

ITAMS USER TRAINING

APPROVERS



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.

How? – Manager Approval

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

Name: SUSAN MANAGER, Org: USC, Employee: 000000327215, 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 | Time Entry | Leave Summary | Manager Approval | People Search | Log out

Name: SUSAN MANAGER, Org: USC, Employee: 000000327215, 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 000000543127 | LISA EMPLOYEE | 09/03/2016 | | <input type="checkbox"/> |
| USC 000000543127 | LISA EMPLOYEE | 09/03/2016 | | <input type="checkbox"/> |
| USC 000000589959 | 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

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

| Name | Org | Employee | Job Code | Assignment | Pay List | EE Status | Assignment Status |
|---------------|-----|--------------|--------------|------------|----------|------------|-------------------|
| SUSAN MANAGER | USC | 000000327215 | 00AH4000114P | 001 | NE_HR | Terminated | Active |

Manager Approval

| Employee PIN | Employee Name | Report Period Ending | Comments (Rejections ONLY) | Select |
|------------------|---------------|----------------------|----------------------------|--------------------------|
| USC 000000543127 | LISA EMPLOYEE | 09/03/2016 | <input type="text"/> | <input type="checkbox"/> |
| USC 000000543127 | LISA EMPLOYEE | 09/03/2016 | <input type="text"/> | <input type="checkbox"/> |
| USC 000000589959 | 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.

iTAMS iTAMS 3.5.0
Home | Time Entry | Leave Summary | Log out

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

| 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

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**

Perform the following function **Time Sheet**

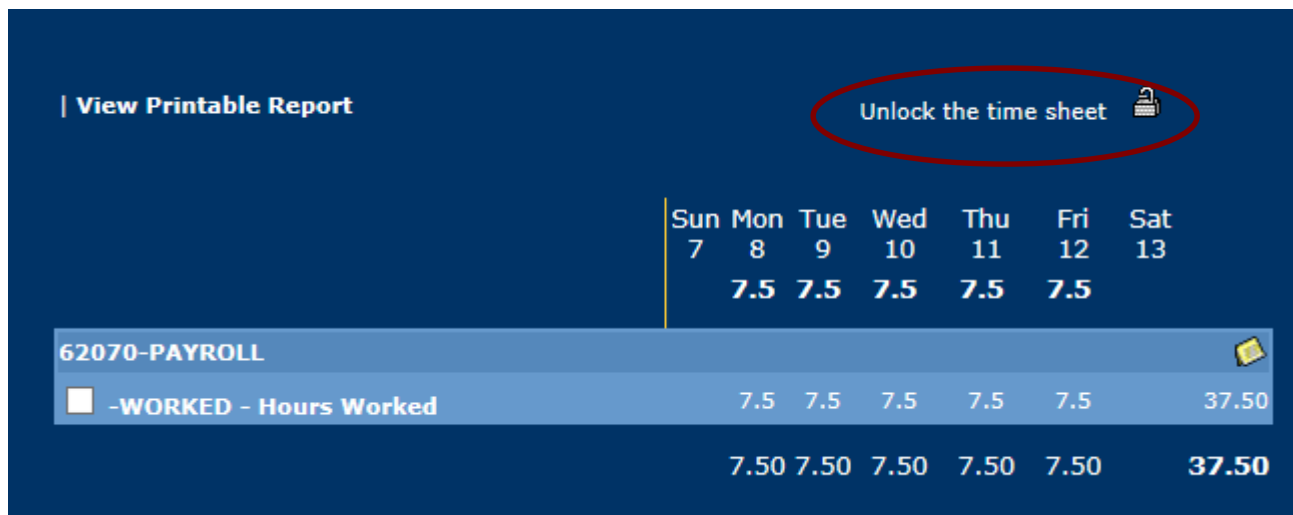
☒ Active Positions Only ☐ System-Wide Search

Maximum rows **25**

- 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. At the top left is a link 'View Printable Report'. At the top right is a button 'Unlock the time sheet' with a padlock icon, which is circled in red. Below this is a table with columns for days of the week and dates. The table shows hours worked for a specific employee.

| | Sun 7 | Mon 8 | Tue 9 | Wed 10 | Thu 11 | Fri 12 | Sat 13 |
|---|----------|----------|----------|-----------|-----------|-----------|-----------|
| | | 7.5 | 7.5 | 7.5 | 7.5 | 7.5 | |
| 62070-PAYROLL | | | | | | | |
| <input type="checkbox"/> -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 |

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.

