



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office
iTAMS Calculator Instructions
Calculating Leave (Covid-19)
May 4, 2020

Today's Agenda

- Qualifying Reasons
- Pay Limitations and Approvals
- How to use to the Calculator
- Where to find Resources
- Contact Information



Qualifying Reasons

Emergency sick leave is provided if an employee is unable to work or work from home for one or more the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in paragraph 1 or has been advised as described in paragraph 1.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID–19.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.



Pay Limitations and Approvals

- **Reasons 1-3** are paid at 100% of employees regular rate of pay, limited to \$511 per day or \$5,110 total
- **Reasons 4-6** are paid at 67% of employees regular rate of pay, limited to \$200 per day or \$2,000 total

Before you enter emergency sick leave or emergency medical leave on your iTAMS time card you must complete the application and receive approval from HR.

An application must be submitted for each position.

For employees with multiple positions, the limits are by employee not by position.



How to use the Calculator - Demo

- Demonstration



Where to Find Resources

Coronavirus: Get complete details about the university's response to [COVID-19](#).

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE



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Payroll Department

Payroll Department

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Pay Dates

Direct Deposit

International Payroll

» Payroll Toolbox

ITAMS Reference

Forms

Payroll Schedules

Student Account Codes

Office Contacts

Payroll Toolbox

New Payroll Hot Topics

The Payroll Office is pleased to announce that monthly **Payroll Hot Topics** webinars will begin **February 26, 2020**. The goal is to provide the HCM PeopleSoft user community with information, tips and training on new processes, policies and features as it relates to Payroll in PeopleSoft.

Expand all

February 26, 2020



April 29, 2020



ITAMS Reference »

The ITAMS training guides provide step through instructions for time entry and screen shots for visual guidance.

Contact Payroll

Phone: 803-777-4227

Fax: 803-777-8080

1600 Hampton Street, 7th floor
University of South Carolina
Columbia, South Carolina 29208



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Contact Information

For questions regarding how to use the iTAMS Calculator, please reach out to your HR Contact. They can walk you through the process.





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