

# ITAMS USER TRAINING STUDENTS AND HOURLY TEMPORARY



# Where?

- <https://itams.csd.sc.edu>
- Faculty & Staff link from main USC website. ([www.sc.edu](http://www.sc.edu))
- Payroll Website

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

cokerjs

Password:

.....

LOGIN

If you receive an ACCESS DENIED message, visit [myaccount.sc.edu](http://myaccount.sc.edu) and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

itams\_csd\_sc\_edu\_4500

UofSC: OneCarolina: CASP: ITAMS.

If you have signed up for MFA, please enter one of the following to login:

**Network Username** - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

**VIP ID** is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.

**Blackboard Auxiliary ID** - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

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Save the link  
as a favorite  
for easy  
access!!

# How? – Logging In

- Network Username OR VIP ID
- Password

**UofSC Central Authentication Service (CAS)**

Login Credentials Required

Network Username/VIP ID

Password:


LOGIN

If you receive an ACCESS DENIED message, visit [myaccount.sc.edu](https://myaccount.sc.edu) and setup multifactor authentication under the Account Settings field.

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication!

\*If you need any assistance with your network name and password or VIP ID and password please contact the Help Desk at (803) 777-1800.

# Hourly Timesheets

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3	
62070-PAYROLL								
<input type="checkbox"/> -WORKED - Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
								0.00

- 7 day timesheet
- Report All Hours Worked
- Sunday-Saturday
- Send for approval by Monday at Noon

# How? – Entering Worked Time

iTAMS 3.5.0

Home **Time Entry** Leave Summary | Log out

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
JOHN PUBLIC	USC	000000589959	00AB2000024P	001	NE_HR	Active	Active

**Home**

Welcome to USC iTAMS

- You have 0 timesheets waiting to be approved by a manager
- You have 0 rejected timesheets

Color Scheme: Default

- Click Time Entry from Home Page

iTAMS 3.5.0

Home | Time Entry | Leave Summary | Log out

Job Code: 00AB2000024P | Report Period Ending: September 17, 2016 | Time Code: -WORKED Hours Worked | AddTimeCde | **Save**

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
JOHN PUBLIC	USC	000000589959	00AB2000024P	001	NE_HR	Active	Active

Status: New Time Sheet

Comments:

Comp. Banked: ☐

Delete Selected Rows | Send for Approval | View Printable Report

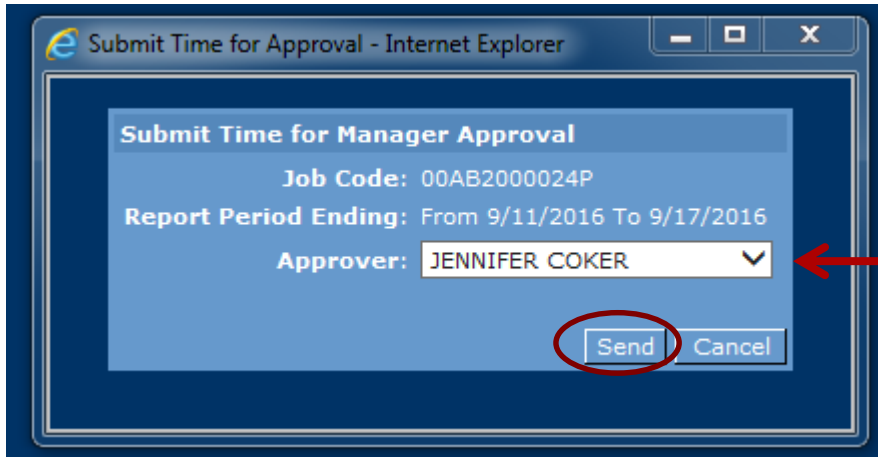
	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17
30000-THOMAS COOPER LIBRARY							
-WORKED - Hours Worked	7.5	7.5	7.5	7.5	7.5	7.5	37.50
	7.50	7.50	7.50	7.50	7.50	7.50	37.50

Delete Selected Rows | **Send for Approval** | View Printable Report

- Add WORKED Time Code and fill in hours under each day for the report period selected
- Save & finish later OR Send for Approval

\* Once sent for approval the Employee can no longer make any changes.

