ITAMS Manual  Version 1.3

Electronic Time and Attendance System
University of South Carolina
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to ITAMS</td>
<td>1</td>
</tr>
<tr>
<td>ITAMS Access</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Sign-On</td>
<td>2</td>
</tr>
<tr>
<td>Log Out</td>
<td>2</td>
</tr>
<tr>
<td>Home</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Employee Identification Bar</td>
<td>3</td>
</tr>
<tr>
<td>Home Window</td>
<td>3</td>
</tr>
<tr>
<td>ITAMS Toolbar</td>
<td>4</td>
</tr>
<tr>
<td>Time Entry</td>
<td>5</td>
</tr>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>Time Sheet Examples</td>
<td>6</td>
</tr>
<tr>
<td>Time Sheet Access</td>
<td>7</td>
</tr>
<tr>
<td>Enter Time</td>
<td>8</td>
</tr>
<tr>
<td>Add Row (time code selection)</td>
<td>9</td>
</tr>
<tr>
<td>Delete Row</td>
<td>10</td>
</tr>
<tr>
<td>Time Sheet Notes</td>
<td>11</td>
</tr>
<tr>
<td>Save Time Sheet</td>
<td>13</td>
</tr>
<tr>
<td>Send for Approval</td>
<td>14</td>
</tr>
<tr>
<td>Time Banking</td>
<td>14</td>
</tr>
<tr>
<td>Overtime/Compensatory &quot;Comp&quot; Options</td>
<td>16</td>
</tr>
<tr>
<td>Time Sheet Status</td>
<td>18</td>
</tr>
<tr>
<td>Leave Summary</td>
<td>19</td>
</tr>
<tr>
<td>Introduction</td>
<td>19</td>
</tr>
<tr>
<td>Check Leave Summary</td>
<td>19</td>
</tr>
<tr>
<td>Leave Detail</td>
<td>21</td>
</tr>
<tr>
<td>Manager Approval</td>
<td>23</td>
</tr>
<tr>
<td>Introduction</td>
<td>23</td>
</tr>
<tr>
<td>Process Approvals/timesheet edits</td>
<td>23</td>
</tr>
<tr>
<td>Prior Period Adjustments <em>(for corrections after time sheet extracts to payroll)</em></td>
<td>27</td>
</tr>
<tr>
<td>People Search</td>
<td>28</td>
</tr>
<tr>
<td>Introduction</td>
<td>28</td>
</tr>
<tr>
<td>How to Search for employee and/or Record employee hours</td>
<td>28</td>
</tr>
<tr>
<td>Manager “Drill-Down”</td>
<td>30</td>
</tr>
<tr>
<td>Appendices A- ITAMS Timecodes (also available on the payroll website)</td>
<td>31</td>
</tr>
<tr>
<td>B- ITAMS Approver Roles</td>
<td>42</td>
</tr>
<tr>
<td>C- Quick Examples of Timesheet Entry (hourly, non-exempt, exempt, approvers)</td>
<td>44</td>
</tr>
</tbody>
</table>
Introduction to ITAMS

The Payroll department at the University of South Carolina purchased ITAMS, an internet-based time and attendance system to replace the paper timecard system used by the University.

The on-line system provides employees and supervisors with enhanced information entry and retrieval options for time & leave reporting, and improved payroll processing time.

How the system works:

University employees access the system using their VIP login and PIN. Inside ITAMS employees enter time and leave information on electronic timesheets, and supervisors approve hours and leave information electronically. Information is entered on a weekly or semi-monthly basis depending upon the employee position type (exempt, non-exempt, hourly). ITAMS provides employees and supervisors quick access to hours worked, and current leave balance and use summaries.

In situations where employees do not have access to a computer with a web browser, departments will be able to determine the best approach for access:

- Departments can choose to designate individuals to serve as departmental timekeepers, responsible for entering time & leave information into ITAMS for users without computer access.
- Departments can choose to designate computers to be used to access to the system.

SYSTEM REQUIREMENTS FOR CLIENT COMPUTERS

The minimum requirements for client computers logging into ITAMS:

- Internet Explorer version 5.0 or higher
  OR
- Netscape version 4.08 or higher

PC requirements:

- Any PC that can run the specified versions of the browsers shown above.
ITAMS Access

Introduction

How to Access ITAMS:

- From your web browser (i.e. Netscape or Internet Explorer), select to access the ITAMS home page at: [https://itams.csd.sc.edu/](https://itams.csd.sc.edu/)

When the web site is accessed, the sign-on screen will display.

To sign-on to ITAMS:

- Enter your USC Identification Number (Your VIP user number without spaces or hyphens)
- Enter your Employee Pin Number (Your VIP PIN Number).

Use the mouse pointer to click on the Logon button (or press Enter Key) to enter the system. A successful sign-on will display the user’s Home screen.

**Note:** You must have an established VIP account and know your VIP PIN to be able to access ITAMS. If you have never accessed VIP, go to [http://VIP.SC.EDU](http://VIP.SC.EDU). Contact your department System Administrator or Computer Services for assistance with VIP. (Note: If creating/changing your VIP password, you must allow an overnight refresh of the system before you will be able to log into ITAMS.) Student Employees! You MUST activate your VIP Employee PIN (not your student PIN) in order to access ITAMS.

To log out from ITAMS:

The ITAMS toolbar is displayed once you have signed-on to ITAMS.

To exit ITAMS:

- Use the mouse pointer to click the logout option located on the ITAMS toolbar. (Refer to the *Home: ITAMS Toolbar* section of this manual for information about the ITAMS toolbar.)
Home

Introduction

The Home screen displays an employee identification line and the ITAMS tool bar at the top of the screen for the person that is signed-on to the system.

Employee Identification Line

Name – Employee name
Org – Organization (USC)
Employee Number (ITAMS Employee ID#) - Your unique employee ID number used by ITAMS
Job Code – Your position information
Assignment – ITAMS assignment code (will always be 001)
Pay List – The time reporting list assigned to you by ITAMS
EE Status – Your employment status (active, terminated, leave without pay-LWOP)
Assignment Status – Your position (active, inactive, terminated, Leave without Pay - LWOP)

Home Window

The Home window, located in the middle of the screen:

1) Tells you the status of approvals
2) Allows you to change the color scheme of your ITAMS screens by using the dropdown menu.

