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# **ITAMS Manual** Version 1.3

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Electronic Time and Attendance System  
University of South Carolina

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# Table of Contents

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

# Introduction to ITAMS

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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

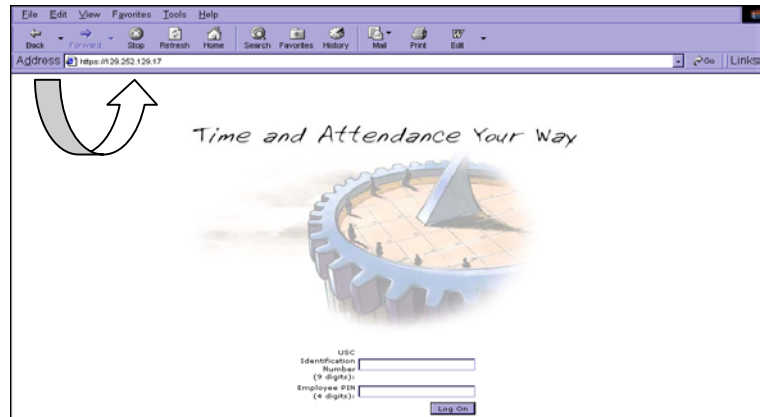
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## Introduction

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/>

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 **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>. 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 **Log out** 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.

iTAMS								Home   Time Entry   Leave Summary   Manager Approval   People Search
Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status	
CAROLINA BEST	USC	000000006911	00AD2800006E	001	EXEMPT	Active	Active	

---

## 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.

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# 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 (*ITAMS Timekeeper, ITAMS Payroll or Human Resources contacts*).\*



- **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

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## 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 time sheets. 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".

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status
U.S Sea	USC	000000005905	00AH4000054E	001	EXEMPT	Active
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.



## 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.
- 

## 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

*The current pay period is the default*

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 **AddTimeCde**. 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).

*Enter time in quarter hour increments.*

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, 7.50, 7.75)

*If the message “Invalid format” displays, make sure the hours were entered in quarter hour increments.*

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

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
62070-ROOST		7.5	7.5	7.5	7.5	7.5		
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5			30.00
<input type="checkbox"/> A/L - Annual Leave Taken						7.5		7.50
	7.50	7.50	7.50	7.50	7.50			37.50


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.

# Add Row

## Select Time Codes

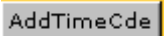
The **Time Code** option located on the time sheet tool bar allows you to select specific time codes to be used on your timesheet. A full description of time codes and their use is available in *Appendix A - Time Code Descriptions* of this manual.

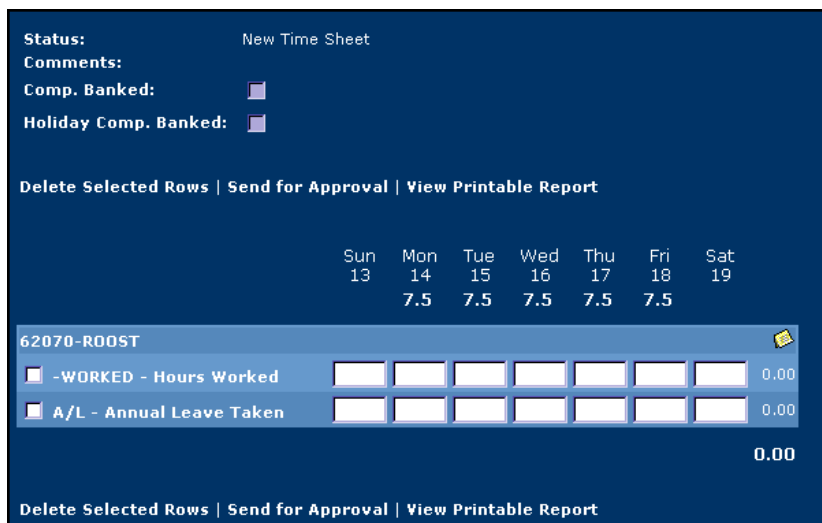
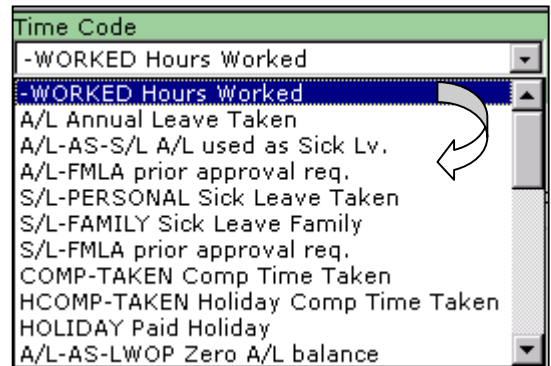
To add a time code row to your time sheet:

