It is imperative that you process payroll adjustments **timely.**
Who needs to review and certify effort?

• Reports will be reviewed by Business Managers **FIRST** and then released for certification and approval to the following:
  1. Employees, then
  2. PIs, and
  3. Supervisors last.

• Business Managers will be responsible for ensuring reports are fully executed through the certification process.

• Time and Effort report are based on primary home departments of the employee and will automatically workflow to each approver.

• This system ensures PIs and Supervisors are a part of the certification process.
When is the process complete?

• Once an effort report is certified by the Employee, applicable PIs and their Supervisor, the report is considered complete.

• Upon completion, these reports are considered legal documents subject to internal and external audits and the False Claims Act.
Falsification of Effort Reporting

• Erroneously certifying effort can be viewed as **fraud**.

• Don’t certify unless the document is correct – Don’t be afraid to ask questions!

• Could result in consequences as outlined in the **False Claims Act**.
Risks of Non-Compliance

If effort reports are not complete, or completed incorrectly, research sponsors may:

• Disallow expenses and/or require repayment,
• Reduce or eliminate future funding,
• Initiate suspension or disbarment proceeding,
• Take other remedies that may be legally available,
• Require additional oversight of systems and controls.
Examples of Non-Compliance

Duke University (2018)

• NIH issued additional regulations and revoked their expanded authority after discovery of research misconduct. Misconduct included falsified research and embezzlement of research funds dating back to 2010.

• $112.5 million paid back to the government.
Retro Funding Changes & Corrections to Effort Reports

• **ANY** salary reallocations or redistributions directly effect Time & Effort Reporting

• Formal re-certification must be completed and should be taken seriously.

• Transfers should be made within **90** days of the original transaction or post date.

• Please note, if the award is ending, the 90-day window is shortened accordingly (all changes must be posted).

• Cost Transfers are subject to **FINA 3.35 - Cost Transfer Policy**.
Cost Transfers - Payroll Retro Funding Changes

Any cost transfer (including Retro Funding Changes) must have a **Cost Transfer Justification Form** attached, if they impact sponsored awards. This form replaces the need for any memos that would otherwise have been included when requesting transfers.

This form is to protect all vested parties

- Ensures PI review and approval prior to expenses being moved
- Ensures proper documentation to avoid audit findings
Cost Transfer Justification Form

Access the form using this link:

Cost Transfer Justification Form
Payroll Retro Funding Changes

• Please make sure you are using the current Payroll Retro Funding Change form.

• Be sure to enter CORRECT Funding chart strings and corresponding combo codes.

Form can be found on the homepage of the Controller’s Office website or under Helpful Forms, Tools, and Templates in the Grants and Funds Management Section.
Accessing Effort Reports

1. Login to PeopleSoft HCM
   – [https://hcm.ps.sc.edu/](https://hcm.ps.sc.edu/)

2. Navigate to “My Workplace” or “My Homepage”
3. Select the “Grant Time and Effort” Tile
4. Select “Update a Grant Report” to verify and release reports to workflow.

• Use the “VIEW a Grant Report” tab to view reports already released to workflow.
Business Manager Verification
My Homepage or My Workplace

My Pending Approvals (eForms)

<table>
<thead>
<tr>
<th>Days &amp; Current Approval Step</th>
<th>(Blanks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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</table>

My Pending Approvals - Aging

No data to display

Talent Profile

Benefit Details

Affiliate Actions Homepage

Benefits Enrollment Homepage

ePAF Homepage

Grant Time & Effort
Update a Grant Report

Search by:
- Form ID
- Employee Name
- Reporting Period
- Primary Department
- Form Status
- Form Type
- Empl ID

Search button
Clear button
Sorting eForms

- Sort forms by Reporting Period ID to bring the most current to the top of search results.
Sorting eForms

• You can also filter forms on Form Status by using the drop down menu and selecting “SAVED” or “PENDING”.

• This will exclude previously released or executed forms from your search results.
Verifying Time and Effort in HCM

### Sponsored Accounts

<table>
<thead>
<tr>
<th>Certified?</th>
<th>Earnings</th>
<th>Percent of Pay</th>
<th>Details</th>
<th>Project/Grant</th>
<th>Department</th>
<th>Cost Share</th>
<th>Op Unit/Dept/Fund/Account/Class</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Subtotal** 37449.75
**Percent Subtotal** 84.98

### University Accounts

<table>
<thead>
<tr>
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<th>Earnings</th>
<th>Percent of Pay</th>
<th>Details</th>
<th>Project/Grant</th>
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<td></td>
<td>115202</td>
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</table>

**Subtotal** 20178.25
**Percent Subtotal** 35.01
Who Can I Contact for Help?

• Use Finance Intranet to look up the Project Team:

- Project: 10011171
- Sponsor: Callahan, Sarah Pitts
Who Can I Contact for Help?