Time sheets are accessed from the Time Entry option on the ITAMS tool bar. If you are filling in a time sheet for the first time, read the instructions from the Time Entry section of this manual.
ITAMS Tool Bar

Tool Bar Options For Employees

- **Home** (returns you to the Home screen)
- **Time Entry** (takes you to your current time sheet)
- **Leave Summary** (takes you to your leave summary)
- **Help** (opens the help system)
- **Log out** (ends your current session)

Tool Bar Options For Managers (supervisors) and ITAMS Approvers

- **Home** (returns you to the Home screen)
- **Time Entry** (takes you to your current time sheet)
- **Leave Summary** (takes you to your leave summary)
- **Manager Approval** (opens the Manager Approval box)
- **People Search** (opens the people search screen to give managers access to an employee’s time sheet or leave summary)
- **Help** (opens the help system)
- **Log out** (ends your current session)

* For information about the use of ITAMS approvers (department timekeepers, Payroll, and Human Resources contact persons), refer to Appendix B – ITAMS Approvers, in this manual.
Time Entry

Introduction

Time Sheet submission schedule

**Weekly time reporting** - Non-exempt employees will submit hours worked and leave taken each week, according to the payroll schedule. Student and hourly temporary employees will only submit hours worked each week. Hours worked each day (including overtime) will be recorded using the "- WORKED" time code.

Failure to submit the timesheet by the submission deadline will result in an e-mail warning message to the employee & the supervisor or ITAMS timekeeper. This message will be sent to your registered e-mail address that is maintained by USC. If you did not register your e-mail address, the email will be sent to a default email address on the University’s GEM e-mail system. (See Appendix D for instructions on registering your email address with the University.)

**Semi-monthly reporting** – All exempt employees including faculty, exempt staff, exempt salaried temporary, and exempt graduate assistants, will submit leave hours and leave without pay (LWOP) taken on a semi-monthly basis.

**Time entry**

- **Non-exempt** - Full-time and part-time permanent, non-exempt employees must record hours worked and when applicable, any paid leave hours, paid holiday hours or leave without pay hours for each week based on the employee’s weekly scheduled hours (37.5 or 40.0). The employee can make changes to the hours and time codes shown on the time sheet as necessary before submitting the timesheet for approval. Refer to Appendix B for additional information about ITAMS employee groups and time sheet assignments.

- **Exempt** - Full time, permanent faculty and staff exempt employees (who previously recorded leave on turn around documents) will not record hours worked on their timesheets. Exempt employees will only fill out and submit a time sheet when leave, holiday or “Other” hours are taken unless the supervisor requires a blank time sheet be submitted to indicate no leave was taken. ITAMS will automatically populate paid holiday hours on full-time, exempt employee timesheets (when applicable). Note that Exempt (salaried) temporary and graduate assistants will only record leave without pay hours when applicable.

- **Hourly student and hourly temporary employees** enter work hours each week. It is important to remember that unapproved timesheets cannot be processed for payment. Student and hourly workers who hold more than one position can access the different position timesheets by clicking on the Job Code drop down box at the top left of the timesheet.

When accessing the timesheet for the first time, new employees will see the message “no data available”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Org</th>
<th>Employee</th>
<th>Job Code</th>
<th>Assignment</th>
<th>Pay List</th>
<th>EE Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Sea</td>
<td>USC</td>
<td>0000000005305</td>
<td>0CAH400006E</td>
<td>001</td>
<td>EXEMPT</td>
<td>Active</td>
</tr>
</tbody>
</table>

No data available
This indicates there is no history of the type of time codes that you use. Once you begin entering time on ITAMS, the time codes that you have used during the last month will be displayed on screen.

Weekly time sheet example:

Semi-monthly time sheet example:

- A user with more than one position at USC will select the appropriate position from the Job Code drop down list option located above the employee name.
- Select the appropriate time sheet from the Report Period Ending drop down list option that is located to the right of the Job Code option.
- Select time codes for the time sheet by clicking on the Time Code drop down list that is located to the right of the Reporting Period Ending option.
- The Time Sheet Status is shown in the left corner above the actual timesheet.
- The Time Department Code and Description is shown at the top left of the time sheet.
- Weekdays & dates are displayed on the timesheet.
- Scheduled hours are displayed above the time code rows on weekly non-exempt timesheets.
**Time Sheet Access**

*User Hints:* - When instructions indicate to “click” an option, this means to move the mouse pointer to the specified location on screen, and “click” by depressing the left mouse key.

When selecting & using the ITAMS options & screens, you may need to use the scroll bar (by clicking on the arrows) to move from left to right, (or up & down) on your screen to better access the option buttons.

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**Employee**

Time Sheets can be accessed by clicking **Time Entry**, shown on the ITAMS Tool Bar:

- Use the mouse pointer to click on the Time Entry option. The time sheet that appears will be your own.

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**Managers and ITAMS Approvers**

Managers and ITAMS approvers can retrieve time sheets sent to them for approval by:

- Clicking on the Manager Approval option from the ITAMS tool bar.

Or, they can create/access a timesheet for an employee whose time they approve by:

- Clicking on the **People Search** option from the ITAMS tool bar, and entering the search criteria. (Refer to the **People Search** section for additional information and operational instructions).
Enter Time

To enter time

Once you have accessed the timesheet, verify that the desired Pay Period is shown. ITAMS will always default (display) to the current pay period time sheet.

To enter time for a different pay period:

• Click the “Report Period Ending” drop down box & select the date:

To select additional time codes:

Time codes used during the previous month are shown on the time sheet. To select additional time codes:

• Click the Time Code drop down box. A time code list appears.

• Click on the desired time code from the list

• Click Add Time Code. All time codes should be selected before any hours are entered on the timesheet. (Refer to section Time Entry: Add Row for information about time code use).

To record hours worked or leave taken:

• Place the mouse pointer inside the cell & click. Type in the number of hours as needed. Enter time in quarter hour increments. (7, 7.25, 7.5, 7.75)

• When entry is complete, click Save. Hours entered will be calculated & saved.

