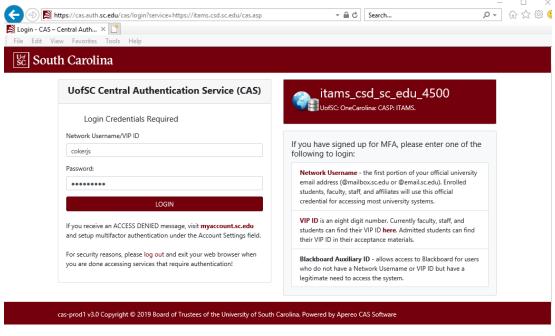
ITAMS USER TRAINING
NON-EXEMPT SALARIED





Where?

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

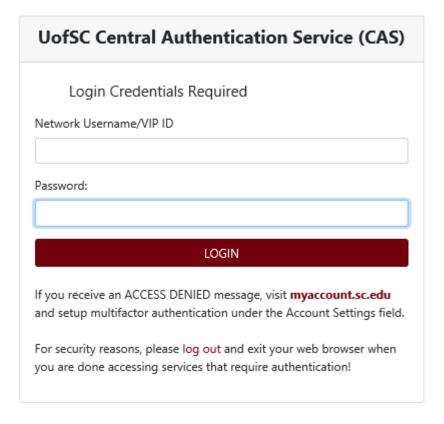




SOUTH CAROLINA

How? – Logging In

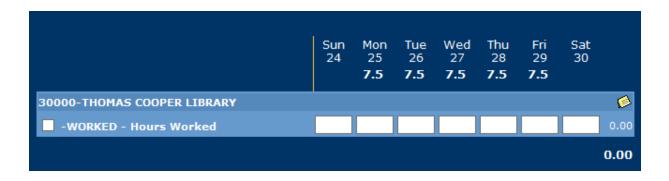
- Network Username OR VIP ID
- Password



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*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.

Non-Exempt Timesheets



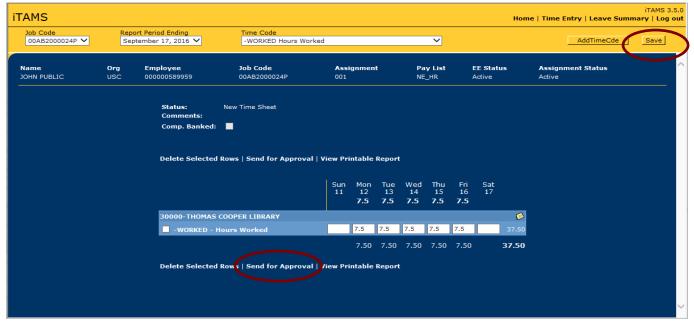
- 7 day timesheet
- Report All Hours Worked & Leave
- Sunday-Saturday
- Send for approval by Monday at Noon



How? – Entering Worked Time



 Click <u>Time Entry</u> from Home Page

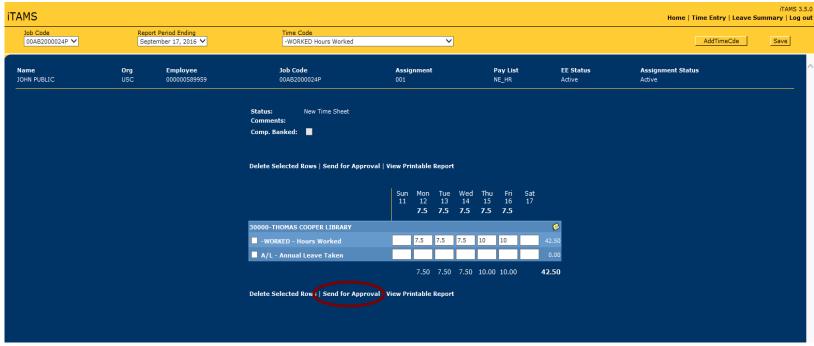


- Add WORKED Time Code and fill in hours under each day for the report period selected
- Save & finish later
 OR Send for
 Approval



^{*} Once sent for approval the Employee can no longer make any changes.

How? – Banking Time



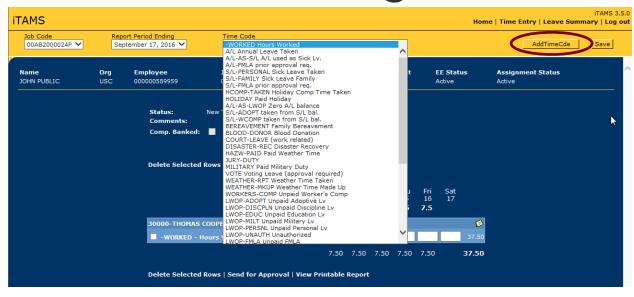


 Check box to bank compensatory time or leave box unchecked to be paid for over time. Click <u>Proceed</u> to continue



^{*} Manager will have override approval of the decision to bank compensatory time or pay overtime

How? - Entering Leave Time



 Use drop down to select leave time code needed. Click <u>AddTimeCde</u>



- Enter leave hours under approximate leave code
- Save & finish later
 OR Send for
 Approval

UNIVERSITY OF SOUTH CAROLINA

How? – Leave Summary

- Non-exempt employees will access leave balances and usage by clicking on <u>Leave Summary</u> at the top right.
- Annual Leave, Sick Leave accruals, usage, carryforward & balances can all be found here.
- Compensatory time earned and banked will also be found here. For more information on compensatory time please see policy HR 1.84 - Minimum Wage, Official Workweek, and Overtime Compensation.
- By Clicking into each type of Leave type listed you will get a break down of the Details, Accruals, YTD Taken & Adjustment History.



