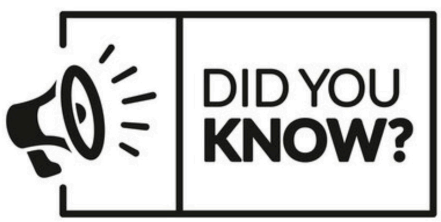
UNIVERSITY OF
South Carolina

# Office of the Controller

## March 2025 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.

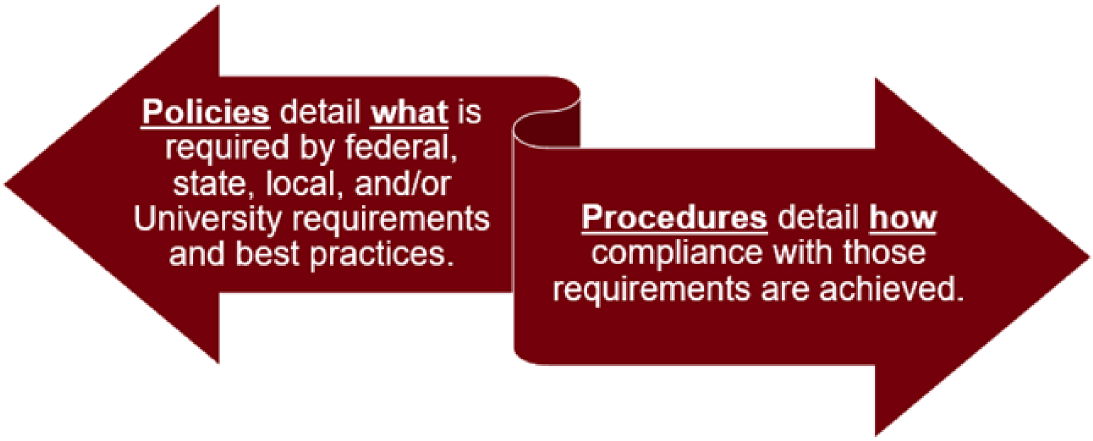



**Our Compliance team manages over 6,000 Time and Effort forms annually in accordance with Uniform Guidance in PeopleSoft HCM.**


### University Policies and Procedures

The University-wide Policies and Procedures Manual is maintained by the Office of the Provost. A new or revised policy must follow the established approval process in order to be properly vetted and approved.

The Controller's Office is the owner and designated administrative office for many policies. Accompanying procedures and appendices are developed by the Controller's Office to supplement the policies to provide additional detail and guidance.




Additional supplemental policies and procedures can be developed at the unit or department level, but they cannot contradict or be less restrictive than the overarching policies and procedures of the University.

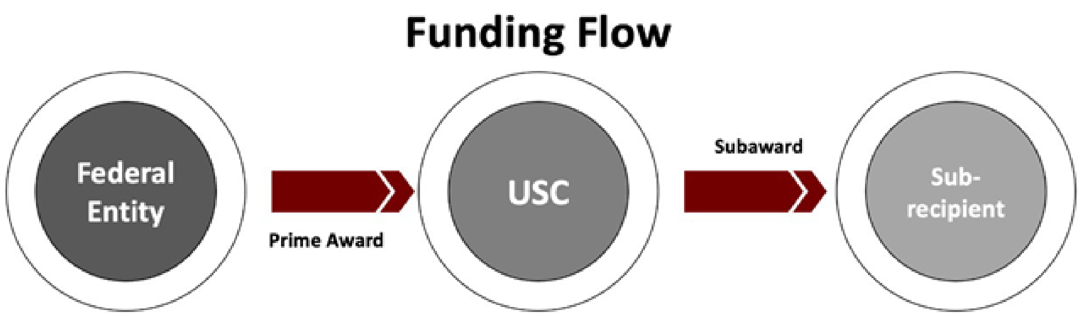
**Why does it matter?** Policies and procedures are crucial in higher education because they establish a clear framework for the University's operations, ensuring consistency, fairness, and accountability for all members of the University community, while also mitigating risks, upholding compliance, and protecting the integrity of the University's mission by defining expectations for students, faculty, and staff.

**Upcoming!** Be on a lookout for our Policies and Procedures Update webinar series, which is currently in development.

**Useful Resources:** Visit the Policies and Procedures page within the Controller's Office Resource and Training Toolbox. If you have questions about any of the resources, please contact controllercompliance@sc.edu.

## Subrecipient Monitoring and Invoicing

Before subrecipient invoicing can occur, a fully executed subaward agreement must exist between the University and the subrecipient. This involves collaboration between many parties – the subrecipient, the sponsor, the SAM Office, the Controller's Office, the Purchasing Department, and individual departments.




Once a subaward agreement has been executed, **subrecipients** must submit their invoices to the Compliance Team using the Subaward Invoice Payment Request Form. After a compliance review occurs, all invoices require PI approval prior to payment. PIs must be satisfied that the subrecipient's work was completed in accordance with proposed specifications and that expenses are allowable and allocable to the sponsored award.