An employee can change and re-save the time sheet information until the timesheet is sent for approval. Changes to time sheets that have already been forwarded for approval must be made by the manager, or appropriate ITAMS timekeeper, payroll, or human resources contact.
Select Time Codes

The **Time Code** option located on the time sheet tool bar allows you to select specific time codes to be used on your timesheet. A full description of time codes and their use is available in Appendix A - **Time Code Descriptions** of this manual.

To add a time code row to your timesheet:

- Use the mouse pointer to click the **Time Code** drop down box located on the tool bar.

A list of time codes will appear.

- Use the mouse pointer to click on the desired code:

- Click **Add Time Code** to add the time code row to your timesheet, as shown below:
Delete Row

When completing a time sheet, it is possible to remove a time code that was selected in error, or that is not needed for that pay period. (Provided the time sheet has not already been forwarded for approval.)

To remove a time code row from the time sheet:

You must first remove any hours shown in the row that you want to delete.

To remove hours:

- Use the mouse pointer to highlight the hours inside the cell. Press the delete key on your computer keyboard to remove the hours from the cell.
- When all numerals are removed click the delete button.

To remove the time code row:

- Click inside the box shown next to the time code description. A check mark will appear in the box to indicate the row is selected for deletion.

**NOTE:** If there was time entered and approved against this time code during another period, it cannot be deleted.

- Use the mouse pointer to click on the Delete Selected Rows line at the bottom of the time sheet. The time code row will be removed.

![Time sheet with Delete Selected Rows highlighted](image.png)
Time Sheet Notes

If any of the hours that you have recorded on your time sheet require explanation, a note can be added to provide additional information. Employees, managers and approvers are able to create, retrieve, edit and delete timesheet notes.

Add a note

To add a note:

- Place the mouse pointer inside the hours cell box and double click.

Netscape Users should click on the note at the top right corner of the time sheet to access the Note window.

A Time Sheet Note will appear:

- Type desired comments or select a reason code.
- Select save.

NOTE: The Time Sheet Note window will close and the time sheet cell that contains the note will now be yellow.
Time Sheet Notes (continued)

Open a note

To open a note:

- Double click in the yellow cell on the time sheet. The Time Sheet Note window will open.

Delete a note

To delete an existing note:

- Double click in the yellow shaded cell to open the Time Sheet Note window.
- Click Delete.
Save Time Sheet

The time sheet **must be saved** before it can be sent for approval. You can choose to save, and resave the time sheet as many times as necessary **before** it is sent for approval.

**To Save the Time Sheet:**

- Use the mouse pointer to click **Save** located on the time sheet bar: *(Users may need to scroll to the right using the scroll bar at the bottom of the screen to see “Save”).*

It is important to note that leave hours recorded on the time sheet are immediately subtracted from the employee’s available leave balance inside ITAMS once the time sheet is saved.

If the leave hours recorded and saved on the time sheet exceed the employee’s remaining leave balance, an error message will appear:

![Error message](error_message.png)

The time sheet will not be saved, and the hours will be removed from the time sheet.

Recording and saving hours against an empty bank will also result in an error:

![Error message](error_message.png)

The time sheet will not be saved, and the hours will be removed from the time sheet.

Note: if an employee creates and saves a time sheet two weeks early, any leave hours shown on that time sheet are immediately subtracted from the employee’s leave balance. The employee’s ITAMS Leave Summary will also display the hours as taken in the **YTD** (year to date) **Taken** column. If the employee removes the leave hours from the time sheet (& resaves) before it is sent for approval, the leave hours are restored to the ITAMS leave bank, and the transaction is removed from the **YTD Taken** column in the Leave Summary.
When all time for the pay period has been entered and saved, the time sheet can be sent for approval.

To send a completed time sheet for approval:

1. Click on **Send for Approval**

   The **Time Banking** box is displayed. (For information about **Time Banking**, see the Overtime/Compensatory “Comp” Options section of this document.)

2. If no overtime hours are on the timesheet, click **“Proceed”** to continue.

3. If overtime hours are on the time sheet, and you wish to comp those hours, click on the appropriate comp option box to checkmark the box, then click **“Proceed”**.

4. Leave both check boxes empty, and click **“Proceed”** if you want to be paid for the overtime.

Next, the Manager Approval box is displayed (below). The approver shown in the box will be your manager or supervisor. If your manager information is not available, or if the position is vacant, the system will default to show the ITAMS timekeeper assigned for your department. (If the Manager Approval box does not display, look for it on the minimize toolbar at the bottom your Windows screen.)

Non-exempt Hourly timesheets will not forward for approval if the hours shown on the timesheet are less than the employee’s weekly scheduled hours.

Employees can not change hours shown on a timesheet after it is sent forward for approval.
If your manager is unavailable to approve your timesheet, you can select to send your timesheet to an alternate approver designated by your department:

Click the Approver drop down box to select an alternate approver:

When the information and the Approver shown is correct:

- Click to forward the time sheet for approval.

- If you do not want to send at this time, click Cancel.
Overtime/Compensatory (Comp) Options  (This option is only applicable for non-exempt salaried employees who report hours worked and leave taken.)

If a permanent non-exempt employee earns overtime during the week, the employee will fill out their timecard as usual, and click “Send for Approval”. The Time Banking window will appear, asking what they would like to do with their overtime.

The employee can select to either “Comp” the hours to a comp bank, or to be paid for the overtime.

To be Paid for the Overtime

To be paid for the overtime, leave both boxes shown in the Time Banking window empty, and click “Proceed” to continue. (Note: The employee’s supervisor or the ITAMS approver has the ability to override the choice).

Time Banking

To bank overtime hours as compensatory time to be used at a later date, select the appropriate option(s) from the Time Banking window.

“Regular” Comp. Time

To receive compensatory time (instead of monetary payment) for the overtime, click the box located to the left of the “Bank Comp” option. A checkmark will appear in the box.

Click “Proceed” to continue.

Holiday Comp. Time

If you worked overtime on a paid holiday and wish to receive compensatory time for those hours, click the box located to the left of “Bank Holiday Comp”, and click “Proceed” to continue.

If the time banking boxes are not check marked, you will be paid for the overtime hours.

• If no selection is made, the overtime hours will be sent for approval to be paid out monetarily.

