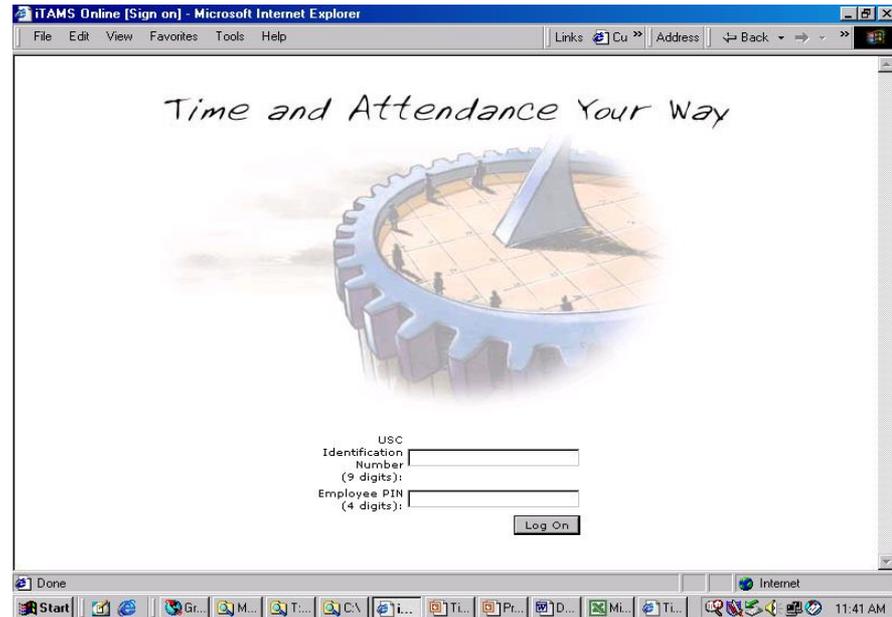


# Using ITAMS as a Supervisor or ITAMS Approver

Login to ITAMS as usual, at:

*<https://ITAMS.CSD.SC.EDU>*

- Enter your User Identification Number (Same as your VIP User ID)
- Enter your password (current VIP password)
- Click on “Log On” button or click Enter on your keyboard. The Home window will appear.



# Home Window

ITAMS 2.7.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links Address Back

ITAMS 2.7.3 Home | Time Entry | Leave Summary | Manager Approval | People Search | Help | Log out

| Name          | Org | Employee    | Job Code    | Assignment | Pay List | EE Status | Assignment Status |
|---------------|-----|-------------|-------------|------------|----------|-----------|-------------------|
| CAROLINA BEST | USC | 00000006911 | 00AD280006E | 001        | EXEMPT   | Active    | Active            |

**Home**  
Welcome to USC ITAMS

- You have 0 timesheets waiting to be approved by a manager
- There are 1 timesheets waiting to be approved by you
- You have 0 rejected timesheets

Color Scheme:

The Home box will indicate whether or not there are time sheets waiting to be approved by you

# Menu Bar

ITAMS 2.7.3

[Home](#) | [Time Entry](#) | [Leave Summary](#) | [Help](#) | [Log out](#)

In addition to the user functions (above) used by all employees, the Menu Bar for Managers and ITAMS Approvers contains two additional user functions:

- **Manager Approval** – Lists the time sheets sent to you for approval
- **People Search** – Allows you to retrieve OR create time sheets for employees whose time you are authorized to approve, and also allows you to retrieve leave information of employees whose time you are authorized to approve.

ITAMS 2.7.3

[Home](#) | [Time Entry](#) | [Leave Summary](#) | [Manager Approval](#) | [People Search](#) | [Help](#) | [Log out](#)

# Manager Approval

To approve time sheets that were sent to you, click the **Manager Approval** function on the Menu Bar.



- The list of time sheets waiting for approval will display.
- Click on the Employee ID # to view the time sheet

A screenshot of a web browser window showing the ITAMS 2.7.3 Manager Approval page. The browser title is 'ITAMS 2.7.3 - Microsoft Internet Explorer'. The page header includes the ITAMS logo and a menu bar: Home | Time Entry | Leave Summary | Manager Approval | People Search | Help | Log out. Below the header is a table with columns: Name, Org, Employee, Job Code, Assignment, Pay List, EE Status, and Assignment Status. The first row shows: PRETTY FEATHERS, USC, 000000005905, 00AH4000054E, 001, EXEMPT, Active, Active. Below this is a 'Manager Approval' section with a table of time sheets. A grey arrow points to the first Employee PIN in this table.