• Use the Project Team query in PeopleSoft to look up the Business Manager assigned.

• **SC_PROJECT_TEAM_LIST** – SC Project Team List Query
Who Can I Contact for Help?

• Select the “HTML” option
• Enter Project number (100XXXXX) in Project field:
Verifying Time and Effort in HCM

Employee Information

Employee Name: [Redacted]
Primary Department: [Redacted]

Reporting Period: July - December 2021

Report Period Begin Date: 07/01/2021
Report Period End Date: 12/31/2021

Sponsored Accounts

<table>
<thead>
<tr>
<th>Certified?</th>
<th>Earnings</th>
<th>Percent of Pay</th>
<th>Details</th>
<th>Project/Grant</th>
<th>Department</th>
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<td>4</td>
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<td>15.96</td>
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Subtotal: 37,449.75
Percent Subtotal: 64.98

University Accounts

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</tbody>
</table>
Verifying Time and Effort in HCM
### Verifying Time and Effort in HCM

#### Time and Effort Reporting: Time and Effort Report

**Employee Information**

- **Employee Name**: [Redacted]
- **Primary Department**: [Redacted]
- **Reporting Period**: July - December 2021
- **Report Period Begin Date**: 07/01/2021
- **Report Period End Date**: 12/31/2021

**Sponsored Accounts**

<table>
<thead>
<tr>
<th>Certified?</th>
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</table>

**Subtotal**: 37,449.75

**Percent Subtotal**: 84.98

#### University Accounts

<table>
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<tr>
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<td></td>
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</tr>
</tbody>
</table>
Releasing Effort Reports

• An email notification will be generated automatically from PeopleSoft.
• The email will alert the employee that the report has been routed for their approval.
• The email will contain a link to access the form directly OR they can navigate to it using PeopleSoft HCM.
Effort Report Workflow

Employee Stage

Pending

Basic Path

Parallel Stage

G3FORM_ID=388862, PROJECT_ID=10010490 Initiated
G3FORM_ID=388862, PROJECT_ID=10010657 Initiated
G3FORM_ID=388862, PROJECT_ID=10010763 Initiated
G3FORM_ID=388862, PROJECT_ID=10010786 Initiated
G3FORM_ID=388862, PROJECT_ID=10011171 Initiated

Supervisor Stage

Awaiting Further Approvals
Employee Approval
# Employee Approval

## Time and Effort Reporting: Time and Effort Report

### Employee Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Empl ID</th>
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<table>
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<tbody>
<tr>
<td></td>
<td>July - December 2021</td>
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<td>12/31/2021</td>
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</table>

### Sponsored Accounts

<table>
<thead>
<tr>
<th>Certified?</th>
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<tr>
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<td>24.37</td>
<td>Details</td>
<td>10010763 EACH Mom and Baby Collaborative</td>
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</tr>
<tr>
<td>No</td>
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<td>15.95</td>
<td>Details</td>
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<td>CL034 115200 F1000 S1300 202</td>
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<tr>
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<td>251001</td>
<td></td>
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**Subtotal 37,449.76**

**Percent Subtotal 64.98**

### University Accounts

<table>
<thead>
<tr>
<th>Certified?</th>
<th>Earnings</th>
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<th>Details</th>
<th>Project/Grant</th>
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<td>Details</td>
<td></td>
<td>115202</td>
<td></td>
<td>CL034 115202 A0001 S1300 101</td>
</tr>
</tbody>
</table>

---

[University of South Carolina Logo]
### Employee Approval

#### Acknowledgement

To the best of my knowledge and belief, I certify that the payroll percentages reasonably reflect my effort and are consistent with the work I performed during this reporting period. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.
You have successfully approved your eForm.
The eForm has been routed to the next approval step.
multiple approvers.