• If you would like to put the hours into your Comp time bank, check the box beside the Comp to Bank option and then click Proceed.
If, during the week you worked on a paid holiday, and also worked overtime on a non-holiday, make sure your check boxes are appropriately marked:

To be paid for your overtime hours, leave both boxes empty.

To receive Holiday and “regular” compensatory time, check mark both boxes as illustrated below:

```
<table>
<thead>
<tr>
<th>Time Banking</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Bank Comp.</td>
</tr>
<tr>
<td>☑ Bank Holiday Comp.</td>
</tr>
</tbody>
</table>
```

Note: “Regular” compensatory hours not used by the end of the fiscal year must be paid out. Holiday compensatory time can be carried forward up to one (1) year from the time the hours are earned.

When the pay period is processed for payment, the compensatory hours earned will be placed in the appropriate bank (the Comp and/or Holiday Comp bank, depending upon the user selection). To view the balances in the comp banks, select the Leave Summary option on the ITAMS toolbar, and click on the leave bank displayed to view the detail information. (For more information, refer to the Leave Summary section of this document.)
Time Sheet Status

The current status of your time sheet can be seen in two different places, from the Home Screen, and at the top left corner of the actual Time Sheet.

Messages displayed on the Home screen will indicate the status of time sheets sent for approval and tell you where your time sheet is in the process.

Home screen messages:

- Your time sheet is waiting for manager approval
- You have ( ) time sheets waiting for approval
- You have rejected time sheet

Status indicators shown on Time Sheet:

- New Time Sheet (Time can be added, deleted and changed.) Time sheet cells will display white entry boxes.
- Waiting for Approval (Time sheet was forwarded for approval.) The employee can no longer change the hours on the timesheet.
- Rejected (Changes must be made and then resent for approval.)
- Approved (Employee cannot change hours reported).
- Extracted - Time sheet has been processed by USC.
Leave Summary

Introduction

Employees can check their leave balances using the Leave Summary option. If you are a manager or ITAMS approver, you can also check the leave balances of employees that report time to you.

Check Leave Summary

Employee

To check your own leave summary:

- Click on Leave Summary on the Tool Bar

Leave Summary Information for the current year will appear:

Carried Fwd - Leave hours carried forward from previous year

YTD Accrued (Hrs) - Leave hours accrued year to date

YTD Taken (Hrs) - Leave hours taken year to date

YTD Balance (Hrs.) - Current Balance remaining for each leave type

<table>
<thead>
<tr>
<th>Leave Name</th>
<th>Carried Fwd</th>
<th>YTD Accrued (Hrs)</th>
<th>YTD Taken (Hrs)</th>
<th>YTD Balance (Hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/L Annual Leave</td>
<td>41.595</td>
<td>37.520</td>
<td>56.500</td>
<td>29.955</td>
</tr>
<tr>
<td>COMP Compensatory</td>
<td>2.000</td>
<td>0.000</td>
<td>2.000</td>
<td>0.000</td>
</tr>
<tr>
<td>S/L Sick Leave</td>
<td>113.360</td>
<td>37.520</td>
<td>49.750</td>
<td>101.730</td>
</tr>
</tbody>
</table>

To view leave detail information, use the mouse pointer to click on the desired leave name displayed in the Leave Summary window. (Refer to Leave Summary : Leave Detail for information.)
Manager (and ITAMS Approvers)

To check the Leave Summary of an employee that reports time to you:

- Use the mouse pointer to click on the People Search option from the ITAMS toolbar at the top of the screen

  ![People Search](image)

- Execute the People Search with the desired criteria. (Refer to the People Search section of this manual for instructions.)

- Use the dropdown menu next to “Perform the following function” in order to select leave summary to see the leave information for the employee.

  ![People Search](image)

- The search results will then appear.

- Click on the employee’s name in order to access their current leave summary.

The Leave Summary for that employee will be displayed:

<table>
<thead>
<tr>
<th>Org. &amp; Emp. No</th>
<th>Name</th>
<th>Job Code</th>
<th>Assignment</th>
<th>Pay List</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC 0000000213946</td>
<td>GAMECICK, COCKY</td>
<td>004A5000033IP</td>
<td>001</td>
<td>NE_HR</td>
</tr>
<tr>
<td>USC 0000000340325</td>
<td>GAMECICK, JMA B</td>
<td>004000000499</td>
<td>001</td>
<td>NE_HR</td>
</tr>
</tbody>
</table>

- To view the employee’s detailed leave information, use the mouse pointer to click on the desired leave category shown on the leave summary screen. (Refer to the Leave Summary: Leave Detail section for complete instructions and information.)

- To return to the People Search result list, close the leave summary window by clicking on the close button at the top right of the window.
Leave Detail

Employees can access their detailed leave information through the Leave Summary screen. Managers & ITAMS approvers can also view leave detail for employees whose time they approve.

To view detailed leave information

As an Employee:

- Click on the Leave Summary option located on the ITAMS toolbar to access your Leave Summary.

As a Manager or ITAMS Approver:

- Click on the People Search option located on the ITAMS tool bar & select search criteria to access & display the leave summary for an employee. (Refer to the People Search section for instructions on executing the People Search Option).

When the Leave Summary is accessed:

<table>
<thead>
<tr>
<th>Leave Summary</th>
<th>Carried Fwd</th>
<th>YTD Accrued (Hrs)</th>
<th>YTD Taken (Hrs)</th>
<th>YTD Balance (Hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/L Annual Leave (Hours)</td>
<td>41.335</td>
<td>37.520</td>
<td>55.500</td>
<td>23.355</td>
</tr>
<tr>
<td>MP Compensatory Time (Hours)</td>
<td>2.000</td>
<td>0.000</td>
<td>2.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Sick Leave (Hours)</td>
<td>113.960</td>
<td>37.520</td>
<td>49.750</td>
<td>101.730</td>
</tr>
</tbody>
</table>

- Click on the appropriate Leave Name shown in the summary, and the leave detail will be displayed. (See next page)
### Leave Details
- Displays the summary balance information for the leave type chosen.