- 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  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:

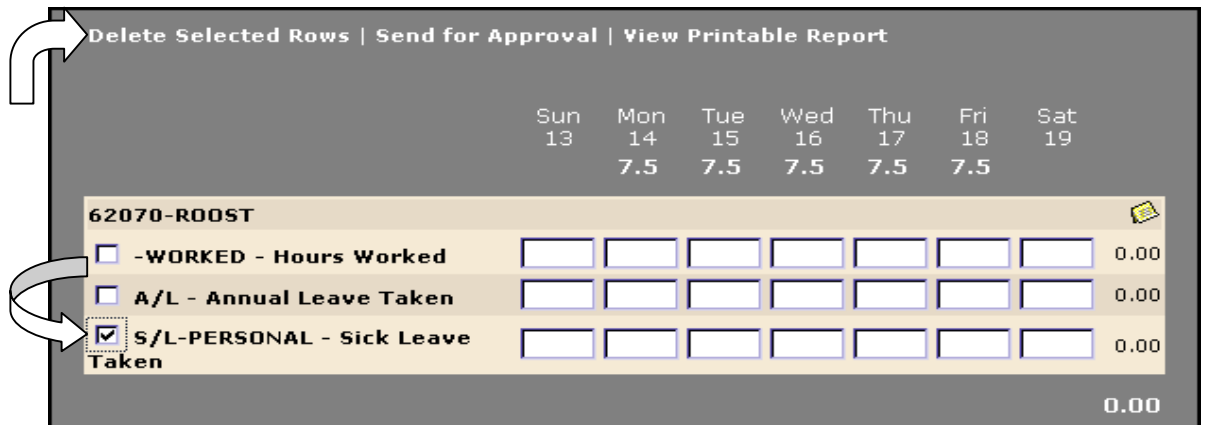
You must first remove any hours shown in the row that you want to delete.

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  .

To remove the time code row:

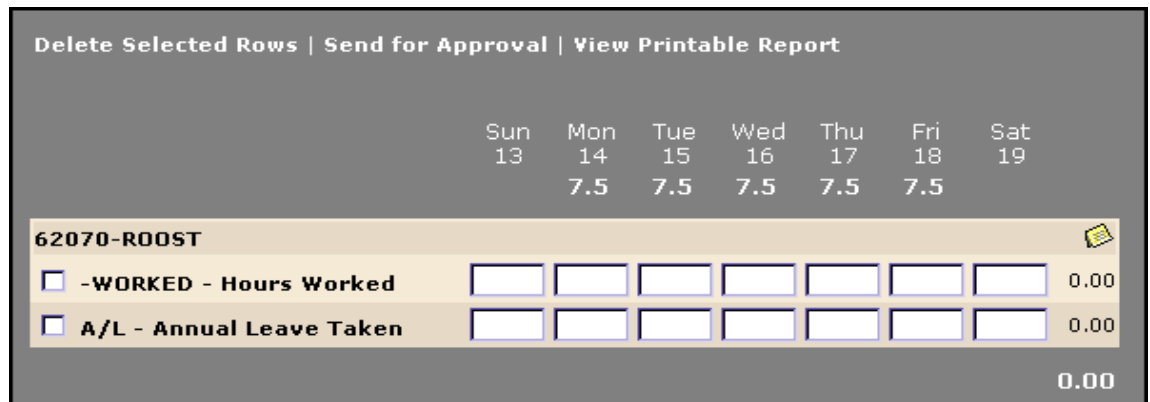
- Click inside the box shown next to the time code description. A check mark will appear in the box to indicate the row is selected for deletion.



