

ITAMS USER TRAINING

NON-EXEMPT SALARIED



Where?

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

https://cas.auth.sc.edu/cas/login?service=https://itams.csd.sc.edu/cas.asp

Login - CAS - Central Auth...

UofSC South Carolina

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 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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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 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.

Non-Exempt Timesheets

	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30
		7.5	7.5	7.5	7.5	7.5	
30000-THOMAS COOPER LIBRARY							
<input type="checkbox"/> -WORKED - Hours Worked	<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 & Leave
- Sunday-Saturday
- Send for approval by Monday at Noon

How? – Entering Worked Time

- Click Time Entry 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

iTAMS 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		7.5	7.5	7.5	10	10	
<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		42.50

[Delete Selected Rows](#) | [Send for Approval](#) | [View Printable Report](#)

Time Banking - Internet Explorer

Time Banking

☐ Bank Comp.

[Proceed](#)

- Check box to bank compensatory time or leave box unchecked to be paid for over time. Click Proceed to continue

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

How? – Entering Leave Time

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

Job Code: 00AB2000024P Report Period Ending: September 17, 2016

Time Code: **AddTimeCde** Save

Name	Org	Employee	EE Status	Assignment Status
JOHN PUBLIC	USC	000000589959	Active	Active

Status: New
Comments:
Comp. Banked: ☐

Delete Selected Rows

30000-THOMAS COOPER LIBRARY

☐ -WORKED - Hours Worked

7.50 7.50 7.50 7.50 7.50 37.50

Delete Selected Rows | Send for Approval | View Printable Report

- Use drop down to select leave time code needed. Click AddTimeCde

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		7.5	7.5	7.5	7.5	7.5		30.00
<input type="checkbox"/> -WORKED - Hours Worked								
<input type="checkbox"/> A/L - Annual Leave Taken						7.5		0.00
	7.50	7.50	7.50	7.50				30.00

Delete Selected Rows | Send for Approval | View Printable Report

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

How? – Leave Summary

- Non-exempt employees will access leave balances and usage by clicking on Leave Summary 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

iTAMS

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

iTAMS 3.5.0

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
SUSAN MANAGER	USC	000000327215	00AH4000114P	001	NE_HR	Terminated	Active

Leave Details (01/01/2015 - 12/31/2015)

Plan Year Ending: 2015

Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)
A/L Annual Leave (Hours)	-13.140	28.140	15.000	-0.000

Accruals

Date From	Date To	Hours
01/01/2015	01/31/2015	9.380
02/01/2015	02/28/2015	9.380
03/01/2015	03/31/2015	9.380

YTD Taken (Hrs)

Date From	Date To	Time Code Used	Hours
01/02/2015	01/02/2015	A/L	7.500
02/20/2015	02/20/2015	A/L	7.500

Adjustment History

Field	Adjustment Date	Comments	Adjustment
Carry Forward	01/06/2015	Carry forward from previous year	72.140
Usage	01/14/2015	Leave taken 1/2/15	7.500
Carry Forward	04/15/2015	Hours Paid	-85.280

<<Back

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		42.50

- 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 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.

