

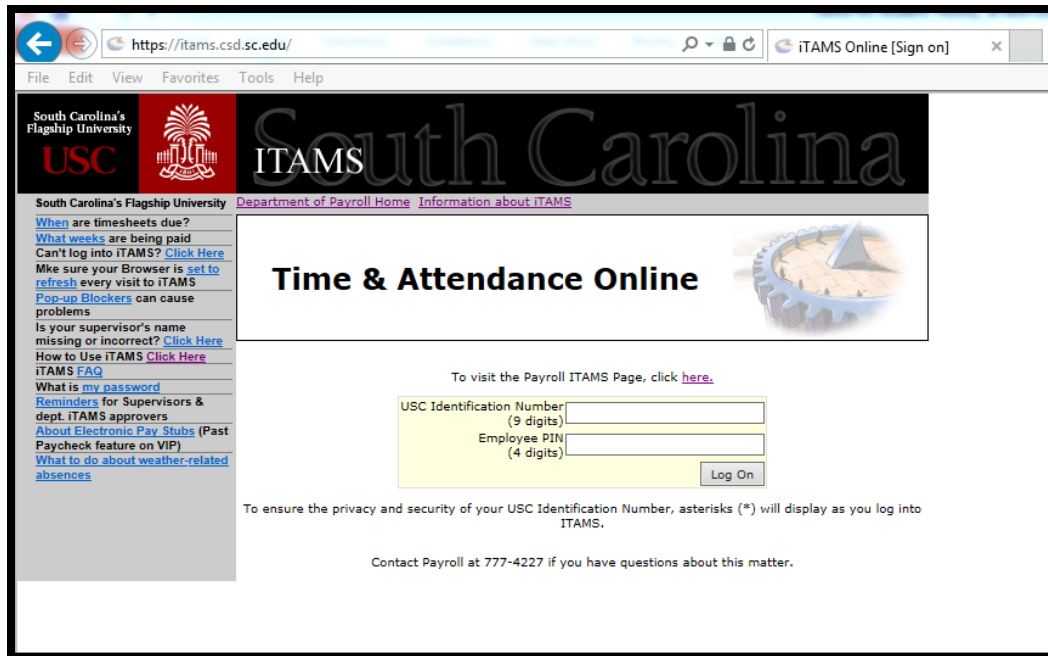
ITAMS USER TRAINING

APPROVERS



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.

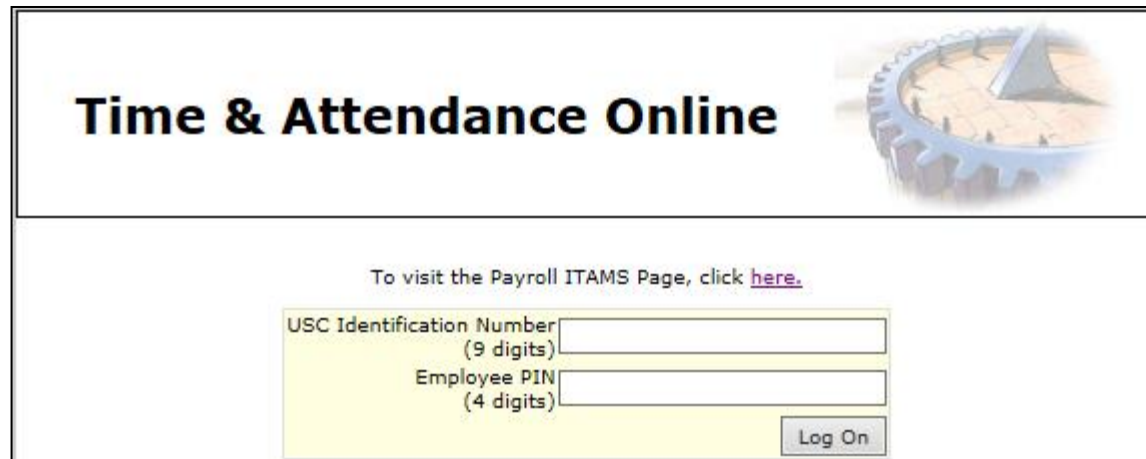
South Carolina's Flagship University

- [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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- [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.

How? – Manager Approval

ITAMS 3.5.0 Home | Time Entry | Leave Summary | Manager Approval | People Search | Log out

Name: SUSAN MANAGER, Org: USC, Employee: 00000327215, Job Code: 00AH4000114P, Assignment: 001, Pay List: NE_HR, EE Status: Terminated, Assignment Status: Active

Home
Welcome to USC ITAMS

- You have 0 timesheets waiting to be approved by a manager
- There are 3 timesheets waiting to be approved by you
- You have 0 rejected timesheets

Color Scheme: Default

- For approvers, your homepage will have this box. Once employees submit timesheets you will be notified here.

Home
Welcome to USC ITAMS

- You have 0 timesheets waiting to be approved by a manager
- There are 3 timesheets waiting to be approved by you
- You have 0 rejected timesheets

Color Scheme: Default

ITAMS 3.5.0 Home | Time Entry | Leave Summary | Manager Approval | People Search | Log out

Name: SUSAN MANAGER, Org: USC, Employee: 00000327215, Job Code: 00AH4000114P, Assignment: 001, Pay List: NE_HR, EE Status: Terminated, Assignment Status: Active

Manager Approval

Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
USC 00000543127	LISA EMPLOYEE	09/03/2016		<input type="checkbox"/>
USC 00000543127	LISA EMPLOYEE	09/03/2016		<input type="checkbox"/>
USC 00000589959	JOHN PUBLIC	09/17/2016		<input type="checkbox"/>

Reject Approve

- Click on Manager Approval to access timesheets waiting on approval. To approve or reject click the check box beside the appropriate employee and then click Reject or Approve. Reject will send the timesheet back to the employee to make changes.