The screenshot shows a time sheet interface with a header bar containing "Delete Selected Rows | Send for Approval | View Printable Report". Below the header is a table with columns for days of the week (Sun 13, Mon 14, Tue 15, Wed 16, Thu 17, Fri 18, Sat 19) and rows for time codes. The "62070-ROOST" section is expanded, showing three rows: "-WORKED - Hours Worked", "A/L - Annual Leave Taken", and "S/L-PERSONAL - Sick Leave Taken". The "S/L-PERSONAL" row has a checkmark in a box to its left, indicating it is selected for deletion. A mouse cursor is shown clicking on this checkmark. The total hours for the section are 0.00.

- 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.

**NOTE:** If there was time entered and approved against this time code during another



The screenshot shows the same time sheet interface as above, but the "S/L-PERSONAL - Sick Leave Taken" row has been removed. The remaining rows are "-WORKED - Hours Worked" and "A/L - Annual Leave Taken". The total hours for the section are still 0.00.

# 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.*



Delete Selected Rows | Send for Approval | View Printable Report

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
62070-ROOST		7.5	7.5	7.5	7.5	7.5		
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

- A Time Sheet Note will appear:
- Type desired comments or select a reason code.
- Select save

Save

Time Sheet Note - Microsoft Internet Explorer

Comment For: 7/4/2003

Reason:

Save Delete Close

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

Delete Selected Rows | Send for Approval | View Printable Report

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
62070-ROOST		7.5	7.5	7.5	7.5	7.5		
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

# 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 Selected Rows | Send for Approval | View Printable Report

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
		7.5	7.5	7.5	7.5	7.5		
<b>62070-ROOST</b>								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

## Delete a note

To delete an existing note:

- Double click in the yellow shaded cell to open the **Time Sheet Note** window.

- Click Delete

Delete

Time Sheet Note - Microsoft Internet Explorer

**Comment For:** 7/4/2003

My trip was cancelled. No A/L taken.


Reason:

Save Delete Close

# 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  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".)

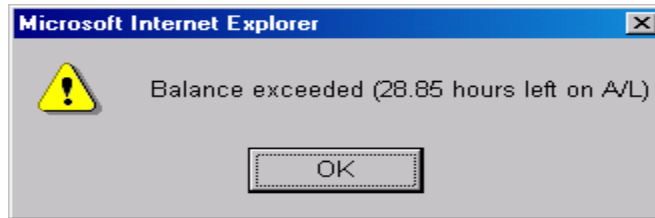
*Leave hours are subtracted from the employee's ITAMS leave balance when the timesheet is saved.*



The screenshot shows a yellow bar with the following fields: Job Code (00AA5000388P), Report Period Ending (July 5, 2003), Time Code (A/L Annual Leave Taken), AddTimeCde button, and a scroll bar on the right.

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:



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:



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**.

# Send for Approval

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:

*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.*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	13	14	15	16	17	18	19	
		7.5	7.5	7.5	7.5	7.5		
<b>62070-ROOST</b>								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

- 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.)

- If no overtime hours are on the timesheet, click **"Proceed"** to continue.
- 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"**.

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

*Employees can not change hours shown on a timesheet after it is sent forward for approval.*



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)

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 .

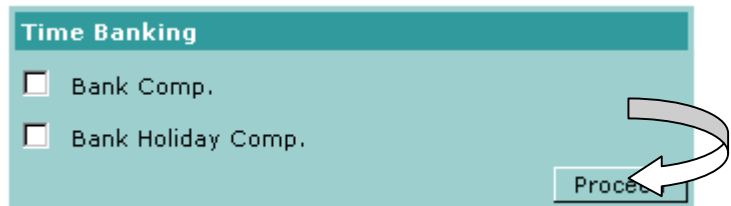
## Overtime/Compensatory (Comp) Options *(This option is only applicable for non-exempt salaried employees who report hours worked and leave taken.)*

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).*



The screenshot shows a window titled "Time Banking" with two options: "Bank Comp." and "Bank Holiday Comp.", both with unchecked checkboxes. A "Proceed" button is visible at the bottom right, with a curved arrow pointing to it.

