Essential FAQs for Employees

The university’s new HR/Payroll system went live on April 1, 2019. It replaces VIP. Read below for key information about Employee Self Service in the new system.

Q. Do I need to take any steps to move my current information to the new system?
A. No. Your direct deposit information, personal information, and other data have been moved over into the new system.

Q. Is there any action I should take early in April, after the new system goes live?
A. You can log in to the system, review your information, and make edits or additions if needed.
   • **Recommended:** Update the field that shows the relationship to you of your existing emergency contact. It will display as “Other.” Use the dropdown Relationship list to select. You will find this in the Personal Details section – click on the Emergency Contacts tab.

Q. Where will I go to log in to the new system?
A. As an employee, you have signed in to VIP to view and manage your employment information (Payroll and HR) and personal information. Beginning April 1, you will use the new system for all of these functions and more. You will log in at [https://hcm.ps.sc.edu](https://hcm.ps.sc.edu) using your Network Username and password. This single sign-on requires two-factor authentication (DUO). You will be prompted to verify your identity each time you log in.
   • “HCM” stands for Human Capital Management, and “PS” is for PeopleSoft. PeopleSoft HCM is a single integrated system for managing a wide range of functions relating to HR, Payroll, Benefits and Self Service. The new HCM system replaces VIP.

Q. Does this mean that VIP is going away?
A. Yes, with one exception: VIP will maintain your paycheck information for pay dates prior to April 2019. The new system will show pay information for pay date April 15, 2019, and all pay dates after that.
   • **Recommended:** If you want records of your pre-April paycheck information, log in to VIP and print/save your paycheck stubs. Printing/saving is the best way to capture your previous pay information. VIP is on track to be retired, and with each passing month, the system is holding one less month of historical pay information.

Q. What will I see when I log in to the new system?
A. You will arrive at a web page that displays five Employee Self Service options – also known as tiles: Payroll, Personal Details, Benefit Details, USC Profile and Talent Profile. Click on any of these tiles to access a wide range of functions to view, edit and add information. See the Employee Self Service Quick Reference for step-by-step guidance.

Q. Where can I see my pay information?
A. Click on the Payroll tile, then click on the Paychecks tab. You will see detailed pay information for each pay period for all paychecks beginning with the first one generated by the new system for pay date April 15. (Pay information prior to April 2019 will remain accessible to you through VIP.)

Student employees will see only the Payroll tile and have access to those functions. Affiliates will see the Personal Details tile and the Talent Profile tile.
Q. Is it true that the new system will allow me to have my pay direct deposited into more than one account?
A. Yes! With the new system beginning in April 2019, you can have your pay direct deposited into up to three accounts. These can be bank and/or credit union accounts. Adding an account is easy. From the Direct Deposit section when you are in the Payroll area of the system, click the “Add Account” button, then fill in the required information. For guidance, see the detailed quick reference about direct deposit located with many other resources at the project website.

- If you want to add or edit your Direct Deposit elections for the first paycheck with the new system (pay date April 15), please do so by 5 p.m. Friday, April 5, to ensure that the changes take effect. Note that all changes are subject to validation.
- For all paychecks beginning with the April 30 pay date, make additions/edits to your Direct Deposit elections by 5 p.m. at least 7 days prior to the pay date. University pay dates are posted online.

Q. Will the new paycheck stub look different from what I see in VIP?
A. Yes. You will see a new format with greater detail. A sample paycheck stub is online.

Q. Will my net paycheck amount (take-home pay) be the same as it was with the previous system?
A. As a general rule, net take-home pay in the new system will be the same as in the previous system. As always, a number of factors unrelated to the system can affect net take-home pay, such as reaching a FICA limit, changing benefit elections, etc. Also, there may be occasional rounding differences in the new system, but those differences will be minimal.

Q. Will employees still use iTAMS to report time and attendance, and to view/enter leave?
A. Yes, this will remain the same. All employees will continue to use their current time reporting system. (iTAMS will be your only source of available leave balances. Paycheck stubs with the new system will not show this information.)

Q. Beginning in April when the new system goes live, where can I go for answers and support?
A. You have many options for getting the guidance you need.

- Go to sc.edu/hrpayrollproject. You’ll find quick reference guides, webinars, eLearning tools and more.
- Narrow your search by going directly to the section on Employee Self Service.
- For more direct help, reach out to the DoIT Service Desk, or call the DoIT Service Desk at 803-777-1800.
- For questions on benefit enrollments, contact the Benefits Office at benefits@mailbox.sc.edu or 803-777-6650.
- For questions about deductions, contact the Payroll Department at uscpay@mailbox.sc.edu or 803-777-4227.
- With other questions, or if you don’t know where to direct your search, reach out to your HR Contact.
- If you are an HR Contact with questions, your system trainer will be able to guide you. See the HR trainer roster.
- If you are a Business Manager with questions, contact the Payroll Department (Accounting) at 803-777-9673.

Q. These FAQs have been helpful, but where can I go for more information and step-by-step guidance?
A. Visit the project website for a full set of tip sheets, webinars, eLearning and more. Included are the 3-page Quick Reference for Employees and a 2-pager on Direct Deposit. Information is available for Student Employees and Affiliates.

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Important exceptions: All credit union deductions, as well as 9 over 12 deductions made by 9-month faculty members, will cease with the paycheck issued on March 29, 2019. See the Direct Deposit Quick Reference for more information. (Note that this refers to credit union deductions. A payroll deduction and a direct deposit authorization are two separate things. If your pay is currently direct deposited into a credit union, no action is needed on your part; the direct deposit information will be in the new system.)

Another exception applies to people who have coverage under the optional group term life insurance benefit plan. The new system uses a different process to calculate imputed income each pay period. The previous system included a pre-tax and post-tax deduction for any employee who elected to have optional life insurance, and any adjustment of the imputed income was required at the end of the year. In the new system, imputed income is calculated each pay period. Beginning with the paycheck on April 15, instead of seeing two deductions for optional life, you will see only one deduction, along with a corresponding taxable employer paid optional life benefit. Because this adjustment for optional life imputed income will be happening each pay period, you may also notice some slight adjustments to your tax withholding amounts.

Please note:
Employees who are affected by any of these exceptions are receiving further communications with additional information and guidance.

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