#### Accruals
- Displays the accrual hours earned each month and the date of the accrual.

#### YTD Taken (Hrs)
- Displays the Year to Date leave hours taken by date.

<table>
<thead>
<tr>
<th>Leave Details</th>
<th>Carried Fwd</th>
<th>YTD Accrued (Hrs)</th>
<th>YTD Taken (Hrs)</th>
<th>YTD Balance (Hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/L Sick Leave (Hours)</td>
<td>166.290</td>
<td>37.520</td>
<td>49.500</td>
<td>154.310</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accruals</th>
<th>Date From</th>
<th>Date To</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
Manager Approval

Introduction

Managers (supervisors), and ITAMS approvers (individuals designated as ITAMS timekeepers, payroll and human resources contacts for your department) are authorized to approve time and leave information. It remains the responsibility of the approver to ensure that hours entered by the employee are accurate.

ITAMS depends upon the accuracy of the employment data contained in the University’s mainframe system, and the ITAMS contact information furnished to the Payroll Department in order work efficiently and correctly. Therefore, it is imperative that departments ensure that supervisor information and ITAMS contact information is kept current.

The University developed a web-based Supervisor Update program that allows authorized individuals to update the supervisor information for their department. Refer to the Supervisor Update information on the payroll web site for additional information and user instructions.

The University Payroll Department maintains the list of ITAMS approvers for each department. Departments are responsible for notifying the Payroll Department when approvers change. Refer to Appendix B for information about ITAMS approvers.

Process Approvals

Sign on to ITAMS. (Refer to the ITAMS Access section for instructions) The Home screen will indicate if there are any timesheets waiting for your approval.

You can access the time sheets that are waiting for your approval from the Manager Approval option located on the tool bar at the top of your ITAMS screen.
To process time sheets waiting for approval:

- click on the Manager Approval button on the ITAMS tool bar

The approvals list will appear:

![Manager Approval Table]

You can approve the time sheet directly from the approval screen, or you can choose to look at the actual time sheet that was submitted.

To approve time sheet from the approval screen:

- Use the mouse pointer to click inside the Select box to the right of the employee name. A checkmark will appear in the box to indicate the record was selected for action. (illustrated below). Please note that we recommend that timesheets be viewed prior to being approved.

- Click Approve at the bottom of the approval box.

The time sheet is now approved and the employee’s name will be removed from your list.

To view the time sheet before approving:

- Use your mouse pointer to click on the TAMS Employee ID #.
Process Approvals (continued)

The time sheet will appear in a window:

As an approver, you can make changes to the time sheet while it is open. Remember to click the save button to save any changes that you make.

An approver can also make prior period adjustment changes to timesheets that have already been processed by clicking on the “Unlock time sheet” option that appears on the “Extracted” timesheet, & adjusting as needed. (Refer to the Prior Period Adjustment section of this document for more information.)

After reviewing the time sheet and saving any changes:

Click on the drop down box beside the Status: window & select to approve the timesheet.

You can choose to approve or reject the timesheet from inside the timesheet window by clicking on the drop down box beside the time sheet status, and selecting one of the options displayed. (Remember to click Save to save your changes.)
Process Approvals (continued)

When you click to approve the time sheet, a pop-up message will appear: Click OK to save & approve the sheet.

User Note: To Save & Approve the time sheet at the same time, click OK. Click the CANCEL button if you only want to SAVE the time sheet (without approving). Click the X at the top right of the timesheet to exit the timesheet after processing.

OR

Although we recommend that you save/approve while inside the timesheet, it is possible to approve from the manager approval list. If you prefer, after viewing the timesheet, you can close the timesheet without approving and return to the Manager Approval box to approve the timesheet(s):

- Close the window showing the time sheet. (click X at the top of the window or click the “Back” button located on the internet toolbar.)

- Use the mouse pointer to click inside the Select box next to the employee name. A checkmark will appear to indicate the record was selected for action:

Click Approve at the bottom of the approval box. The time sheet is now approved and the employee’s name will be removed from your list.

To reject and return a time sheet to the employee:

If desired, create a “sticky note” message noting why the timesheet was rejected (see page 11)

To reject, click the Status: dropdown box, Select Time sheet Rejected option from the drop down box:
Or, you can also reject the time sheet directly from the Manager Approval list.

- Click inside the Select radio button beside the employee’s name. A checkmark will appear to indicate the record was selected for action.

  ![Manager Approval](image)

- Click Reject located at the bottom of the approval box.

The time sheet is returned to the employee, marked as Returned for Changes on the employee time sheet, and the employee name is removed from your list.

**Prior Period Adjustments:**

Managers and ITAMS Approvers have the ability to make Prior Period Adjustments for a previously extracted time period.

To create an adjustment, the manager/approver must click on the “Unlock the timesheet” message shown on the face of the time sheet. The timesheet can be modified as necessary, and saved. The time sheet status will change to “Prior Period Adjustment”, and the adjustment will be processed when the upcoming week is processed.

![Time Sheet](image)

**Note:** Do NOT unlock the time sheet unless it is necessary to adjust the hours on the timesheet. Please note that Managers & Approvers can make adjustments for up to 90 days. Adjustments after 90 days must be made by payroll. (Contact the payroll office for assistance.)
People Search

Introduction

Managers and individuals designated as ITAMS approvers can conduct a search for an employee whose time they approve by clicking on the People Search option on the tool bar. The search result allows access to that employee’s time sheet and leave balance. The People Search option is used when a manager or ITAMS approver needs to review or create an employee’s timesheet, or review an employee’s leave summary information.

Search

To conduct a search for an employee:

• Click on the “People Search” option from the ITAMS tool bar:

A search window will appear:

• The system default is check marked to search for the timesheet for an active employee.

To search by employee last name:

• Type in the employee last name, partial last name or * (the asterisk is a wildcard character that returns all names) select Employee Name and click “Search”

To search by TAMS employee id number #:

Type in the individual’s ITAMS employee ID #, select Employee Number
Check mark the appropriate selection from the “Perform the following function” drop down box (view Time Sheet, or view Leave Summary).

**Active and Inactive (or terminated) Employees**

To search for active & inactive (terminated) employees, leave both the “Active Positions Only” & the “System-Wide Search” boxes empty.

When the selection criteria is complete, click “Search”. The screen will display the result.

Click on the employee name. The time sheet (or leave summary) for the employee is displayed.
User Note: When the employee’s timesheet or leave balance window appears, place the mouse pointer inside the window. Press and hold down the left mouse button to move the window to the center of your screen. Release the mouse button when the window is in viewing range.

