

# 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

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)

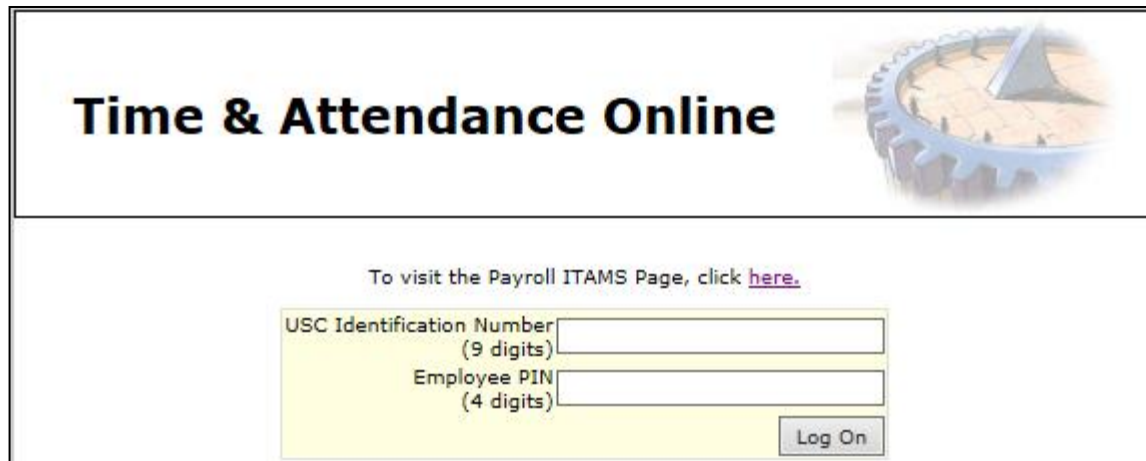
To ensure the privacy and security of your USC Identification Number, asterisks (\*) will display as you log into ITAMS.

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



# 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](http://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.

# 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
								<b>0.00</b>

- 7 day timesheet
- Report All Hours Worked
- 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	
-WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5	37.50
		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	7.5	
<b>30000-THOMAS COOPER LIBRARY</b>							
<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.

The screenshot displays the iTAMS system interface for entering a timesheet. The top header shows 'iTAMS' and navigation links: 'Home | Time Entry | Leave Summary | Log out'. The version 'ITAMS 3.5.0' is also visible.

The main form area includes the following fields:

- Job Code:** A dropdown menu with options: 'TEMP0042804H - 09/02/2016' (selected) and 'TEMP0043621H - 08/05/2016'.
- Report Period Ending:** A dropdown menu with the value 'July 30, 2016'.
- Time Code:** A dropdown menu with the value '-WORKED Hours Worked'.
- Buttons: 'AddTimeCde' and 'Save'.

Below the form is a table of employee assignments:

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

Below the table, there are links for 'Status: New Time Sheet', 'Comments:', and 'Delete Selected Rows | Send for Approval | View Printable Report'.

A calendar grid is shown for the week of July 24 to 30, 2016. A tooltip for '17440-USC SUMTER' is visible, showing a table for hours worked:

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
							0.00

A red arrow points from the job code selection area to a detailed view of the timesheet entry, which shows the same form fields and a table for hours worked:

Job Code	Report Period Ending
TEMP0042804H - 09/02/2016	July 30, 2016
TEMP0043621H - 08/05/2016	

Below this is a table for the employee's details:

Name	Org	Employee	Job Code
JAMES TESTER	USC	000000569120	TEMP

# 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 yellow header contains the iTAMS logo and a search bar with the text "00AD0300003P DUAL0053600H - 06/30/2017". To the right of the search bar are fields for "Report Period Ending" (September 17, 2016) and "Time Code" (-WORKED Hours Worked). There are "AddTimeCde" and "Save" buttons on the right. Below the header is a table with columns: Name (LISA EMPLOYEE), Org (USC), Employee (000000543127), Job Code (DUAL0053600H), Assignment (001), Pay List (NE\_HR), EE Status (Active), and Assignment Status (Active). Below the table, there are fields for "Status: New Time Sheet", "Comments:", and "Comp. Banked: [checkbox]". At the bottom of the table area, there are links for "Delete Selected Rows", "Send for Approval", and "View Printable Report". Below this is a yellow banner with the iTAMS logo. Below the banner is a form with a search bar containing "00AD0300003P DUAL0053600H - 06/30/2017" and a "Report Period Ending" dropdown set to "September 17, 2016". Below the form is a table with columns: Name (LISA EMPLOYEE), Org (USC), Employee (000000543127), and Job Code (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.