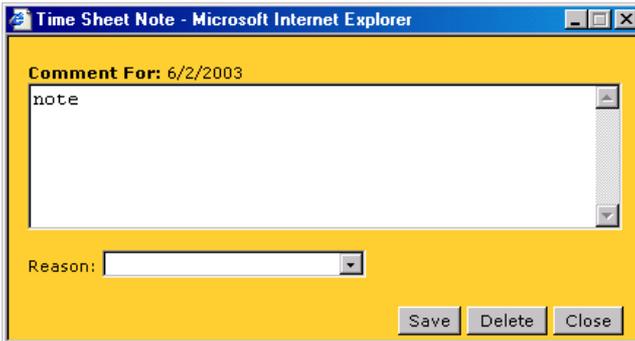
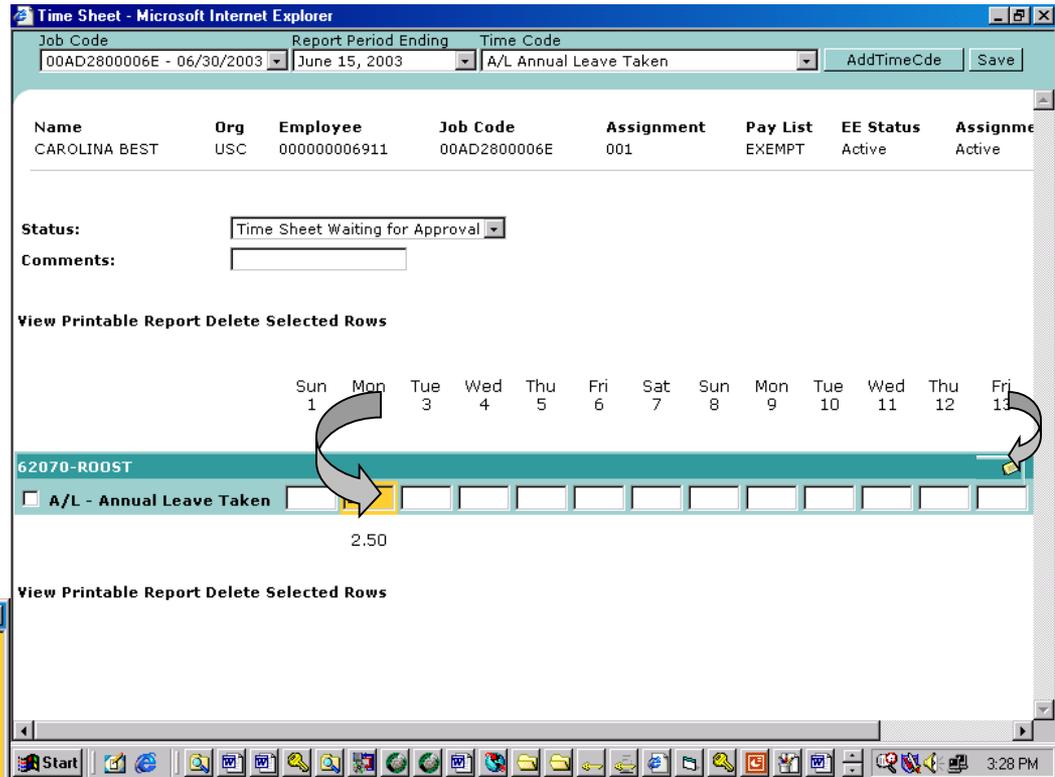
| Employee PIN     | Employee Name | Report Period Ending | Comments (Rejections ONLY) | Select                   |
|------------------|---------------|----------------------|----------------------------|--------------------------|
| USC 000000006911 | CAROLINA BEST | 06/15/2003           | <input type="text"/>       | <input type="checkbox"/> |
| USC 0000013281   | GARNET BLACK  | 07/05/2003           | <input type="text"/>       | <input type="checkbox"/> |
| USC 000000140315 | IMA GAMECOCK  | 07/19/2003           | <input type="text"/>       | <input type="checkbox"/> |

Buttons:

# Time Sheet Waiting for Approval

The employee time sheet is displayed. The time sheet status is “Time Sheet Waiting for Approval.

If a time sheet note is present (indicated in yellow) Double click inside the time sheet cell to retrieve the note. (Netscape users, click on the “sticky” note at the far right of the time sheet)



The manager/approve can make changes to the time sheet note as necessary.

# Time Sheet Approval/Rejection

Time Sheet - Microsoft Internet Explorer

Job Code: 00AD2800006E - 06/30/2003 | Report Period Ending: June 15, 2003 | Time Code: A/L Annual Leave Taken

AddTimeCde Save

| Name          | Org | Employee     | Job Code     | Assignment | Pay List | EE Status | Assignme |
|---------------|-----|--------------|--------------|------------|----------|-----------|----------|
| CAROLINA BEST | USC | 000000006911 | 00AD2800006E | 001        | EXEMPT   | Active    | Active   |

Status: Time Sheet Waiting for Approval

Comments:

View Printable Report Delete Selected Rows

| Sun | Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   |

62070-ROOST

A/L - Annual Leave Taken | 2.5

2.50

View Printable Report Delete Selected Rows

3:28 PM

To approve or reject from inside the time sheet, click on the drop down arrow beside the time sheet **Status** box.