Manager “Drill-down”

In the ITAMS hierarchy, Managers/Supervisors have the ability to review the time sheets and leave balances for employees within their “approval” chain.

For example: Employee A is the manager/supervisor for Employee B. Employee B is the manager/supervisor for Employee C. This means Employee A can access the timesheet and leave balance of Employee C.

To Search for an employee within your “approval chain”:

Click on People Search and enter the employee last name or ITAMS Employee #

When the search screen appears, the system default is set to retrieve a timesheet by entering the employee last name.

1) Enter the employee last name (if searching by Employee #, change the criteria to Employee ID)
2) Click the Perform the following function box and select the time sheet or leave balance.
3) Click the System-Wide Search feature (leave the active position check box empty)
4) Click the Search button.

Click on the appropriate employee shown on the list that appears. Note: For this feature to work, the supervisor information for managers and employees within your approval chain must be current (and not blank) within the University Payroll System.
Appendix A

ITAMS Time Codes
## Hours Worked

- **-WORKED**
  - Code used by non-exempt and hourly employees to report time worked during the week

- **SCHEDULED-NW** (RESTRICTED)
  - Use only in Furlough situation (consult supervisor before use)

- **FURLOUGH** (RESTRICTED)
  - Unpaid Furlough hours (consult supervisor before use)
Leave Type: Annual Leave

Definition: Annual leave is paid leave that may be used by eligible employees for any purpose. Requests for annual leave by an eligible employee must be pre-approved by the employee’s supervisor.

Policy: Human Resources HR1.03 – Annual Leave

Eligibility: Annual leave is accrued by and granted to:
a. Permanent and probationary full-time employees; and
b. Permanent and probationary part-time employees who are scheduled to work at least one-half of the work week on a 12-month basis or who are scheduled to work the equivalent of one-half of the work week on a 12-month basis during the full academic year of nine months or more. Faculty on less than a 12-month basis are not eligible to accrue or use annual leave.

ITAMS Time Codes That Use Hours From Annual Leave Balance

A/L Annual Leave
Annual leave (A/L) is paid leave that can be used by eligible employees for any purpose. Requests for annual leave must be pre-approved by the employee’s supervisor.

A/L-AS-S/L Annual Leave used as Sick Leave
Use the A/L-as-S/L time code if sick leave balance is exhausted and employee has authorization from supervisor to use annual leave hours for sick leave.

A/L -FMLA Annual leave used for Family Medical Leave
Annual leave hours used for Family Medical Leave Act purposes. Pre-authorization by Human Resources is required. Hours should not be recorded using the A/L-FMLA time code unless Human Resources has authorized the employee’s FMLA request.

A/L-AS-LWOP Zero A/L Balance, Absence recorded as LWOP
Note: Hours recorded using the A/L-As-LWOP time code will result in the employee being charged for leave without pay. When an employee who has exhausted all available leave balances takes leave time, the absence will be recorded as leave without pay. In this situation, the employee has the option to record the absence using either the A/L-As-LWOP time code, or the LWOP-Persnl time code.

*Additional A/L codes added to report Flu-related absence:

A/L-FLU-NO MD Annual leave used for Flu absence no MD (medical doctor) diagnosis
A/L-FLU-MD Annual leave used for Flu absence diagnosed by MD (medical doctor)
A/L-FAMILYFLU Annual leave used to care for Family member with Flu

Additional Rules: Annual leave is taken on the quarter hour unless balance is less than quarter hour. A maximum of 30 days can be used in the calendar year. Up to 45 days can be carried over to the new calendar year.
Leave Type: Sick Leave

Definition: Sick leave is a privilege granted by the University to eligible employees in order to help employees through periods of illness. A limited amount of sick leave hours can also be used to care for immediate family members. Sick leave is subject to verification. When there is a reason to believe that sick leave is being abused, the department chair, or authorized supervisor may, before approving the use of sick leave, require the certificate of a licensed physician or other acceptable documentation verifying the disability and giving the inclusive dates.

Policy: Human Resources HR1.06 – Sick Leave

Eligibility: Sick leave is accrued by and granted to:

a. Permanent and probationary full-time employees; and

b. Permanent and probationary part-time employees who are scheduled to work at least one-half of the work week on a 12-month basis or who are scheduled to work the equivalent of one-half of the work week on a 12-month basis during the full academic year of nine months or more.

ITAMS Time Codes That Use Hours From Sick Leave Balance

S/L Personal Sick Leave Personal
The S/L-Personal time code should be used for absences due to personal illness or injury incapacitating the employee from performing the full duties of the position, exposure/infection with a contagious disease that could endanger the health of fellow employees (physician certification required), or medical or dental examination/treatment (to the extent possible, examination appointments should be approved by the supervisor in advance). Sick leave can also be used if employee is in a treatment or rehabilitation program for alcoholism or alcohol abuse. To the extent permissible, sick leave can be used for sickness during pregnancy or other temporary disabilities upon the advice of a licensed physician.

S/L-Family Sick Leave Family
Employees should use the S/L-Family time code if sick leave hours are used to care for an immediate family member. (Up to a total of ten days per fiscal year). For the purpose of this policy only, immediate family is defined as spouse, children, mother, father, spouse’s mother/father, legal guardian, spouse’s legal guardian, or grandchildren that reside with employee.
Limits: Employees may use up to ten days of sick leave during a fiscal year for immediate family care. Do not enter more than 10 days of sick leave using the S/L-Family time code in a fiscal year.

S/L -Adopt  Sick leave used for Adoptive Leave
Employees may use up to six weeks of accrued sick leave for the purpose of caring for an adoptive child after placement. Do not enter hours using the S/L-Adopt time code unless the University Human Resources office has authorized the employee’s application for adoptive leave (Form P-83 Application for Leave). For complete information on adoptive leave, refer to policy HR 1.06 – Sick Leave.

S/L-FMLA  Sick leave used for Family Medical Leave
Sick leave hours used for Family Medical Leave Act purposes. Pre-authorization by Human Resources is required. Hours should not be recorded using the S/L-FMLA time code unless Human Resources has authorized the employee’s FMLA request.

S/L-WCOMP  Sick leave used for Workers Compensation
Pre-authorization by Human Resources is required. Use the S/L-WCOMP time code when an eligible employee is incapacitated for duty because of a work-related injury or illness and elects to be placed on paid leave status using accrued sick leave.

