December 7, 2020

Memorandum

To: All Departments
From: USC Payroll Department
Subject: Important December ITAMS Deadlines

Please distribute this memorandum to ALL employees as soon as possible.

**Exempt Semi-Monthly Timesheets—For the Period Ending December 15, 2020 & December 31, 2020**

Any leave from December 1 through December 15th must be entered and approved in ITAMS for exempt employees by 5:00PM on **Friday, December 11, 2020**. This EARLY deadline is required due to the shortened pay period processing deadlines that must be met for the month of December.

Any leave from December 16th through December 31st must be entered and approved in ITAMS for exempt employees by 5:00PM on **Wednesday, December 23, 2020**. This deadline is required due to Year End Process that must be met to ensure correct leave balances are carried forward correctly into 2020.

**Weekly Time Sheets—For Week Ending December 12, 2020**

Timesheets for the week ending December 12, 2020 must be entered and approved in ITAMS no later than 5:00PM on **Monday, December 14, 2020**. This deadline is important to ensure hours are recorded in the Payroll system before the last payroll of the year closes. **This will be the last week included in payroll for calendar year 2020.**
Weekly Time Sheets – For Week Ending December 19 & 26, 2020

Timesheets for the weeks ending December 19 and December 26 must be entered and approved in ITAMS no later than 5:00PM on Monday, January 4, 2021. However, as weekly timesheets are due by Monday at noon for the previous week, it is advised that timesheets for weeks ending December 19 and December 26 are submitted and approved accordingly no later than December 28th.

This deadline is required due to Year End Processes that must be met to ensure correct leave balances are carried forward correctly into 2021.

Leave Adjustments for 2020

All leave adjustments for 2020 that have not been previously corrected or added must be entered and approved in ITAMS by 5:00PM on Monday, January 4, 2021 before the final roll forward of leave balances occurs for the start of 2021. ITAMS will not be available on January 5th or January 6th. We recommend that you review any leave adjustments that may be necessary and have them approved in ITAMS prior to the holidays to avoid delays in meeting the January deadlines. Failure to meet the January 4th deadline may result in incorrect opening leave balances for 2021.

In addition, this information is available on the homepage of ITAMS.