

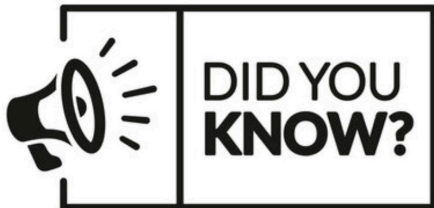


UNIVERSITY OF  
**South Carolina**

# Office of the Controller

## March 2026 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 6,583 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.

**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](mailto: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.

**Funding Flow**



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](mailto: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 appropriate approvers 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.

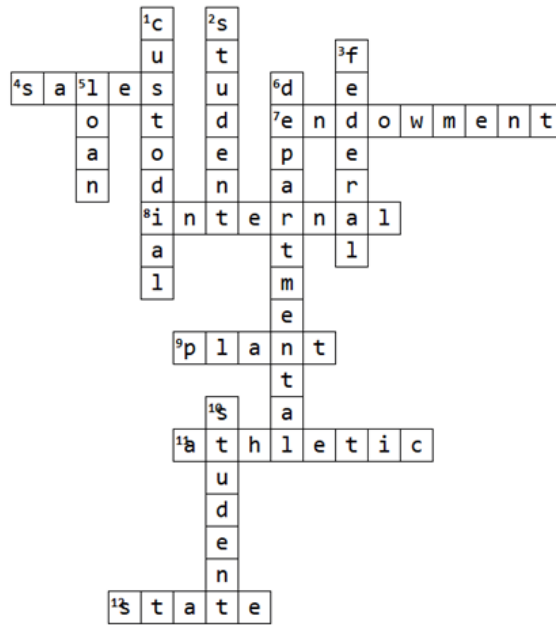
**\*\*The current cycle of time and effort reports, for the July – December 2025 period, are due March 18<sup>th</sup>, 2026!\*\***

**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](mailto:timeandeffort@sc.edu).

- [Time and Effort Training Refresher and Updates – Business Manager Presentation](#)
- [Time and Effort Training Refresher and Updates – Business Manager Webinar Recording](#)
- [Time and Effort Training Refresher and Updates – Principal Investigator Presentation](#)
- [Time and Effort Training Refresher and Updates – Principal Investigator Webinar Recording](#)



Last month, we featured a crossword puzzle highlighting key terms related to USC PeopleSoft Finance Fund Types as a way to reinforce important concepts. The correct answers are provided below for your reference.

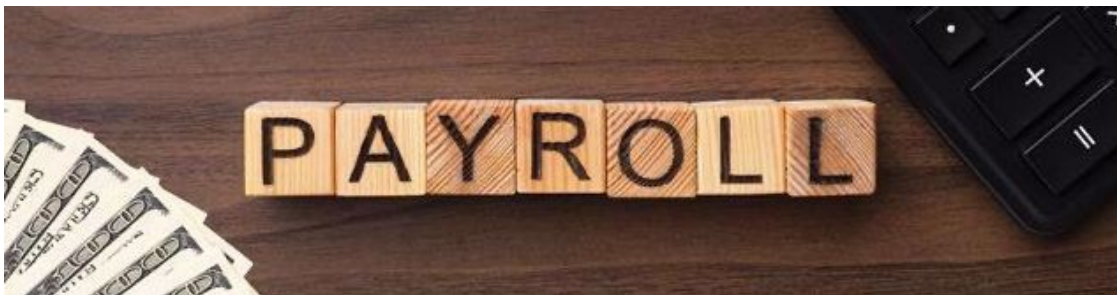


**ACROSS**

- 4. Revenue generated from providing goods or services
- 7. Permanently invested gifts designed to provide long-term financial support
- 8. Departmental projects used for research or short-term initiatives
- 9. Funds used to construct buildings, buy land, and perform major renovations
- 11. Type of auxiliary funds used to operate NCAA activities.
- 12. Contracts and grants from South Carolina and appropriations with specific legislative intent

**DOWN**

- 1. Funds held by the university on behalf of external organizations
- 2. Type of auxiliary fund used for housing, dining, and health operations
- 3. Grants and contracts from the U.S. government with specific spending rules and purposes
- 5. Funds established to support student loan programs.
- 6. Primary, funding source for the University; unrestricted; budgeted funds used for daily operating expenses
- 10. Supports organizations and activities for tuition-paying individuals



**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.

### International Employees – 1042-S Forms

Form 1042-S were mailed out the week of February 23rd-27th. This form reports income paid to nonresident aliens, including wages exempt under an applicable tax treaty. Please monitor mail delivery and retain the form for tax filing records. For questions or if the form is not received, contact the Payroll Office at payroll@mailbox.sc.edu.



## 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.

- [Understanding and Requesting Retro Funding Changes](#) – March 3<sup>rd</sup> from 1 to 2 PM
- [Using the Finance Intranet Training](#) – March 5<sup>th</sup> from 1 to 2:30 PM
- [Using HCM Distribution in Finance Intranet Training](#) – March 10<sup>th</sup> from 9 to 10 AM
- [Understanding Cost Share](#) – March 10<sup>th</sup> from 1 to 2:30 PM
- [Payment Request Training](#) – March 11<sup>th</sup> from 2 to 3:30 PM
- [Transaction Corrections in PeopleSoft Finance Training \(JEs, JVs, and Apexes\)](#) – March 17<sup>th</sup> from 10 AM to 12 PM
- [AP Upload Training](#) – March 25<sup>th</sup> from 2 to 3 PM

If you have any questions about the training opportunities listed above, please reach out to [pstrain@mailbox.sc.edu](mailto:pstrain@mailbox.sc.edu).

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

**March 13 by 5pm:** Deadline to submit F&A adjustment Journal Entries

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

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

**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](mailto:genacctg@mailbox.sc.edu), if you have any questions.