**View Approval Route**

### Transaction / Signature Log

<table>
<thead>
<tr>
<th>Current Date Time</th>
<th>Step Title</th>
<th>User ID</th>
<th>User Description</th>
<th>Form Action</th>
<th>Time Elapsed</th>
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</thead>
<tbody>
<tr>
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<td>Saved</td>
<td>PERKINTD</td>
<td>Tiffany Boyd</td>
<td>Save</td>
<td></td>
</tr>
<tr>
<td>01/26/2022 1:57 PM</td>
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<td>Tiffany Boyd</td>
<td>Submit</td>
<td>13 minutes</td>
</tr>
<tr>
<td>01/26/2022 2:17 PM</td>
<td>Employee Opid</td>
<td>PERKINTD</td>
<td>Tiffany Boyd</td>
<td>Approve</td>
<td>20 minutes</td>
</tr>
</tbody>
</table>

### Acknowledgement Description

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

2. **Yes**
   - To the best of my knowledge and belief, I certify that the payroll percentages reasonably reflect my effort and are consistent with the work I performed during this reporting period. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.
Employee Approval

- Basic Path:
  - Approved
  - Employee Opid: [Redacted] 01/28/22 2:17 PM

- Parallel Stage:
  - G3FORM_ID=388862, PROJECT_ID=10010490: Pending
  - G3FORM_ID=388862, PROJECT_ID=10010657: Pending

- Parallel Path:
  - Approved
  - Principal Investigator Project: [Redacted] 01/28/22 2:17 PM
### PI Approval

**Employee Information**

- **Employee Name:** [Name]
- **Primary Department:** [Department]
- **Reporting Period:** July - December 2021
- **Report Period Begin Date:** 07/01/2021
- **Report Period End Date:** 12/31/2021

**Sponsored Accounts**

<table>
<thead>
<tr>
<th>Certified?</th>
<th>Earnings</th>
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<th>Details</th>
<th>Project/Grant</th>
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<tr>
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<td>Details</td>
<td>10010786-Rural Border Health Chartbook</td>
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<td>Details</td>
<td>10011171-Study of the U.S. Institutes for Education and Health</td>
</tr>
</tbody>
</table>
**PI Approval**

### Acknowledgement

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. 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.

### Action Items

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>Description</th>
<th>File Name</th>
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<tbody>
<tr>
<td>1</td>
<td>Upload</td>
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<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

### Comments

- [Search]
- [Recycle]
- [Hold]
- [Print]
- [Approve]
### Supervisor Approval

#### Time and Effort Reporting: Time and Effort Report

**Employee Information**

- **Employee Name:** [Redacted]
- **Primary Department:** [Redacted]
- **Reporting Period:** July - December 2021
- **Report Period Begin Date:** 07/01/2021
- **Report Period End Date:** 12/31/2021

#### Sponsored Accounts

<table>
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<tr>
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</table>

**Subtotal:** 37449.76

**Percent Subtotal:** 64.95

#### University Accounts

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<td>115202</td>
<td></td>
<td>CL034 115202 A0001 51300 101</td>
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</table>

### University of South Carolina
Supervisor Approval

To the best of my knowledge and belief, I certify that I have firsthand knowledge of the employee, and the payroll percentages reasonably reflect their effort and are consistent with the work performed during this reporting period. I am aware that filing inaccurate and/or late effort reports may result in punitive actions as noted in federal and University policies.
At this point the Effort Report is considered complete and will fully execute in the system!
eForm Workflow

• The Time and Effort eForm begins with Business Manager verification and will then workflow to the Employee, PI and Supervisor for certification.

• An email notification will be sent alerting the employee, applicable PIs, and supervisor when a form is ready for their certification.

• If a retro funding change is processed after it is already part way through the workflow process, it will recycle back to the Business Managers to verify the change and the certification process will begin again.

• An email notification will also be sent when a form is recycled.

• If the Employee and the PI or the Supervisor and the PI are the same individual, the certification at the PI approval step will be automatic.
eForm Status Options

• Business Manager – Receives the reports in “Saved” status and submits or releases them to Employees for certification.

• Employees, PIs & Supervisors receive the reports in “Pending” status (because they are pending approval)

• If a report is recycled at any point, the report will return to the Business Manager in a “Partially Approved” Status

• Once a report is fully certified, the report status is “Executed”.

Use View Option to review form status, not Update! (to prevent accidently restarting workflow)
Business Manager Responsibilities

• To serve as central point of contact for Time and Effort certification.
• To assist employees, PIs and supervisors with certification process.
• Training aids and tools are available.
  – Video Demos are available demonstrating each approver role (Employee, PI and Supervisor)
  – Training Aids for each role are available
Video Demos

Time and Effort Reporting System

The Time and Effort Report eForm workflows through business managers, employees, principal investigators and supervisors. The resources below outline this process and how it will affect your grant paid employees.

