

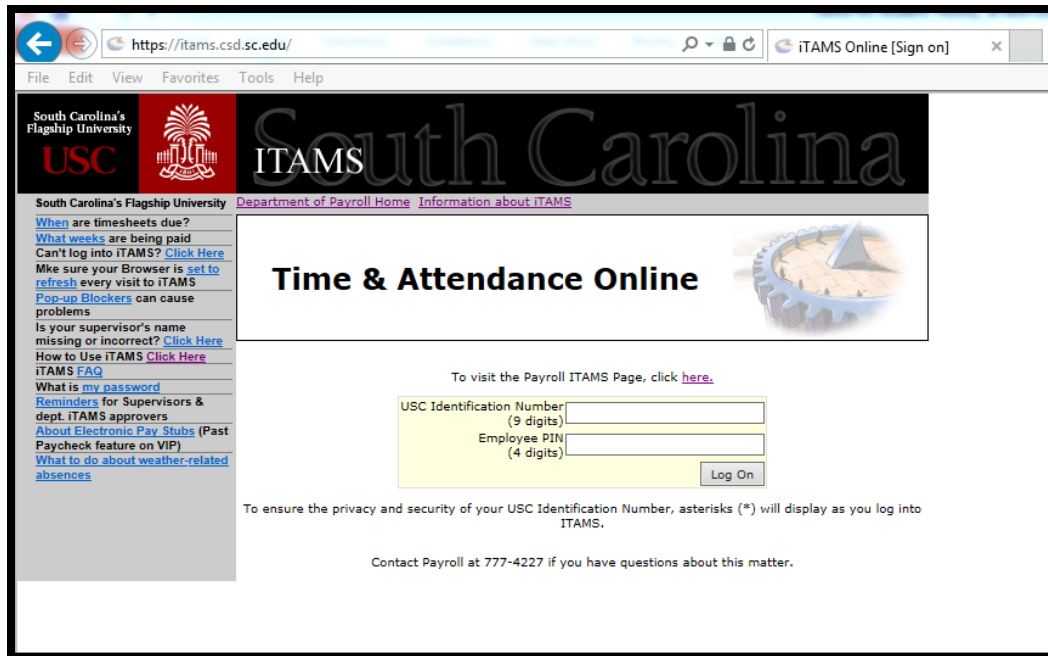
ITAMS USER TRAINING

NON-EXEMPT SALARIED



Where?

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



South Carolina's Flagship University
USC

ITAMS South Carolina

Department of Payroll Home Information about ITAMS

Time & Attendance Online

To visit the Payroll ITAMS Page, click [here](#).

USC Identification Number (9 digits)

Employee PIN (4 digits)

To ensure the privacy and security of your USC Identification Number, asterisks (*) will display as you log into ITAMS.

Contact Payroll at 777-4227 if you have questions about this matter.

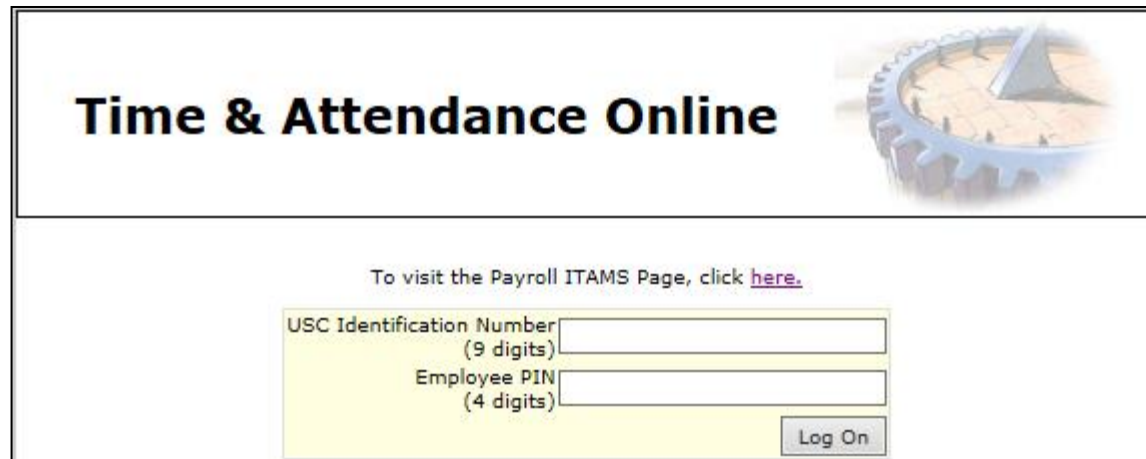
South Carolina's Flagship University

- [When are timesheets due?](#)
- [What weeks are being paid](#)
- [Can't log into ITAMS? Click Here](#)
- [Mke sure your Browser is set to refresh every visit to ITAMS](#)
- [Pop-up Blockers can cause problems](#)
- [Is your supervisor's name missing or incorrect? Click Here](#)
- [How to Use ITAMS Click Here](#)
- [ITAMS FAQ](#)
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- [About Electronic Pay Stubs \(Past Paycheck feature on VIP\)](#)
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How? – Logging In

- USC Identification Number = SSN
- Employee PIN = VIP PIN **



Time & Attendance Online

To visit the Payroll ITAMS Page, click [here](#).