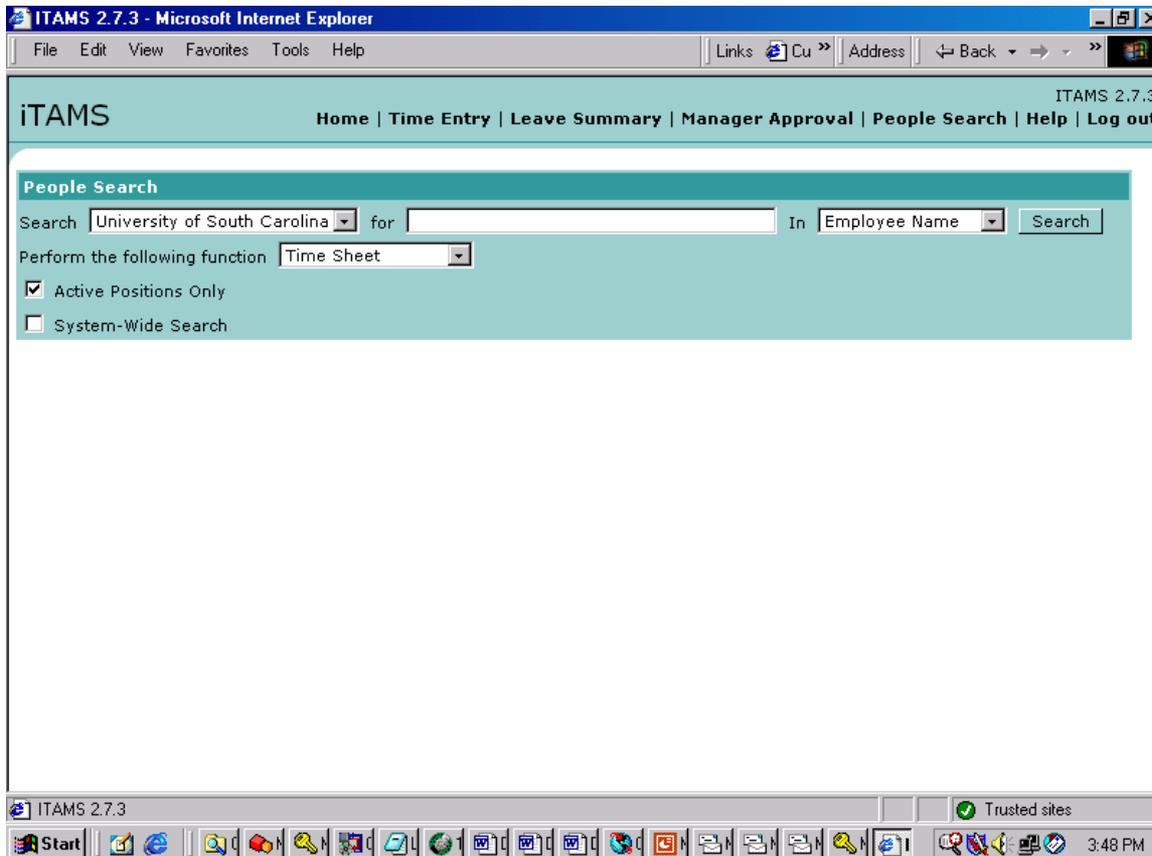
An option list appears. Click the appropriate action (*Approved* or *Rejected*) and **Save** the time sheet.

**Comments** can be entered in the space provided. Once the time sheet is processed by the manager/approver, the employee name will be removed from the **Manager Approval Window**.

**Note:** Managers and ITAMS approvers have the ability to make changes to the employee time sheet before approving the time sheet. However, if changes are necessary, it is recommended for the manager/approver to record the reason in the comment section, and then reject the time sheet. The employee would then make the changes to the rejected time sheet and re-submit for approval.