**Why does it matter?** Fully executed subaward agreements represent binding contracts. The terms and conditions of the University's prime award flow down to the subrecipient as part of the subaward – subrecipient noncompliance constitutes University noncompliance, which creates significant risk for the University. Federal regulation and University policy requires the monitoring of subrecipients to ensure the subaward is being used for authorized purposes.

**Useful Resources:** Visit the Compliance Management page on our Controller's Office website. If you have questions not addressed on our website, please contact subinv@mailbox.sc.edu.

- Subrecipient Monitoring and Invoicing Presentation

- Subaward Agreement Process

### Time and Effort Reporting

Time and effort reporting occurs twice a year. Reports are generated for any individual whose salary was paid from a sponsored project or cost shared to a project – this includes hourly and student employees. All reports must be certified by the employee, the project PI, and employee's supervisor with first-hand knowledge of the employee's effort.

**Why does it matter?** Salary is the largest expense on sponsored awards and represents our biggest risk exposure. This "after-the-fact" verification must occur to ensure the actual time spent on sponsored awards matches the amounts recorded in the system. Effort reports are frequently requested during audits. Federal regulation, sponsor-specific guidance, and University policy requires effort documentation that demonstrates amounts charged are accurate, allowable, and properly allocated.

**The current cycle of time and effort reports, for the July – December 2024 period, are **due March 5th, 2025**!**

**Useful Resources:** Visit the Compliance Management page on our Controller's Office website. If you have questions not addressed on our website, please contact timeandeffort@sc.edu.

- Time and Effort Reporting Refresher and Updates for the Business Manager
- Time and Effort Reporting Refresher and Updates for the Principal Investigator


### Stages of the Journal Entry Approval Process

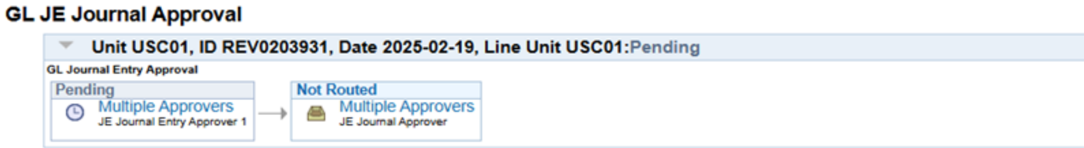
This month, we will review the various stages of the approval process for a Journal Entry (JE) in PeopleSoft Finance. JEs follow a different approval workflow than all other PeopleSoft transactions. JE approvers are assigned at the specific user ID level, unlike all other transactions which are assigned based on the department/project that is being used for the entry. Each JE is approved by the department level approver and then approved and posted by a Controller's Office approver. Below are the various stages of the workflow approval process and how to handle each step.

**No Status**

The JE has not yet been submitted for approval. Be sure both the Journal Status and Budget Status are both "V" and select the Submit button on the approval tab of the entry to start the workflow.


**Pending for Level 1**

The JE is complete and has been submitted but not yet approved at the departmental level. Click on "Multiple Approvers" hyperlink under the word Pending and reach out to those users listed to approve step one of the entry. Entries in this status can still be changed if needed but will need to be resubmitted after the changes are made.

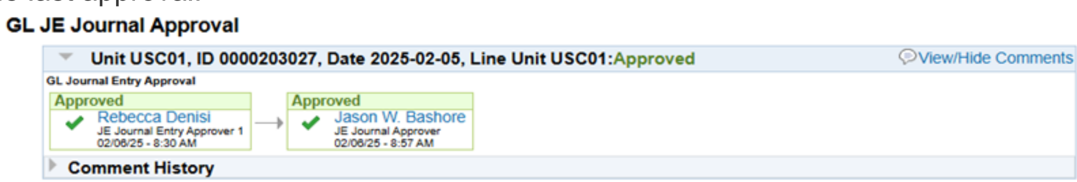



## Pending for Level 2

The JE has been submitted and approved at the departmental level and is awaiting approval from the Controller's Office. Due to the volume of JEs being submitted in the system, please wait at least seven to ten days before reaching out on the approval status. Notice this entry contains a "Skipped" section. This shows that the JE initiator is also an approver. Since they cannot initiate and approve their own entry, they are being skipped in the approval process. Entries in this status can still be changed if needed but will need to be resubmitted after the changes are made.


## Approved at Both Level 1 and 2

JEs approved at both levels have completed the workflow process and are posted to the General Ledger. No changes can be made to these entries. You should be able to see them and their balances in Peoplesoft when running queries and inquiries. Remember, the entries will not show up in the Finance Intranet until the day following the last approval.




