ITAMS USER TRAINING
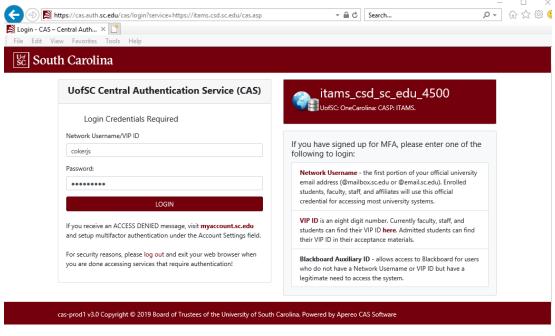## EXEMPT

Where?

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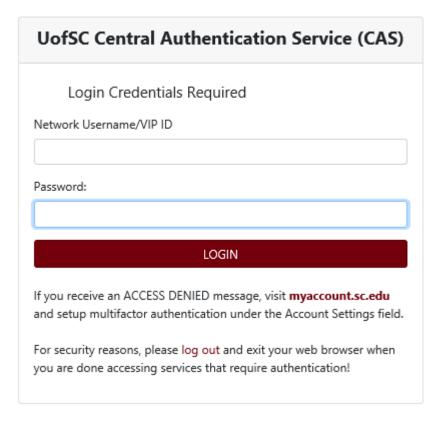- Payroll Website

Save the link as a favorite for easy access!!

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.
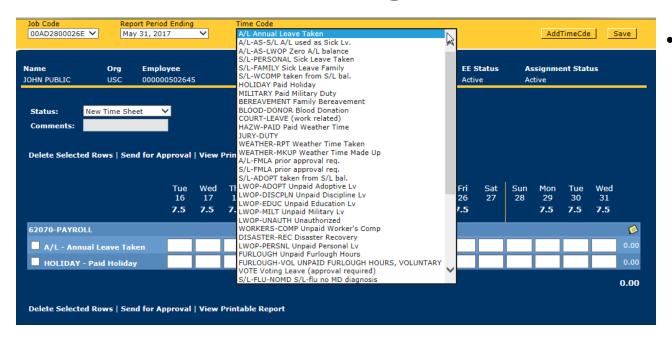
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Exempt Timesheets

	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																	
☐ A/L - Annual Leave Taken																	0.00
																	0.00

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

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How? – Entering Leave Time

- 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

How? – Leave Summary

- Exempt employees will access leave balances and usage by clicking on <u>Leave Summary</u> 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.

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How? – Leave Summary

How? – Submitting For Approval

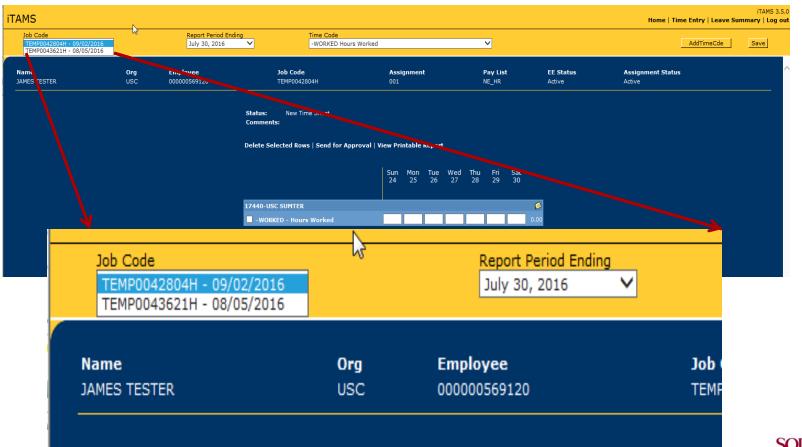- Use drop down to select approver to send time sheet. Click Send

- Timesheet status will now show *Time Sheet Waiting for Approval*

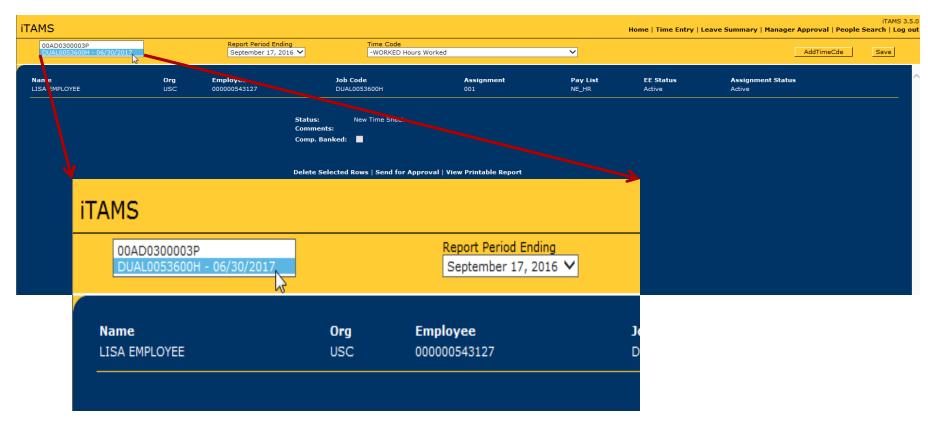- Once timesheet is sent for approval no changes can be made by the employee

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.

Multiple Positions – Example Two

- 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.