# People Search

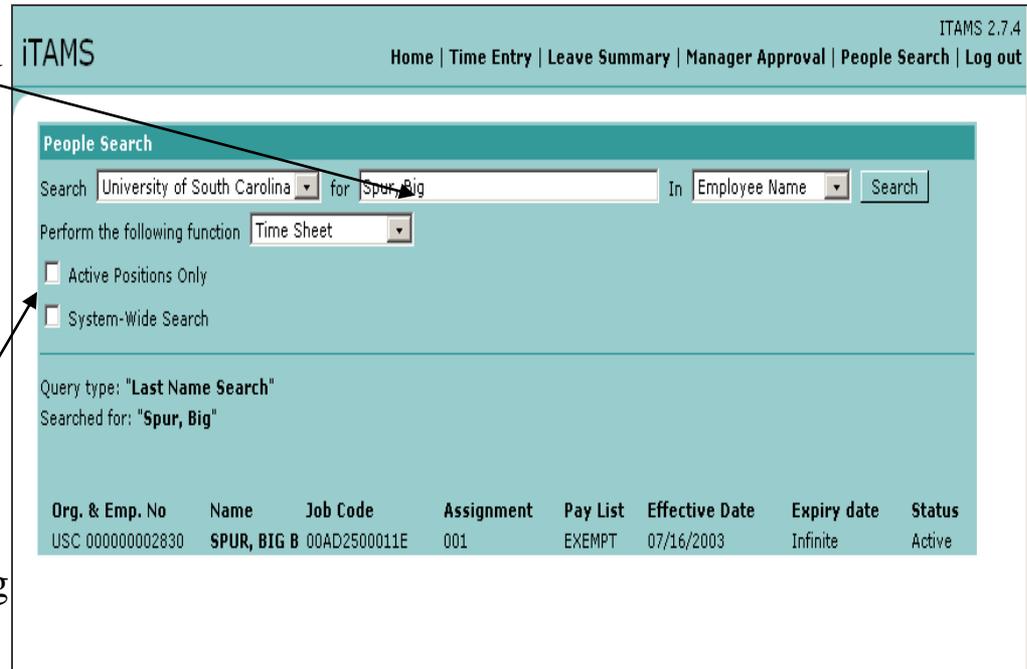
Managers/Supervisors and ITAMS approvers will use the **People Search** function to retrieve the time sheet or leave summary information of an employee whose time they are authorized to approve. This feature is helpful in situations where the employee is either absent, or does not have access to the Internet. Users will choose to search by Employee Last Name or by ITAMS Employee Number.



# People Search: Employee Last Name

To search by Employee Last Name:

- \*Enter the employee **last** name.
- The term “Employee Name” should display in the far right window.
- Using the **Perform the following function box**, select to access either the time sheet or leave summary.
- The default is set to search for an active position. **However, we recommend that you search for both active and inactive (or terminated) employees, by leaving BOTH check boxes empty.** Leaving both boxes empty is helpful in the event an employee’s position is terminating, and you may be unaware of the situation. When all criteria is selected, click “**Search**” at the top right of the time sheet.



The screenshot shows the ITAMS People Search interface. At the top right, it says 'ITAMS 2.7.4' and has navigation links: 'Home | Time Entry | Leave Summary | Manager Approval | People Search | Log out'. The main search area is titled 'People Search' and contains a search form. The search criteria are: 'University of South Carolina' in a dropdown menu, 'for' followed by a text input containing 'Spur, Big', and 'In' followed by a dropdown menu set to 'Employee Name'. A 'Search' button is to the right. Below this, there is a section 'Perform the following function' with a dropdown menu set to 'Time Sheet'. There are two unchecked checkboxes: 'Active Positions Only' and 'System-Wide Search'. Below these is the text 'Query type: "Last Name Search"' and 'Searched for: "Spur, Big"'. At the bottom, there is a table with the following data:

| Org. & Emp. No   | Name        | Job Code     | Assignment | Pay List | Effective Date | Expiry date | Status |
|------------------|-------------|--------------|------------|----------|----------------|-------------|--------|
| USC 000000002830 | SPUR, BIG B | 00AD2500011E | 001        | EXEMPT   | 07/16/2003     | Infinite    | Active |

*\*User Note:* There are several ways to search by employee name. To search for Big Spur, select to enter last name, first name [Spur, Big]; last name only [Spur]; or the first few letters of the last name [Spu].

# People Search: By Employee ID

To search by ITAMS Employee ID:

- Enter the employee ID# (12 digits).
- “Employee Number” should be the criteria appearing in the far right window.
- Using the **Perform the following function box**, select to access either the time sheet or leave summary.
- The default is set to search for an active position. *To search for an inactive or terminated position, leave both check boxes EMPTY.*
- When all criteria is selected, click “**Search**”. The result list will appear on the page. Click on the employee name to retrieve the timesheet or leave summary

ITAMS 2.7.4  
Home | Time Entry | Leave Summary | Manager Approval | People Search | Log out

**People Search**

Search University of South Carolina for 000000002830 In Employee Number Search

Perform the following function Time Sheet

Active Positions Only  
 System-Wide Search

Query type: "Employee Number Search"  
Searched for: "000000002830"