Business Managers Resources

- Time and Effort Report - Business Manager Presentation [pdf]
- Time and Effort Report - Business Manager Demo Video
- Time and Effort Report - Business Manager Job Aid [pdf]
- Time and Effort Process Map [xlsx]
- Earning Codes List [pdf]

Employee Resources

- Time and Effort Report - Employee Presentation [pdf]
- Time and Effort Report - Employee Demo Video
- Time and Effort Report - Employee Job Aid [pdf]

Principal Investigator Resources

- Time and Effort Report - Principal Investigator Presentation [pdf]
- Time and Effort Report - Principal Investigator Demo Video
- Time and Effort Report - Principal Investigator Job Aid [pdf]

Supervisor Resources

- Time and Effort Report - Supervisor Presentation [pdf]
- Time and Effort Report - Supervisor Demo Video
- Time and Effort Report - Supervisor Job Aid [pdf]
Time and Effort Certification eFORM process (GT)

GFM and Business Managers
- Batch Process generates T&E Reports
- GFM sends out mass notification (as normal)
- Business Managers receive reports in
- Is Distro correct?
  - YES: BM acknowledges and releases to EE for Certification
  - NO: Keep form saved and process needed
- System refreshes form
- Is Distro Correct?
  - YES: BM acknowledges and releases to EE Review
  - NO: Recycle form with Comments back to BM

Employee Review
- EE Review
  - Is Distro Correct?
    - YES: Certify and route to PI
    - NO: Recycle form with Comments back to BM
- If employee is no longer active, skip and go to PI

PI/ISD Review
- Form will update and refresh if changes are made in any of these areas and recycle back to BM to restart CERT process
- PI Review (parallel if multiple)
  - Is Distro Correct?
    - YES: Certify and route to SPR
    - NO: Recycle form with Comments back to BM
- If SPR and PI are the same, PI certification may be automatic at the PI step

Supervisory Review
- SPR Review
  - Is Distro Correct?
    - YES: Certify, form becomes fully executed.
    - NO: Recycle form with Comments back to BM

GFM
- Logs and maintains fully executed forms. Once forms are fully executed, they cannot be refreshed. GFM will review changes that affect executed forms and determine if a new form needs to be created and if re-certification is needed.

GT Roles:
- GFM: Add, Update, View
- BM: Update & View only
- EE: View & Certify only
- PI: View & Certify only
- SPR: View & Certify only
Summary

• Spending out Grants is **unallowable**
• Errors/corrections must be identified timely!
• T&E is “After-the-Fact” accounting of actual time spent on a specific project.
  • **Must** be certified by the employee
  • **Must** be certified by a PI and Supervisor with first-hand knowledge of the employee’s effort.
  • **Must** be incorporated into official records of the university & is subject to audit and the False Claims Act
• **Must** be done in a timely manner.
Where to Find Resources

Grants and Funds Management
Grants and Funds Management is responsible for the accounting and management of all restricted grants and contracts within the university system.

Our Services
The Grants and Funds Management team:
- monitors all sponsored programs
- reviews expenses for compliance with grant terms and Uniform Guidance
- prepares and submits all invoices for sponsored programs, applies payments, and performs collections as necessary
- prepares all financial reporting and provides financial status information for sponsors
- manages external sponsor audits and desk reviews
- responsible for set up of all sponsored programs in PeopleSoft
- responsible for close out of all sponsored program awards in PeopleSoft
- prepares and negotiates indirect cost rate agreement

Contact Grants and Funds Management
For questions about any Grants and Funds Management services, please contact us directly:
- Marie Biala
  Assistant Director
  MBiala@mailbox.sc.edu
- Alex Pitts
  Senior Manager – Accounts Receivable and Billing
  PITTSMAn@mailbox.sc.edu

Webinars and Training

Introduction to Grants Management
Grant Dashboard Reporting Tool
Post Award and Grant Closeout
Uniform Guidance and Effort Reporting
HCM Payroll Distribution Reporting Tool

New Time and Effort Reporting System
New Cost Transfer Policy and Retro Funding Change
Questions?

Contact:
Grants and Funds Management Office
gfme-cert@mailbox.sc.edu
Next Webinar:

Introduction to Grants Management

Thursday, February 24th

11:00 - Noon