## Skipped at Level 1

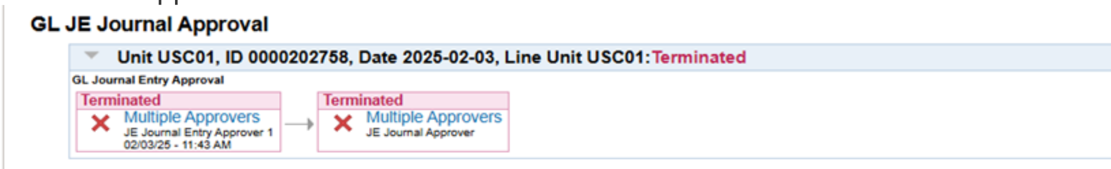
If you notice a "Skipped" message in level one as seen below, the system is letting you know that the user submitting the entry does not have any approvers assigned. Reach out to the General Ledger (GL) team at genacctg@mailbox.sc.edu and they will assist you in getting approvers set up,

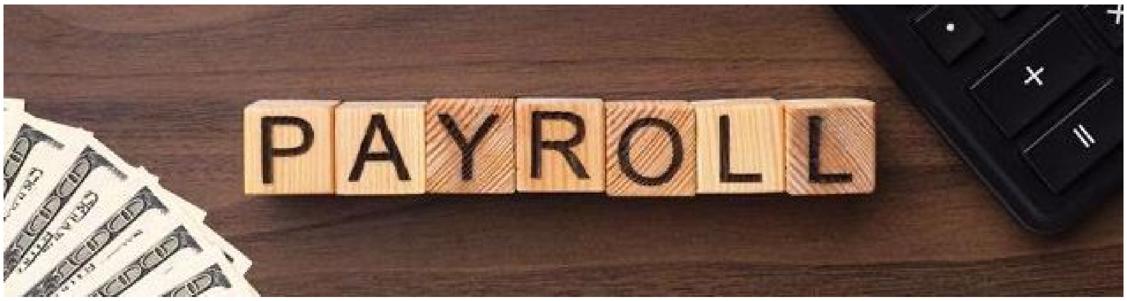

## Denied at Level 1 or 2

JEs can be denied at both level one and level two. Clicking on the comment section will allow the user to see the reason the JE was denied. If a JE is denied, it still can be corrected if needed. Just remember that after the correction is made, the JE will need to be edited again and submitted to restart the approval workflow process. If the JE was denied and does not need to be corrected, please reach out to the GL team for assistance deleting the entry.


## Terminated at Level 1 or 2

If a JE is adjusted and edited after it has been submitted for approval, it may fall to a Terminated status. If this happens, correct the entry as needed and then re-edit it. Once the entry is back to Valid, use the Submit button on the approval tab of the JE to restart the approval workflow.




## Removing HR System Access When Employees Separate

When an employee with access to PeopleSoft HCM leaves the university, the Business Manager for the area is responsible for ensuring that all access is properly removed. Some access is automatically removed, but other access requires a specific request to be terminated. Employees who transfer to a different position within USC will retain their payroll access until a removal request is submitted. Promptly removing access is critical to preventing continued access to sensitive payroll data. To view a list of PeopleSoft HCM user access for your area, you can use the query **SC_SECURITY_ROLES_USERS_ACTIVE**.

This query can also be used to identify the security roles assigned to users within your area. When an employee with an approval role in PeopleSoft HCM changes job responsibilities, leaves for another job, or retires, it is essential to have a plan for managing new and pending transactions. Using this query ensures that transactions continue to flow through the approval process in a timely manner.


## Training Opportunities

The following training will be offered this month. To register, click a link below. On the registration page, provide your first, last name and email. Once registration is complete, you will receive a confirmation email and the session will be added to your calendar.


**March 10 by 5pm:** Deadline to submit February Sales/Use/Admissions Tax Returns

**March 25 by 5pm:** Team, Travel, and Program Card February billing cycle deadline

**March 27 by 5pm:** P-Card March billing cycle deadline

- Using Faculty Reports in Finance Intranet Training for PIs – March 5th at 9:00 AM
- Using the Finance Intranet Training - March 6th at 2:00 PM
- General Accounting Training – March 19th at 2:00 PM
- GASB 96 Training – March 20th at 2:00 PM
- Using HCM Distribution in Finance Intranet Training – March 26th at 9:00 AM
- AP Upload Training – March 26th at 2:00 PM
- Payment Request Training – March 27th at 2:00 PM

If you have any questions about the training opportunities listed above, please reach out to **pstrain@mailbox.sc.edu**.

**March 31 by 12pm:** March Expense Module Correction eForms (APEX) completed and approved in PeopleSoft
**March 31 by 12pm:** March AP JV eForms completed and approved in PeopleSoft
**April 1 by 5pm:** March Journal Entries completed and approved in PeopleSoft
**April 3:** Tentative close of GL for March
Please reach out to our General Accounting Team, **genacctg@mailbox.sc.edu**, if you have any questions.

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