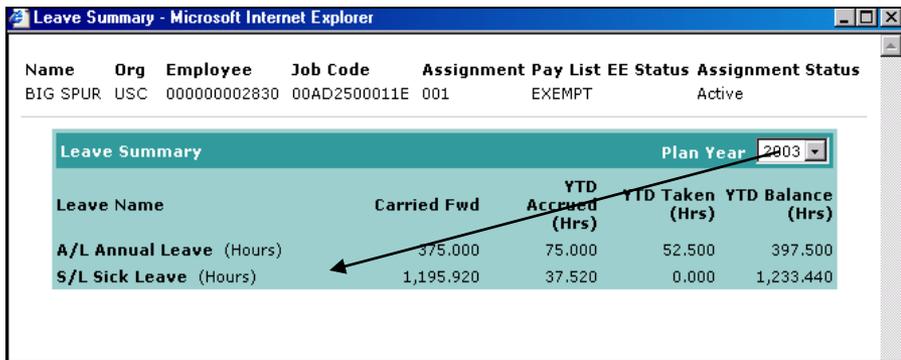
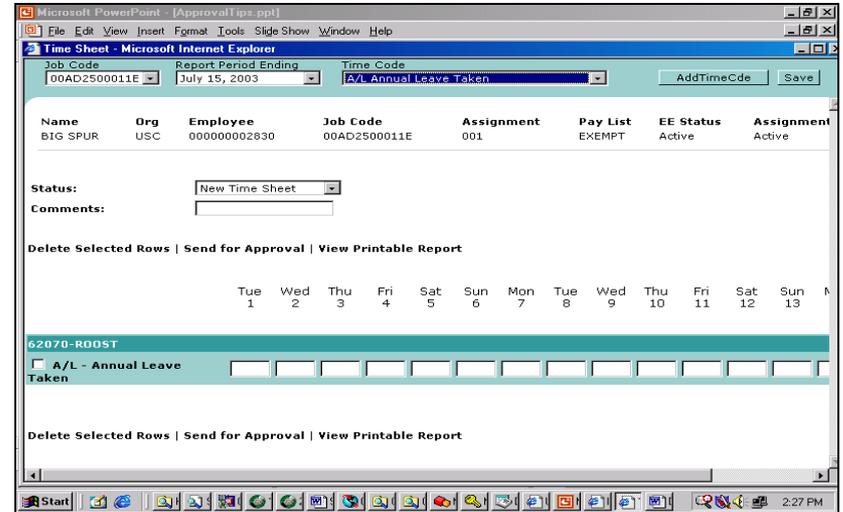
| Org. & Emp. No   | Name        | Job Code     | Assignment | Pay List | Effective Date | Expiry date | Status |
|------------------|-------------|--------------|------------|----------|----------------|-------------|--------|
| USC 000000002830 | SPUR, BIG B | 00AD2500011E | 001        | EXEMPT   | 07/16/2003     | Infinite    | Active |

# PeopleSearch: Employee Retrieval

If, in the PeopleSearch selection criteria you specified to display the time sheet



the employee timesheet will display (right) *Note: The time sheet for the current period will display.*



If, in the PeopleSearch selection criteria you specified to display leave summary,



the summary information will display (left). The user must click on the leave name to see the detail leave information (dates the leave hours were taken).

*User Note: If the time sheet or leave summary doesn't appear on-screen, look for it on the minimize toolbar at the bottom of your Windows screen, and click to retrieve.*



# PeopleSearch: Creating an Employee Timesheet

After retrieving the employee timesheet via the **PeopleSearch** option, the user can add or change hours on the timesheet. First, select the appropriate Report Period. Select the necessary time codes from the time code drop down box. Click **AddTimeCde** to add the time code to the time sheet.

The screenshot displays the ITAMS 2.7.3 Time Sheet interface. The top section contains a form with the following fields:

- Job Code: 00AD2500011E
- Report Period Ending: July 15, 2003
- Time Code: A/L Annual Leave Taken (selected)
- Name: BIG SPUR
- Org: USC
- Employee: 000000002830
- Job: 004
- Status: New Time Sheet
- Comments: (empty)

The 'Time Code' dropdown menu is open, showing the following options:

- 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
- BONE-MARROW Bone Marrow Donation
- BLOOD-DONOR Blood Donation

The 'AddTimeCde' button is highlighted. Below the form, a calendar grid shows the days of the week from Tuesday to Sunday. The interface also includes fields for Job Code, Report Period Ending, Name, Org, Employee, Job, Status, and Comments.

# Time Sheet Revisions

To enter hours on the employee timesheet, place the cursor inside a cell and type in the hours using quarter hour increments. (For example: 7 for 7 hours; 7.25 for 7 hours and 15 minutes; 7.50 for 7 hours and 30 minutes; or 7.75 for 7 hours & 45 minutes). Use the arrow bars located at the bottom of the screen to move from the left to the right of the time sheet

**Status:** New Time Sheet  
**Comments:**

Delete Selected Rows | Send for Approval | View Printable Report

|   | Sun 1 | Mon 2 | Tue 3 | Wed 4 | Thu 5 | Fri 6 | Sat 7 | Sun 8 | Mon 9 | Tue 10 | Wed 11 | Thu 12 |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|
| 62070-THE ROOST                                   |       |       |       |       |       |       |       |       |       |        |        |        |
| <input type="checkbox"/> A/L - Annual Leave Taken |       | 2.5   |       |       |       |       |       |       |       |        |        |        |

