

ITAMS USER TRAINING EXEMPT



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.

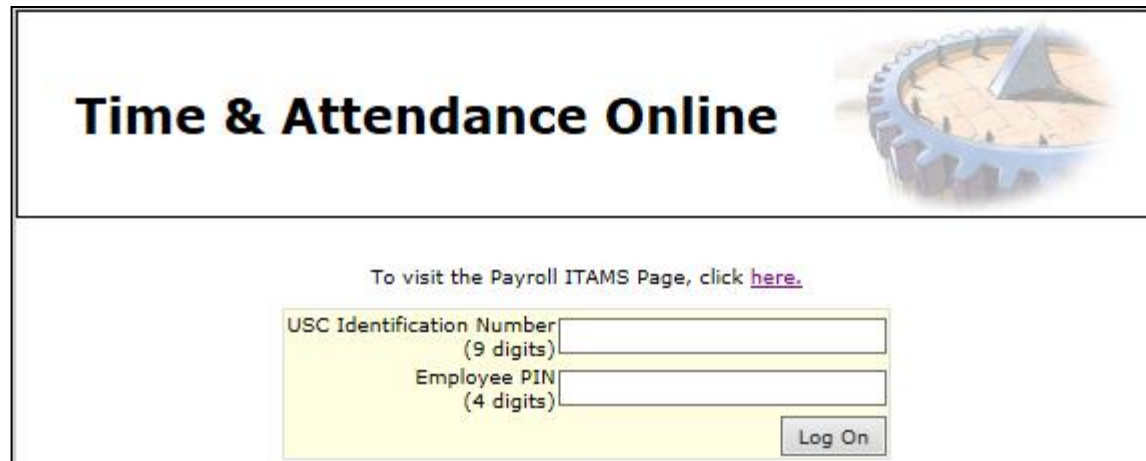
Contact Payroll at 777-4227 if you have questions about this matter.

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
What is [my password](#)
[Reminders for Supervisors & dept. ITAMS approvers](#)
[About Electronic Pay Stubs \(Past Paycheck feature on VIP\)](#)
[What to do about weather-related absences](#)



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.

Exempt Timesheets

	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28	Mon 29	Tue 30	Wed 31	
	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	
17112-HUMANITIES & SOCIAL SCI																	
<input type="checkbox"/> A/L - Annual Leave Taken																	0.00
																0.00	

- 15 day timesheet
- Report exception time only
 - Annual Leave, Sick Leave, ect

How? – Entering Leave Time

Job Code: 00AD2800026E | Report Period Ending: May 31, 2017 | Time Code: A/L Annual Leave Taken

Name: JOHN PUBLIC | Org: USC | Employee: 000000502645

Status: New Time Sheet

Comments:

EE Status: Active | Assignment Status: Active

Time Code List:

- A/L Annual Leave Taken
- A/L-AS-S/L A/L used as Sick Lv.
- A/L-AS-LWOP Zero A/L balance
- S/L-PERSONAL Sick Leave Taken
- S/L-FAMILY Sick Leave Family
- S/L-WCOMP taken from S/L bal.
- HOLIDAY Paid Holiday
- MILITARY Paid Military Duty
- BEREAVEMENT Family Bereavement
- BLOOD-DONOR Blood Donation
- COURT-LEAVE (work related)
- HAZW-PAID Paid Weather Time
- JURY-DUTY
- WEATHER-RPT Weather Time Taken
- WEATHER-MKUP Weather Time Made Up
- A/L-FMLA prior approval req.
- S/L-FMLA prior approval req.
- S/L-ADOPT taken from S/L bal.
- LWOP-ADOPT Unpaid Adoptive Lv
- LWOP-DISCIPLN Unpaid Discipline Lv
- LWOP-EDUC Unpaid Education Lv
- LWOP-MILT Unpaid Military Lv
- LWOP-UNAUTH Unauthorized
- WORKERS-COMP Unpaid Worker's Comp
- DISASTER-REC Disaster Recovery
- LWOP-PERSNL Unpaid Personal Lv
- FURLOUGH Unpaid Furlough Hours
- FURLOUGH-VOL UNPAID FURLOUGH HOURS, VOLUNTARY
- VOTE Voting Leave (approval required)
- S/L-FLU-NOMD S/L-flu no MD diagnosis

	Tue 16	Wed 17	Thu 18	Fri 26	Sat 27	Sun 28	Mon 29	Tue 30	Wed 31	Total
62070-PAYROLL										0.00
<input type="checkbox"/> A/L - Annual Leave Taken	7.5	7.5								15.00
<input type="checkbox"/> HOLIDAY - Paid Holiday										0.00
Total	7.5	7.5								15.00

Buttons: AddTimeCde, Save

- Use drop down to select leave time code needed. Click AddTimeCde
- Enter leave hours under approximate leave code
- Save & finish later OR Send for Approval

	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Total
62070-PAYROLL																0.00
<input type="checkbox"/> A/L - Annual Leave Taken								3.5	7.5							11.00
<input type="checkbox"/> S/L-PERSONAL - Sick Leave Taken																0.00
Total								3.50	7.50							11.00

How? – Leave Summary

- 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.
- 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:

| View Printable Report

	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15
62070-PAYROLL															
■ JURY-DUTY -															0.00
■ S/L-FAMILY - Sick Leave Family		2								7.5					9.50
		2.00								7.50					9.50

| View Printable Report

- 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.