How? – Leave Summary

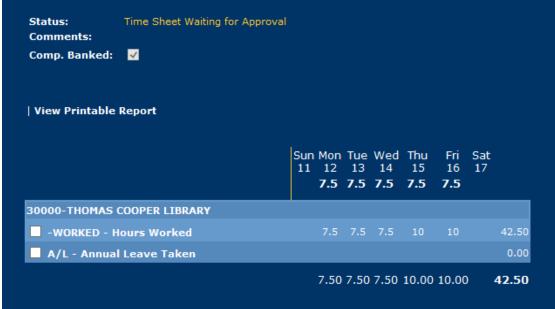
me San Manager	Org USC	Employee 000000327215	Job Code 00AH4000114P	Assignment 001	Pay List NE_HR	EE Status Terminated	Assignment Status Active	
Leave Details (01/01/2015 - 12/31/2015)							P	Plan Year Ending: 2015 🗸
eave Name				Carried Fwd	YTD Accrued (Hr		YTD Taken (Hrs)	YTD Balance (Hrs
VL Annual Leave (Hours)				-13.140	28.14	40	15.000	-0.00
Accruals								
ate From		Date To						Hou
								9.38
								9.38
03/01/2015		03/31/2015						9.38
YTD Taken (Hrs)								
Date From		Date To	Time Code Use	ed				Hour
02/20/2015		02/20/2015	A/L					7.50
Adjustment History								
Field		Adjustment Date	Comments					Adjustmen
Carry Forward			Carry forward f					
Usage								
Carry Forward		04/15/2015	Hours Paid					-85.28



How? – Submitting For Approval



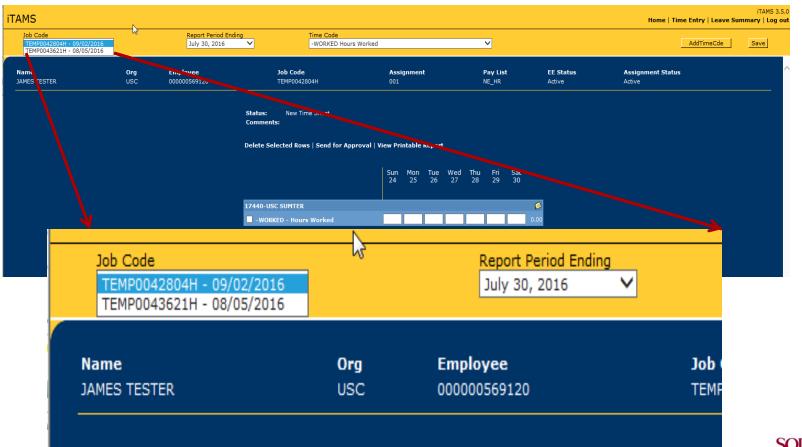
 Use drop down to select approver to send time sheet.
 Click <u>Send</u>



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

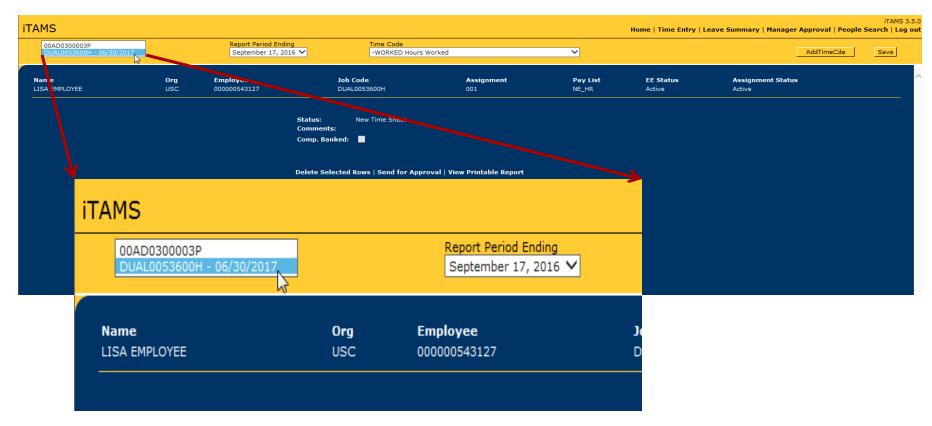
Multiple Positions – Example One

 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.





Multiple Positions – Example Two



 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.

SOUTH CAROLINA

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 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

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.