Delete Selected Rows | Send for Approval | View Printable Report

When you are finished entering time, click on the **Save** button



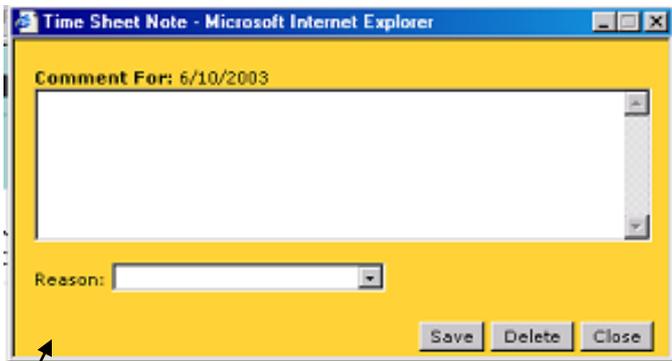
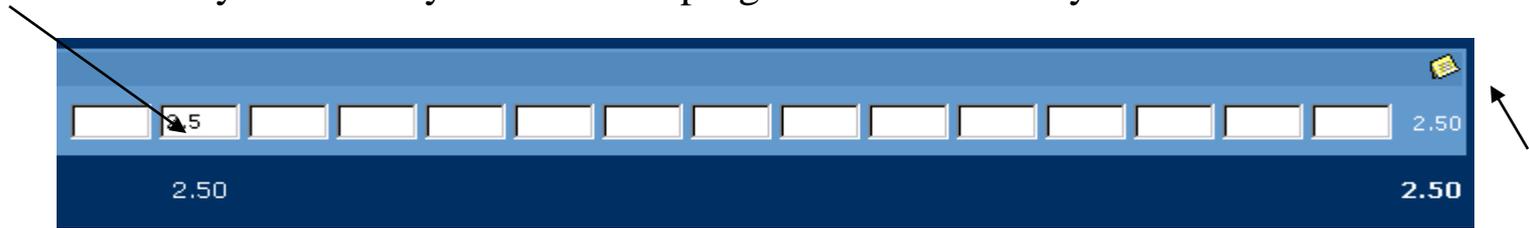
|  |     |  |  |  |  |  |  |  |  |  |  |  |      |
|--|-----|--|--|--|--|--|--|--|--|--|--|--|------|
|  | 2.5 |  |  |  |  |  |  |  |  |  |  |  | 2.50 |
|--|-----|--|--|--|--|--|--|--|--|--|--|--|------|

2.50 2.50

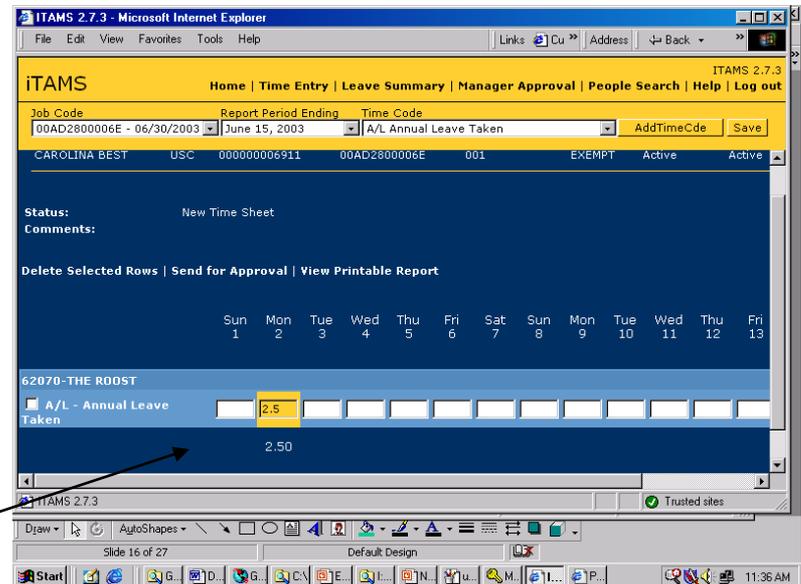
Time will be totaled for the day, the time code and the pay period.

# Time Sheet Note

To make an important note on the timesheet, double click inside the time sheet cell, or click on the yellow sticky note at the top right of the time entry section of the timesheet.



The Time Sheet Note box will appear. Enter the note in the comment section. Click **Save** to save the comment and return to your timesheet. The time sheet cell will turn yellow (right) to indicate the note. Employees and Approvers have the ability to create, edit or delete time sheet notes.



# Time Sheet Approval

**Status:** New Time Sheet

**Comments:** New Time Sheet  
Timesheet Approved

**Comp. Banked:**

**Holiday Comp. Banked:**

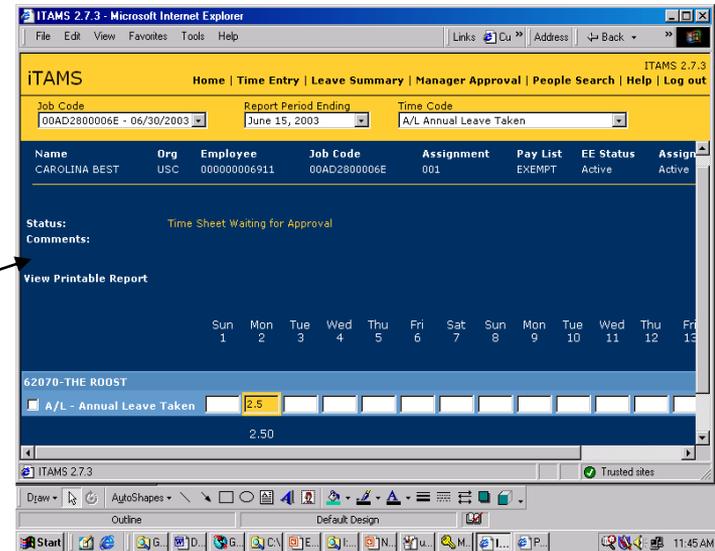
[Delete Selected Rows](#) | [Send for Approval](#) | [View Printable Report](#)