* Additional S/L codes added to report Flu-related absence:

S/L-FLU-NO MD  Sick leave used for Flu absence no MD (medical doctor) diagnosis
S/L-FLU-MD  Sick leave used for Flu absence diagnosed by MD (medical doctor)
S/L-FAMILYFLU  Sick leave used to care for Family member with Flu

Additional Rules:
Sick leave is taken on the quarter hour unless balance is less than a quarter hour. A maximum of 180 days of sick leave can be carried over to the next calendar year. Refer to Human Resources policy 1.06 for sick leave policy and procedure information.
Leave Type: Military Leave

Definition: Military leave is a paid leave that allows an eligible employee to be absent from duty for 15 days each calendar year without loss of pay or without charge to the employee’s accrued leave. Up to an additional 30 days may be authorized in emergency situations.

Policy: Human Resources HR1.09 – Other Leave with Pay

Eligibility: Military leave is granted to:
   a. All officers and employees of the State of South Carolina, or a political subdivision of the State of South Carolina, who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve. They may be engaged in training or other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service.

ITAMS Time Codes That Use Hours From Military Leave Balance

Military Leave
Eligible employees will use the Military time code to record hours used for military training/emergency. Do not attempt to record hours using the Military time code unless the University Human Resources office has processed the application for military leave.

Rules: The employee must submit form P-83 (application for Military Leave) along with official orders to the department chair or supervisor. The completed form should be sent to the University’s Human Resources Benefits office for authorization. Military absences of more than 30 days will be charged to accrued annual leave. If annual leave is not available, absence will be charged as leave without pay.
**Leave Type:** Other Leave **With Pay**

**Definition:** “Other Leave With Pay” permits eligible employees to be absent from duty for certain situations without loss of pay or without charge to the employee’s leave.

**Policy:** Human Resources HR1.09- Other Leave with Pay

**Eligibility:** Other leave with pay is granted to:
All employees of the University of South Carolina except temporary and student employees, pursuant to regulations of the South Carolina Office of Human Resources.

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**ITAMS Time Codes used to report “Other Paid Leave”**

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<thead>
<tr>
<th>Time Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Bereavement</strong></td>
<td>Eligible employees should use the <em>Bereavement</em> time code to record up to three consecutive days of leave due to a death in the immediate family. Immediate family is defined as the spouse, parent, child, brother, sister, grandparent, great-grandparent, grandchild, or great-grandchild of either the employee or the employee’s spouse. Do not record more than three <em>consecutive</em> days when using the bereavement code. Note: Do not count a paid holiday as a bereavement day (or consecutive day).</td>
</tr>
<tr>
<td><strong>Blood-Donor</strong></td>
<td>Eligible employees are permitted to participate in university sponsored blood drives without using annual or sick leave. Employees who wish to donate blood at a time other than a University sponsored drive must be excused from work. However, as a condition of approving the request, the department may require the employee to provide documentation of the donation. Use the <em>blood donor</em> time code to record such absences.</td>
</tr>
<tr>
<td><strong>Bone-Marrow</strong></td>
<td>Eligible employees who work an average of twenty or more hours a week and who undergo a medical procedure to donate bone marrow will be entitled to paid leave for up to forty work hours per year. Use the <em>Bone-Marrow</em> time code to record donation time. Do not use this time code to record more than 40 hours in a calendar year.</td>
</tr>
<tr>
<td><strong>Court-Leave</strong></td>
<td>Eligible employees subpoenaed, or who appear as a witness or in any other <em>official University capacity</em> in a court, hearing, or mediation, should record the hours as <em>Court-Leave</em>.</td>
</tr>
</tbody>
</table>
Disaster-Rec

**Disaster Recovery**
An eligible employee who serves as a certified disaster service volunteer for the American Red Cross may use up to ten days of paid leave in a calendar year to participate in specialized disaster relief services upon approval by the University’s Vice President of Human Resources, or the Vice President’s designee. Do not record time using the Disaster-Rec time code unless Human Resources has processed the authorization.

Hazw-Paid

**Hazardous Weather-Paid**
In unique situations, the Governor may declare a weather-related state of emergency and provide paid hazardous weather leave to eligible state employees.

Only use the Hazw-Paid time code to record hours when the weather related absence is declared as leave with pay (no make-up time required).

Holiday

**Holiday – Paid**
All employees of the University, with the exception of temporary and student employees will be allowed to observe with pay those holidays listed on the University holiday schedule, published by the Division of Human Resources. See HR1.15 for information.

Jury-Duty

**Jury Duty**
An employee summoned as a jury member will be granted leave with pay in accordance with USC policy.

Vote

**Voting Leave**
An employee who lives at such distance from the assigned work location as to preclude voting outside of working hours may be authorized a maximum of 2 hours of leave with pay for this purpose.

**Additional Rules:**
Leave is taken on the quarter hour. Refer to Human Resources policy 1.09 - Other Leave with Pay, for complete policy & procedure information.
Leave Type: Leave Without Pay (LWOP)

Definition: Leave Without Pay (LWOP) is used to record unpaid absences. LWOP is recorded in situations where an employee has exhausted available annual and sick balances, and in certain disciplinary actions. An employee must obtain approval prior to going on authorized leave without pay. Failure to do so may result in the absence being charged as unauthorized leave, which may lead to disciplinary action. The Department Chair or supervisor may authorize up to ten consecutive calendar days of LWOP. LWOP for absences exceeding ten consecutive days must be requested by the department chair and approved by the Vice President for Human Resources or the Vice President's designee. Except for good cause shown, LWOP will not be granted until all available annual leave has been used.

Policy: Human Resources HR1.12 – Leave Without Pay

Eligibility: The Leave Without Pay Policy applies to all University employees except temporary and student employees.

ITAMS Time Codes used to report Leave Without Pay

A/L-AS-LWOP Zero A/L Balance. Absence recorded as LWOP Note: Hours recorded using the A/L-As-LWOP time code will result in the employee being charged for leave without pay. When an employee who has exhausted all available leave balances takes leave time, the absence will be recorded as leave without pay. In this situation, the employee has the option to record the absence using either the A/L-As-LWOP time code, or the LWOP-Persnl time code.