USC Identification Number
(9 digits)

Employee PIN
(4 digits)

Log On

*For first time users, go to www.vip.sc.edu to login and change your pin. The default PIN for new users is birth month and birth day (MMDD). Once reset allow 24 hours for ITAMS to update to the new PIN.

** Please contact HR if employee PIN is forgotten and needs to be reset.

Non-Exempt Timesheets

	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	
30000-THOMAS COOPER LIBRARY		7.5	7.5	7.5	7.5	7.5		
<input type="checkbox"/> -WORKED - Hours Worked								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

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

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

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	7.5	7.5		37.50
-WORKED - Hours Worked		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? – Banking Time

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

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:

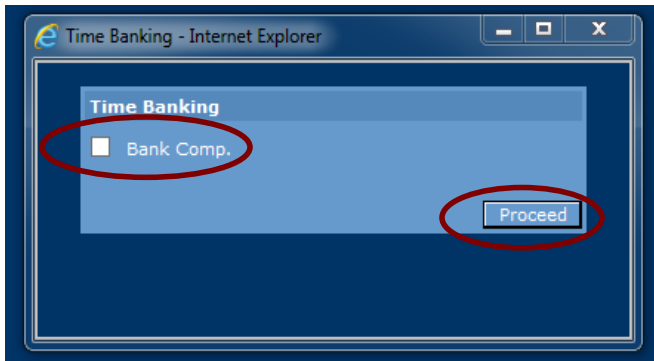
Delete Selected Rows | Send for Approval | View Printable Report

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

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



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

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

AddTimeCde Save

Name	Org	Employee	Time Code	EE Status	Assignment Status
JOHN PUBLIC	USC	000000589959	-WORKED Hours Worked	Active	Active

Time Code List:

- WORKED Hours Worked
- A/L Annual Leave Taken
- A/L-AS-S/L A/L used as Sick Lv.
- A/L-FMLA prior approval req.
- S/L-PERSONAL Sick Leave Taken
- S/L-FAMILY Sick Leave Family
- S/L-FMLA prior approval req.
- HCOMP-TAKEN Holiday Comp Time Taken
- HOLIDAY Paid Holiday
- A/L-AS-LWOP Zero A/L balance
- S/L-ADOPT taken from S/L bal.
- S/L-WCOMP taken from S/L bal.
- BEREAVEMENT Family Bereavement
- BLOOD-DONOR Blood Donation
- COURT-LEAVE (work related)
- DISASTER-REC Disaster Recovery
- HAZW-PAID Paid Weather Time
- JURY-DUTY
- MILITARY Paid Military Duty
- VOTE Voting Leave (approval required)
- WEATHER-RPT Weather Time Taken
- WEATHER-MKUP Weather Time Made Up
- WORKERS-COMP Unpaid Worker's Comp
- LWOP-ADOPT Unpaid Adoptive Lv
- LWOP-DISCIPLN Unpaid Discipline Lv
- LWOP-EDUC Unpaid Education Lv
- LWOP-MILT Unpaid Military Lv
- LWOP-PERSNL Unpaid Personal Lv
- LWOP-UNAUTH Unpaid FMLA
- LWOP-FMLA Unpaid FMLA

Time Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
-WORKED - Hours		7.5	7.5	7.5	7.5			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	Mon	Tue	Wed	Thu	Fri	Sat	Total
	11	12	13	14	15	16	17	
		7.5	7.5	7.5	7.5	7.5		
30000-THOMAS COOPER LIBRARY								
-WORKED - Hours Worked		7.5	7.5	7.5	7.5			30.00
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 iTAMS 3.5.0

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

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

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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	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.

The screenshot displays the iTAMS system interface for a user named James Tester. The top navigation bar includes the iTAMS logo and the version number 3.5.0. The header section contains a 'Job Code' dropdown menu with two options: 'TEMP0042804H - 09/02/2016' and 'TEMP0043621H - 08/05/2016'. The 'Report Period Ending' is set to 'July 30, 2016'. The 'Time Code' is set to '-WORKED Hours Worked'. A 'Save' button is visible in the top right corner.

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

The timesheet grid shows the following data:

Job Code	Sun 24	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29	Sat 30	Total
17440-USC SUMTER								0.00

A zoomed-in view of the 'Job Code' dropdown menu is shown below, highlighting the two options: 'TEMP0042804H - 09/02/2016' and 'TEMP0043621H - 08/05/2016'. The 'Report Period Ending' is also shown as 'July 30, 2016'.

Name	Org	Employee	Job Code
JAMES TESTER	USC	000000569120	TEMP0042804H

Multiple Positions – Example Two

The screenshot displays the iTAMS 3.5.0 interface. At the top, there is a navigation bar with links for Home, Time Entry, Leave Summary, Manager Approval, People Search, and Log out. Below this, a header section contains the following fields:

- Job Code: 00AD0300003P (highlighted) and DUAL0053600H - 06/30/2017 (highlighted)
- Report Period Ending: September 17, 2016
- Time Code: -WORKED Hours Worked
- Buttons: AddTimeCde, Save

The main content area shows a table with the following data:

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

Below the table, there are fields for Status (New Time Sheet), Comments, and Comp. Banked. A red arrow points from the Job Code field in the top header to the Job Code field in the main form area. Below the main form area, there is a table with the following data:

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.