# How? – Submitting For Approval



Submit Time for Approval - Internet Explorer

**Submit Time for Manager Approval**

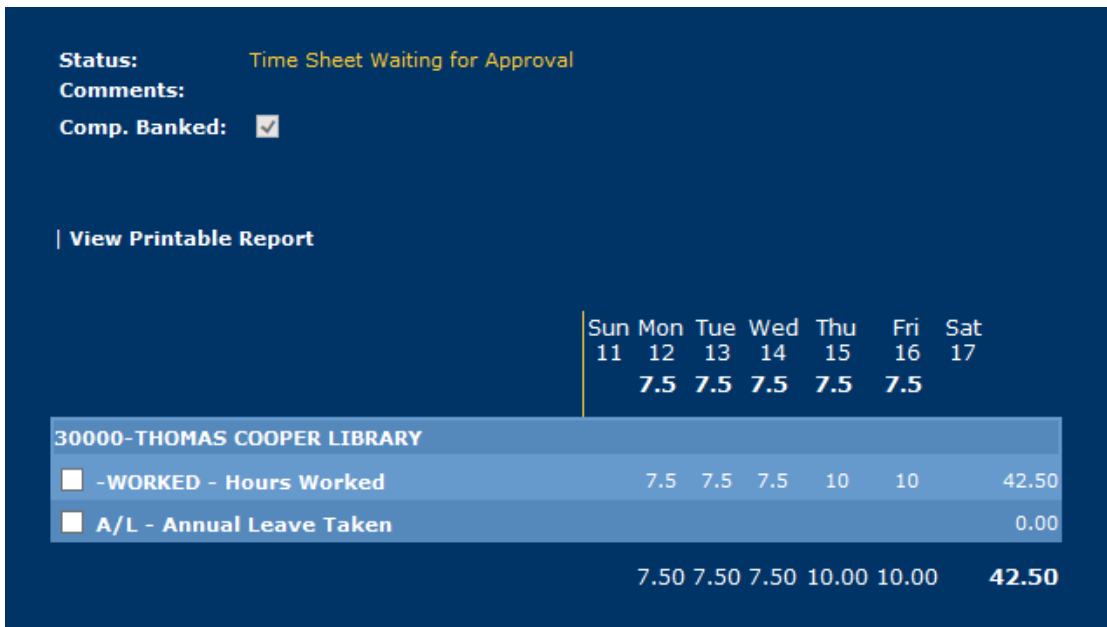
Job Code: 00AB2000024P

Report Period Ending: From 9/11/2016 To 9/17/2016

Approver: JENNIFER COKER

**Send** **Cancel**

- Use drop down to select approver to send time sheet. Click Send



**Status:** Time Sheet Waiting for Approval

**Comments:**

**Comp. Banked:** ☒

[View Printable Report](#)

	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17
	7.5	7.5	7.5	7.5	7.5		

**30000-THOMAS COOPER LIBRARY**

<input type="checkbox"/> -WORKED - Hours Worked	7.5	7.5	7.5	10	10		42.50
<input type="checkbox"/> A/L - Annual Leave Taken							0.00
	7.50	7.50	7.50	10.00	10.00		<b>42.50</b>

- Timesheet status will now show *Time Sheet Waiting for Approval*
- Once timesheet is sent for approval no changes can be made by the employee

# Multiple Positions – Example One

- Select the correct job code timesheet in the top left corner. Enter time under each job code for hours worked. Save & Send each timesheet by job code for approval.

iTAMS 3.5.0 Home | Time Entry | Leave Summary | Log out

Job Code: TEMP0042804H - 09/02/2016  
TEMP0043621H - 08/05/2016

Report Period Ending: July 30, 2016

Time Code: -WORKED Hours Worked

AddTimeCde Save

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
JAMES TESTER	USC	000000569120	TEMP0042804H	001	NE_HR	Active	Active

Status: New Time Sheet  
Comments:

Delete Selected Rows | Send for Approval | View Printable Report

Sun 24 Mon 25 Tue 26 Wed 27 Thu 28 Fri 29 Sat 30

17440-USC SUMTER  
-WORKED - Hours Worked 0.00

Job Code: TEMP0042804H - 09/02/2016  
TEMP0043621H - 08/05/2016

Report Period Ending: July 30, 2016

Name	Org	Employee	Job Code
JAMES TESTER	USC	000000569120	TEMP0042804H

# Multiple Positions – Example Two

iTAMS 3.5.0  
Home | Time Entry | Leave Summary | Manager Approval | People Search | Log out

00AD0300003P  
DUAL0053600H - 06/30/2017

Report Period Ending  
September 17, 2016

Time Code  
-WORKED Hours Worked

AddTimeCde Save

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
LISA EMPLOYEE	USC	000000543127	DUAL0053600H	001	NE_HR	Active	Active

Status: New Time Sheet  
Comments:  
Comp. Banked: ☐

Delete Selected Rows | Send for Approval | View Printable Report

iTAMS

00AD0300003P  
DUAL0053600H - 06/30/2017

Report Period Ending  
September 17, 2016

Name	Org	Employee	Job Code
LISA EMPLOYEE	USC	000000543127	DUAL0053600H

- Same for DUAL00 positions. Select the appropriate job code at the top right. Enter hour worked for each time sheet. Save & Send each timesheet by job code for approval.



# Pay Calendar- Overtime Pay

- For Salary Non-exempt employees, although the semi-monthly salary is paid current, any overtime earned is paid on a lag. For example, overtime earned during 10/16/2016-10/29/2016 will be paid on 11/15/2016. Please see the schedule below for reference.
- Hourly positions follow the same schedule below.

## HOURLY EMPLOYEE PAY SCHEDULE - Jan 2017 Through June 2017

Employees may access their Statement of Deposit and Earnings (paystubs) electronically via the "Past Paycheck" feature on VIP at [www.vip.sc.edu](http://www.vip.sc.edu)

Payday	Week Endings Being Paid
January 13	12/17, 12/24 and 12/31
January 31	1/7 and 1/14
February 15	1/21 and 1/28
February 28	2/4 and 2/11
March 15	2/18 and 2/25
March 31	3/4, 3/11 and 3/18
April 14	3/25 and 4/1
April 28	4/8 and 4/15
May 15	4/22 and 4/29
May 31	5/6 and 5/13
June 15	5/20 and 5/27
June 30	6/3 and 6/10

# Email Notifications

- Tuesday & Wednesday for the previous weeks timesheet.
- Tuesday: Email sent to employee & supervisor for timesheet not sent or approved.
- Wednesday: Email sent to employee, supervisor & department timekeeper for timesheet not sent or approved.

**From:** Messaging Notification [<mailto:TAMSADMIN@mailbox.sc.edu>]

**Sent:** Tuesday, August 16, 2016 3:02 PM

**To:** MANAGER

**Subject:** ITAMS Unapproved Time Sheet

The August 7, 2016 to August 13, 2016 timesheet for EMPLOYEE NAME (ITAMS Emp# 000000123456, USCID A123456789), EMPLOYEE NAME (ITAMS Emp# 000000001234, USCID B123456789), was either not submitted or has not been approved.

Please do not reply to this auto-generated message from the ITAMS Time and Attendance System.