How? – Manager Approval

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
SUSAN MANAGER	USC	00000327215	00AH4000114P	001	NE_HR	Terminated	Active

Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
USC 00000543127	LISA EMPLOYEE	09/03/2016	<input type="text"/>	<input type="checkbox"/>
USC 00000543127	LISA EMPLOYEE	09/03/2016	<input type="text"/>	<input type="checkbox"/>
USC 00000589959	JOHN PUBLIC	09/17/2016	<input type="text"/>	<input type="checkbox"/>

- To review each timesheet before approving, click on each employee's PIN number as circled above. The timesheet will open in a new window.
- Timesheets can be approved directly from the timesheet by clicking save or by returning to the manager approval list.

Job Code	Report Period Ending	Time Code
00AB2000024P	September 17, 2016	-WORKED Hours Worked

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
JOHN PUBLIC	USC	00000589959	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		7.5	7.5	7.5	7.5	7.5		37.50

Delete Selected Rows | Send for Approval | View Printable Report

How? – Manager People Search

ITAMS 3.5.0

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

People Search

Search: University of South Carolina for [] In: Employee Name [Search]

Perform the following function: Time Sheet []

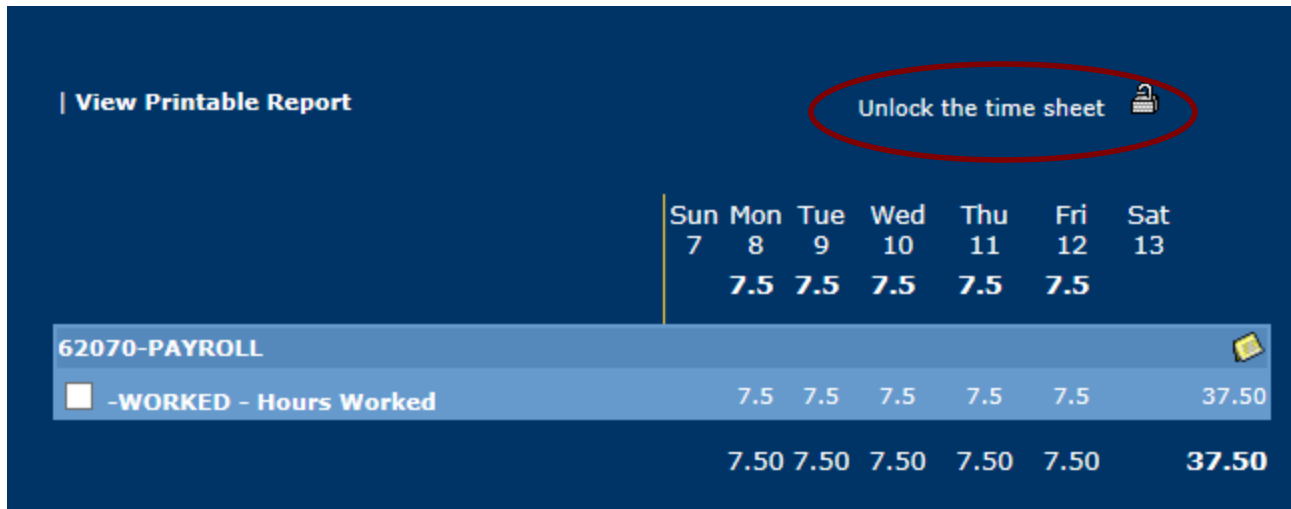
Active Positions Only Maximum rows: 25 []

System-Wide Search

- Approvers can search for employees through the People Search Function on the top right of the ITAMS homepage. Employees can be searched by last name, first name or ITAMS employee identification number.
- To search for positions that are not active, recently ended or will end soon make sure to uncheck the Active Positions Only box, that defaults.

How? – Unlock a timesheet

- If a timesheet has been already been extracted for payroll, Approvers are able to unlock the timesheet to make changes—also called Prior Period Adjustments.
- First, search for the employee using People Search and bring up the timesheet that has been extracted and needs changes. By clicking Unlock the time sheet the timesheet will open into a editable view. Make applicable changes and Save.
- Changes will be pulled to payroll the next time timesheets are extracted.



The screenshot shows a dark blue interface with a white link "View Printable Report" on the left. On the right, a button labeled "Unlock the time sheet" with a padlock icon is circled in red. Below this is a table with columns for days of the week (Sun 7, Mon 8, Tue 9, Wed 10, Thu 11, Fri 12, Sat 13) and rows for hours worked. The top row shows 7.5 hours for each day. Below that, a row labeled "62070-PAYROLL" shows a total of 37.50 hours. A row labeled "-WORKED - Hours Worked" shows 7.50 hours for each day and a total of 37.50 hours.

	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13
	7.5	7.5	7.5	7.5	7.5	7.5	
62070-PAYROLL							37.50
-WORKED - Hours Worked	7.50	7.50	7.50	7.50	7.50	7.50	37.50

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.

