

ITAMS USER TRAINING EXEMPT



Where?

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

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

cokerjs

Password:

.....

LOGIN

If you receive an ACCESS DENIED message, visit myaccount.sc.edu and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

itams_csd_sc_edu_4500

UofSC: OneCarolina: CASP: ITAMS.

If you have signed up for MFA, please enter one of the following to login:

Network Username - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

VIP ID is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.

Blackboard Auxiliary ID - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

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How? – Logging In

- Network Username OR VIP ID
- Password

UofSC Central Authentication Service (CAS)

Login Credentials Required

Network Username/VIP ID

Password:

LOGIN

If you receive an ACCESS DENIED message, visit myaccount.sc.edu and setup multifactor authentication under the Account Settings field.

For security reasons, please **log out** and exit your web browser when you are done accessing services that require authentication!

*If you need any assistance with your network name and password or VIP ID and password please contact the Help Desk at (803) 777-1800.

Exempt Timesheets

	Tue 16 7.5	Wed 17 7.5	Thu 18 7.5	Fri 19 7.5	Sat 20 7.5	Sun 21 7.5	Mon 22 7.5	Tue 23 7.5	Wed 24 7.5	Thu 25 7.5	Fri 26 7.5	Sat 27 7.5	Sun 28 7.5	Mon 29 7.5	Tue 30 7.5	Wed 31 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-DISCLN 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

62070-PAYROLL

☐ A/L - Annual Leave Taken

☐ HOLIDAY - Paid Holiday

Delete Selected Rows | Send for Approval | View Printable Report

- 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

62070-PAYROLL

	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
A/L - Annual Leave Taken								3.5	7.5						11.00
S/L-PERSONAL - Sick Leave Taken															0.00
								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

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

iTAMS 3.5.0

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

<<Back

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															
<input type="checkbox"/> JURY-DUTY -															0.00
<input type="checkbox"/> 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
LISA EMPLOYEE	USC	000000543127

- 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.