LWOP-Adopt Leave Without Pay-Adoption
Employees, who have been approved for leave without pay for the purposes of caring for an adoptive child after placement, will record those hours using the LWOP-Adopt time code. Do not enter hours using the LWOP-Adopt time code unless the University Human Resources office has authorized the employee’s application for adoptive leave (Form P-83 Application for Leave). For complete information on adoptive leave, refer to policy HR 1.06 – Sick Leave, and HR 1.12 - Leave Without Pay.

LWOP-Discpln Leave Without Pay –Disciplinary Action
Unpaid absences charged as a result of disciplinary action should be recorded using the LWOP-Discpln time code. Refer to the University policy HR 1.39 - Disciplinary Action and Termination for Cause.
LWOP-Educ  Leave Without Pay-Educational
Employees who have been approved by their department chair or authorized supervisor for LWOP for educational purposes will report those hours using the LWOP-Educ time code. The department chair or supervisor must approve the leave in accordance with the University Leave Without Pay policy. Do not use this time code unless approval has been granted. See policy HR 1.21- Educational Leave for information.

LWOP-Milt  Leave Without Pay – Military Duty
In situations where annual leave is exhausted, use the LWOP-Milt time code to record military training or emergency military leave in excess of 15 days in a designated calendar or fiscal year. University policy states that leave for military training, and emergency military leave in excess of 15 work days will be charged against accrued annual leave. If annual leave is not available, the absence must be recorded as leave without pay. Refer to policy HR 1.09 – Other Paid Leave for complete military leave information leave without pay.

LWOP-Persnl  Leave Without Pay - Personal
The LWOP-Persnl time code should be used to report authorized unpaid absences of up to 10 consecutive calendar days. Authorized LWOP for more than 10 consecutive calendar days must first be reported to Human Resources using form PBP-7 “Notice of Separation and Return from Leave without Pay” so that necessary pay adjustments may be made.

LWOP-Unauth  Leave Without Pay-Unauthorized
An absence that was not previously approved by the Department Chair or authorized supervisor may be considered unauthorized.

*Additional time codes added to report Flu-related leave without pay:

LWOPFLU-NOMD  LWOP used for Flu absence no MD (medical doctor) diagnosis
LWOP-FLU-MD  LWOP used for Flu diagnosed by MD (medical doctor)
LWOPFAMILYFLU  LWOP used for Family Flu illness
Time Lost due to declaration of emergency (weather related):

**ITAMS Time Codes used to report & makeup weather absences**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| Weather-RPT | Time lost from work  
Employees who do not report to work, or who report late during a declaration of emergency and do **NOT** use annual or compensatory leave or leave without pay may be allowed to make up time lost from work. *Refer to HR 1.18.* If an employee chooses to make up time lost, hours lost due to the declaration of emergency should be entered using the Weather-Rpt time code. This action will deposit a negative amount of hours in the employee’s Hazardous Weather bank. *(Note: Lost hours that are made up are entered using a companion time code, Weather-Mkup.)* |
| Weather-MKUP | Time make up  
Employees who choose to make up time lost will enter the make up hours using the time code Weather-MkUp. This action will deposit hours in the employee’s Hazardous Weather bank, offsetting the negative amount placed in the bank when the hours were reported using the *Weather-Rpt* time code.  
The University will establish an appropriate make-up period based on the length of time lost due to the emergency. |
Leave Type: Compensatory Time (Non-exempt Salaried employees only)

ITAMS Time codes used to take Compensatory Hours

Comp Taken
Compensatory time taken
Non-exempt salaried employees who have earned compensatory hours will use those hours by selecting the Comp-Taken time code. Note: Compensatory hours not taken by the end of the fiscal year will be paid out to the employee.

Holiday-Comp
Holiday Compensatory Time Taken
Non-exempt salaried employees who have earned holiday compensatory hours will use those hours by selecting the Holiday-Comp time code. Employees will have up to 1 year from the date the comp was earned to use the Holiday Compensatory time. Holiday Compensatory hours are NOT paid out at the end of the fiscal year.
Appendix B

ITAMS Approver Roles
ITAMS Approvers

An ITAMS Approver is a person who has been authorized by their Vice President, Chancellor, Dean or Department Head to have the capability to create and approve time sheets for employees within the department. ITAMS Approvers serve an important role in the time collection and approval process, and should be selected with care. These individuals, serving at the discretion of the Vice President, Chancellor, Dean or Department Head, have the ability to create and approve employee timesheets in the absence of a supervisor, in situations where employees do not have access to a computer, or when it is practical to have more than one ITAMS approver within the department. ITAMS Approvers also have access to the leave balance information of employees in the department. It is important to note that ITAMS Approvers are granted security privileges identical to a Manager/Supervisor.

ITAMS Approver Roles:

Timekeeper

- ITAMS requires every department to assign the Timekeeper role.
- Timekeepers have the ability to create and approve timesheets in the absence of a supervisor
- When the supervisor position is unassigned or vacant, ITAMS will display the departmental Timekeeper as the default approver when timesheets are submitted for approval.
- Departments can elect for the timekeeper to enter time and leave information into ITAMS for department employees. This would work especially well in situations where employees do not have access to a computer, or in situations where employees are absent.

Departmental Payroll Contact & Departmental Human Resources Contact

The University will continue to utilize payroll and human resources contacts within the departments. Departments have the option of authorizing these individuals to serve as a Departmental ITAMS Approver. The Vice President, Chancellor, Dean or Department Head can choose to fill one or both of these approver roles. It is also possible to assign the same person to serve as Departmental Payroll or Human Resources Contact for all departments serving under a specific director or chair.

- The Departmental Payroll and Human Resources Contacts have the ability to create and approve department timesheets in the absence of a supervisor or timekeeper, and as a result of delegation of authority.
- In addition to serving as an alternate approver when a supervisor is not available, departments may elect to direct employees to send their time sheet to a specific ITAMS Approver when overtime is worked, or when unplanned leave was taken.
Quick Examples of Time Entry for:
- Hourly /Student Employees
- Non-exempt Salaried Employees
- Exempt Employees
- How to Approve ITAMS Time Sheets

(NOTE: This section is available in powerpoint demos on the payroll web site)