|   | Sun<br>20 | Mon<br>21 | Tue<br>22 | Wed<br>23 | Thu<br>24 | Fri<br>25 | Sat<br>26 |      |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|
| <b>62070-ROOST</b>                                |           |           |           |           |           |           |           |      |
| <input type="checkbox"/> -WORKED - Hours Worked   |           |           |           |           |           |           |           | 0.00 |
| <input type="checkbox"/> A/L - Annual Leave Taken |           | 2.5       |           |           |           |           |           | 2.50 |
|   |           | 2.50      |           |           |           |           |           | 2.50 |

When all hours have been entered for the employee, you can now approve the timesheet. Click on the Time sheet **Status** drop down box to display the options available. Select the appropriate option, and click “**Save**”. The time sheet is now approved.

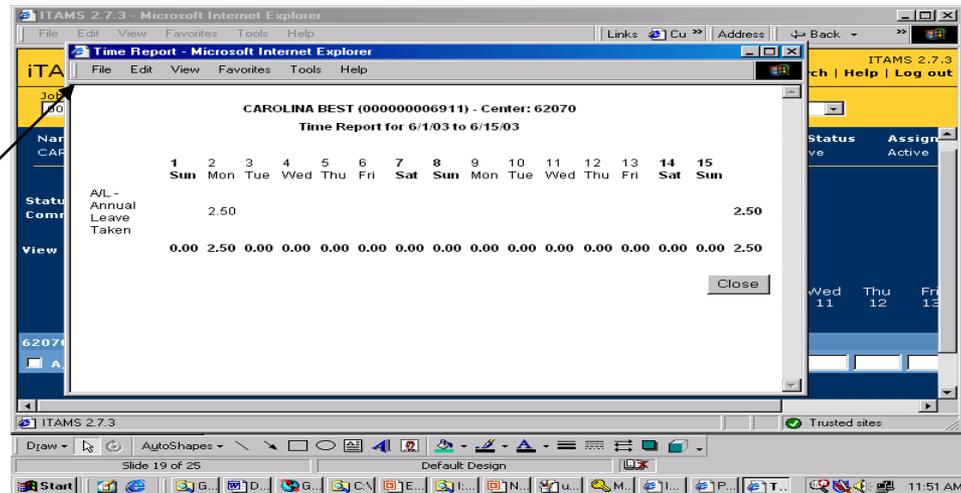
# Printing the Time Sheet

To print a copy of the time sheet, click on “**View Printable Report**”



The view will appear on screen.

To print, use the command bar at the top of the screen. Click on **File**, Select **Print** from the list that appears. The output will be sent to your default printer.



# Prior Period Adjustments

Supervisors and ITAMS approvers have the ability to make prior period adjustments to correct employee hours that were previously approved and extracted to the mainframe. This action is referred to as a prior period adjustment. *Please note that the employee cannot make this type of adjustment to the timesheet.*

To open a timesheet that has already been extracted, click on “Unlock Timesheet” at the top right of the timesheet. The timesheet will open, allowing adjustments to be made. Remove/adjust the hours as appropriate. If multiple time codes are changed, save the timesheet before moving to the next time code line on the timesheet. The time sheet adjustment will be processed when the next time extract runs.

**Status:** Timesheet Extracted

**Comments:**

**Comp. Banked:**

**Holiday Comp. Banked:**

[Unlock Timesheet](#) 

[Delete Selected Rows](#) | [Send for Approval](#) | [View Printable Report](#)

|  | Sun<br>20 | Mon<br>21 | Tue<br>22 | Wed<br>23 | Thu<br>24 | Fri<br>25 | Sat<br>26 |      |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|
| <b>62070-ROOST</b>  |           |           |           |           |           |           |           |      |
| <input type="checkbox"/> -WORKED - Hours Worked  |           |           |           |           |           |           |           | 0.00 |
| <input type="checkbox"/> A/L - Annual Leave Taken  |           | 2.5       |           |           |           |           |           | 2.50 |
|  |           | 2.50      |           |           |           |           |           | 2.50 |

