

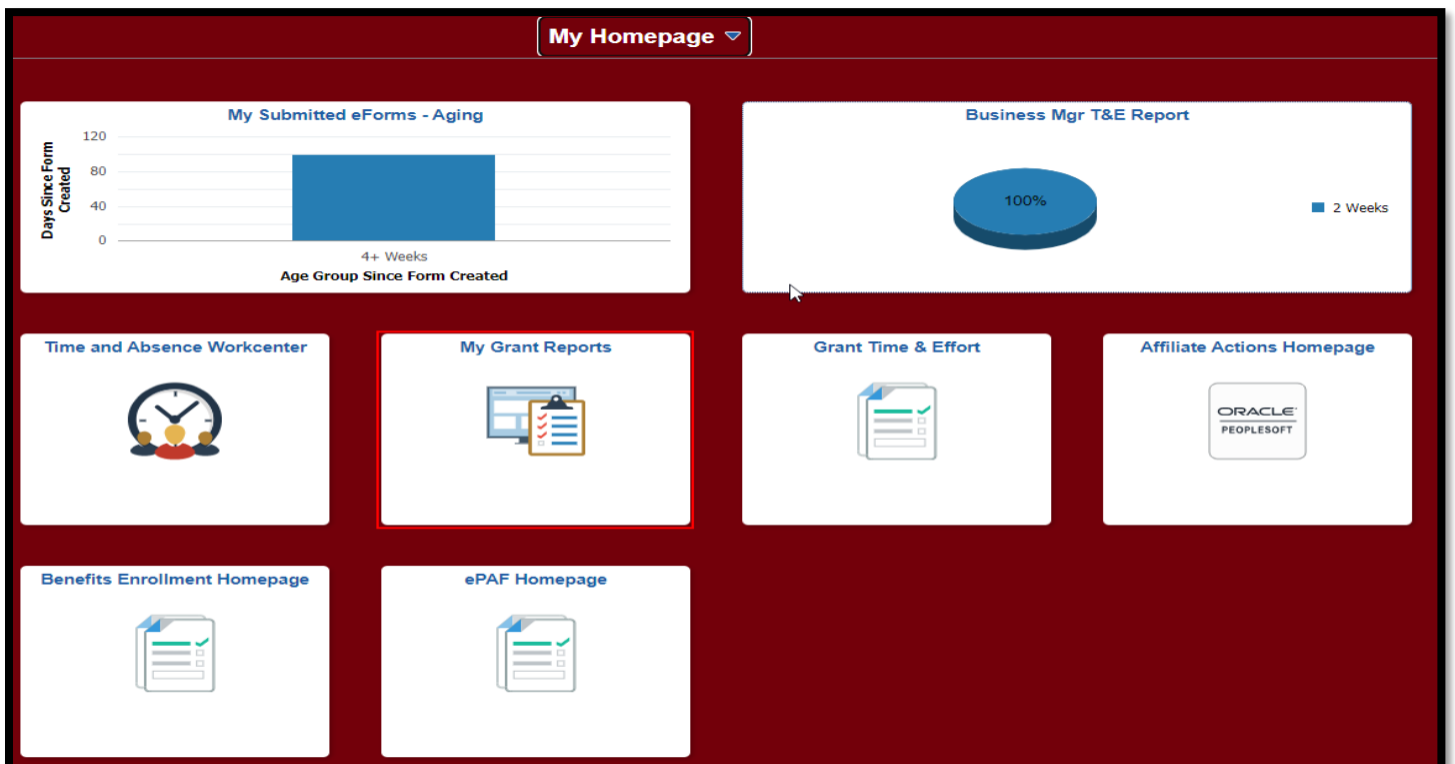
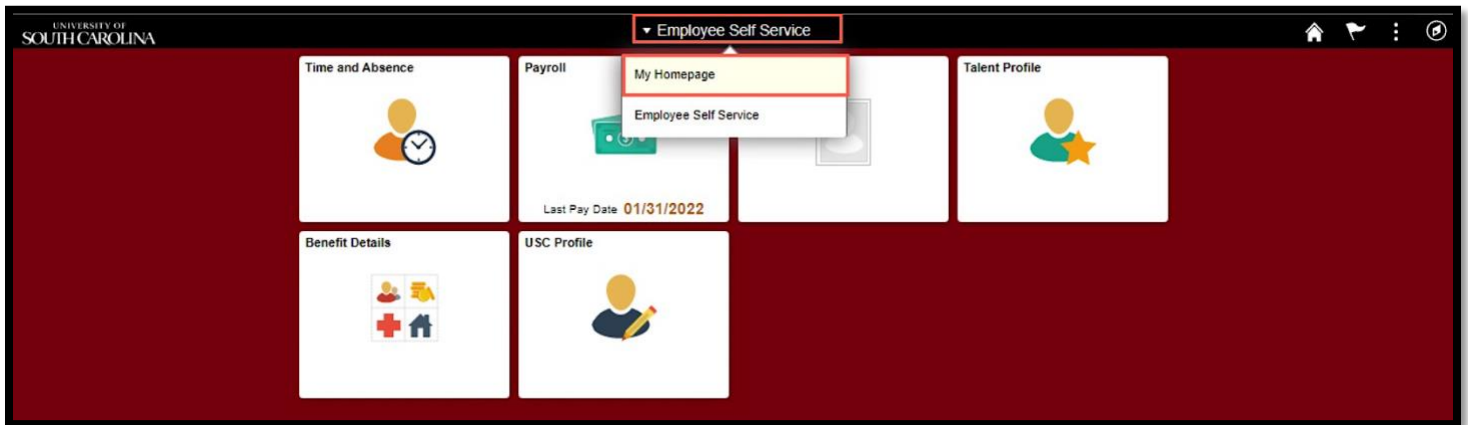
Controller's Office – Grants and Funds Management

Using the My Grant Reports Dashboard Tile in HCM PeopleSoft

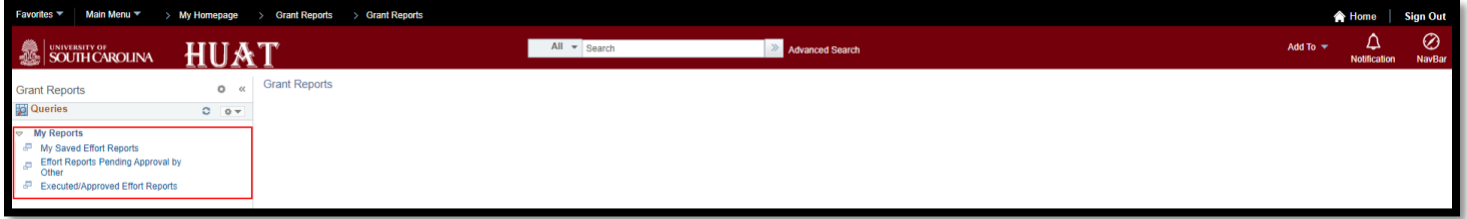
The **My Grant Reports Dashboard Tile** provides easy access to reports Business Managers can use to assist in their time and effort reporting responsibilities.

To access the **My Grant Reports Dashboard Tile**, go to hcm.ps.sc.edu.

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.

USC_GRANT_TE_ROSTER_BUS_MGR_PV

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

View All First 1-10 of 10 Last

Row	Form ID	Reporting Period	EMPLID	Name	Dept ID	# of Days Since Form Created	Age Group	Form Status
1	394639	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
2	395301	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
3	393855	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
4	395297	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
5	394821	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
6	395120	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
7	394158	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
8	393700	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
9	393360	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved
10	395353	July - December 2021	181400	...	181400	...	15 2 Weeks	Saved

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.

SC_MY_GRANT_FORMS_PENDING- My Grant Forms

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-4 of 4 Last

Row	Form ID	Form Status	Employee ID	Employee Name	Dept ID	Reporting Period	Reporting Period ID	Approver's Name	Approver's Email
1	392882	Pending	181400	...	181400	July - December 2021	9	Dibattisto, Caroline Hill	xxCAROLINE.DIBATTISTO@uscmed.sc.edu
2	392635	Pending	181400	...	181400	July - December 2021	9	Brown, Daniel Craig	xxDAN.BROWN@uscmed.sc.edu
3	392635	Pending	181400	...	181400	July - December 2021	9	Knight, Lisa Marie	xxLISA.KNIGHT@uscmed.sc.edu
4	392757	Pending	181400	...	181400	July - December 2021	9	Walker, Roy	xxROY.WALKER@uscmed.sc.edu

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

USC_GRANT_TE_EXECUTED_FORMS

*Approved Date (>) 01/01/2021

Reporting Period ID (optional)

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (13 kb)

View All First 1-37 of 37 Last

Row	Form ID	Period ID	Reporting Period	EMPLID	Name	Dept ID	Approved Date	Form Status
1	263162	7	July - December 2020			181400	02/24/2021	Executed
2	262140	7	July - December 2020			181400	02/16/2021	Executed
3	319070	8	January - June 2021			181400	08/18/2021	Executed
4	262883	7	July - December 2020			181400	03/04/2021	Executed
5	319868	8	January - June 2021			181400	08/30/2021	Executed
6	261228	7	July - December 2020			181400	03/03/2021	Executed
7	318095	8	January - June 2021			181400	08/30/2021	Executed
8	263100	7	July - December 2020			181400	02/11/2021	Executed
9	276092	7	July - December 2020			181400	04/09/2021	Executed
10	320546	8	January - June 2021			181400	08/05/2021	Executed
11	261277	7	July - December 2020			181400	02/10/2021	Executed
12	263516	7	July - December 2020			181400	02/11/2021	Executed
13	320542	8	January - June 2021			181400	08/16/2021	Executed
14	263043	7	July - December 2020			181400	02/15/2021	Executed

Current Listing of Reporting Period IDs:

Reporting Period ID	Reporting Period Name
1	April – December 2019
6	January – June 2020
7	July – December 2020
8	January – June 2021
9	July – December 2021

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”.