# Manager “Drill-Down”

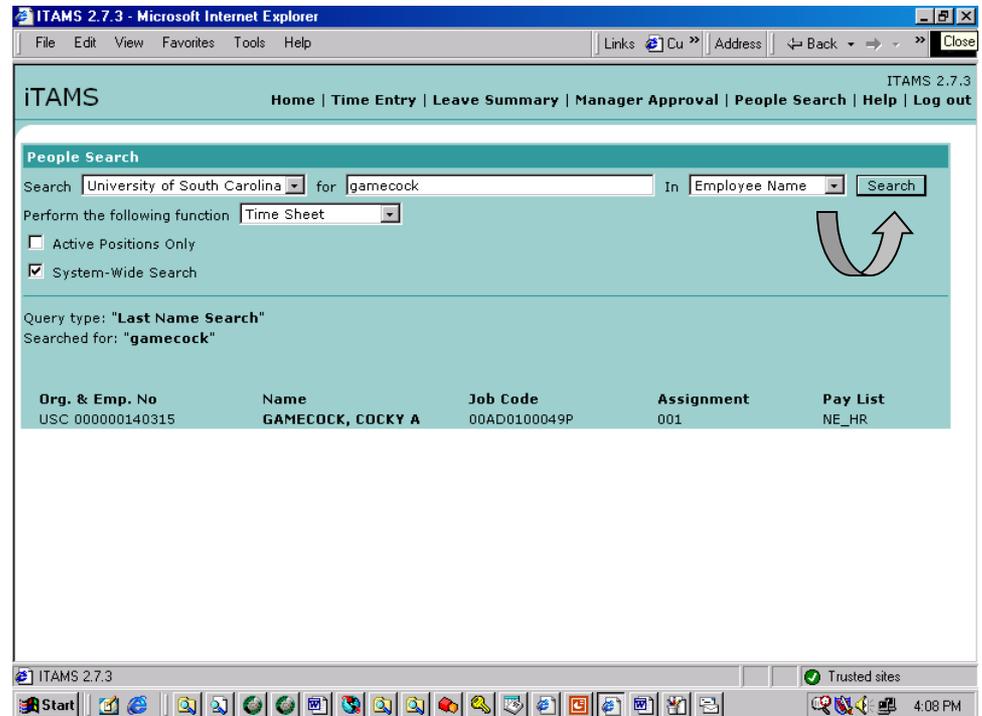
In the ITAMS hierarchy, Managers/Supervisors have the ability to review the time sheets and leave balances of employees within their “approval chain”\*.

For example:

Employee A is the manager for Employee B. Employee B is the manager for Employee C. This means Employee A can access the time sheet and leave balance of Employee C.

To “Drill-down”:

- Enter the Employee Last Name (or ITAMS Employee #)
- Use the “**Perform the following function**” drop down box to select to view the Time Sheet or Leave Summary
- Click on the **System-wide Search** box to checkmark the box. (Leave the *Active Employee Only* box empty)
- Click “**Search**”
- When the result list appears, click on the appropriate employee name to retrieve the information.



The screenshot shows the ITAMS 2.7.3 web application interface. The browser title is "ITAMS 2.7.3 - Microsoft Internet Explorer". The page has a navigation bar with links: Home | Time Entry | Leave Summary | Manager Approval | People Search | Help | Log out. The main content area is titled "People Search" and contains a search form. The search criteria are: "University of South Carolina" for "gamecock" in "Employee Name". The "Perform the following function" dropdown is set to "Time Sheet". There are two checkboxes: "Active Positions Only" (unchecked) and "System-Wide Search" (checked). A "Search" button is visible. Below the search form, the query type is "Last Name Search" and the searched for value is "gamecock". A table displays the search results:

| Org. & Emp. No   | Name              | Job Code     | Assignment | Pay List |
|------------------|-------------------|--------------|------------|----------|
| USC 000000140315 | GAMECOCK, COCKY A | 00AD0100049P | 001        | NE_HR    |

*\*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.*

# What Else Should I Know?

- Once the time sheet is marked as “Approved” it will be ready for extraction to the University Payroll System. Refer to the current payroll schedule for actual processing dates. Please note that time sheets approved in advance will NOT process until it is time for those time sheets to be extracted, in accordance with the payroll schedule.
- As a Manager/Supervisor or ITAMS approver, once the time sheets that were sent to your Manager Approval box are processed, the message on your Home window, inside the Home box, will change to “You have no time sheets waiting for approval.”
- If time sheets for **non-exempt** employees reporting to you are either not created or not approved by the deadlines contained in the payroll schedule, e-mail notifications will be sent to the employee, and then the employee, supervisor and ITAMS Timekeeper, stating the time sheet was either not submitted or not approved. Action on the part of the employee or manager/approver will be required in order for those timesheets to be processed.
- Employees can create and send late time sheets for approval in ITAMS. Adjustments to previously extracted employee timesheets can be made by a Manager/supervisor or ITAMS Approver. However, late timesheets or adjustments to previously extracted time sheets should not be made if older than 90 days. Notify the payroll office at 777-4227 if it is necessary to process time that is greater than 90 days old. For additional information about ITAMS in general, visit the payroll web site at: <http://busfinance.admin.sc.edu/payroll/>, or contact the payroll office at 777-4227.