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

### Time Banking

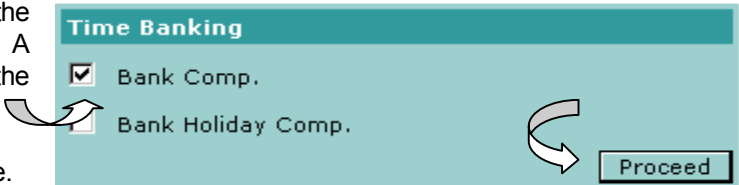
To bank overtime hours as compensatory time to be used at a later date, select the appropriate option(s) from the **Time Banking** window.

- 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**

### "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.

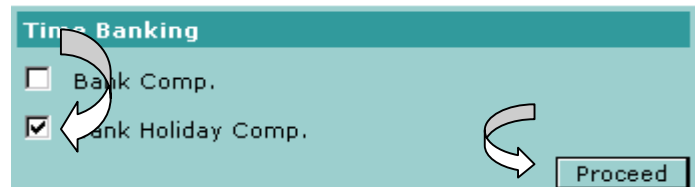


The screenshot shows the "Time Banking" window with the "Bank Comp." checkbox checked and the "Bank Holiday Comp." checkbox unchecked. A "Proceed" button is at the bottom right, with a curved arrow pointing to it.

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.



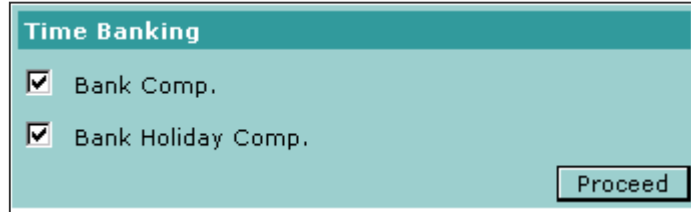
The screenshot shows the "Time Banking" window with the "Bank Comp." checkbox unchecked and the "Bank Holiday Comp." checkbox checked. A "Proceed" button is at the bottom right, with a curved arrow pointing to it.

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

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:



The screenshot shows a window titled "Time Banking" with a teal header. Below the header, there are two checked checkboxes: "Bank Comp." and "Bank Holiday Comp.". A "Proceed" button is located in the bottom right corner of the window.

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.

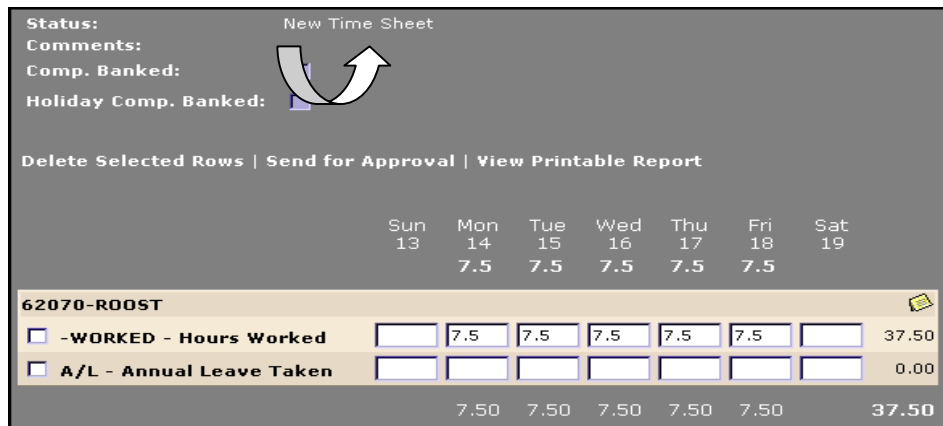
**Home** screen messages:

*Contact your manager or ITAMS approver if changes need to be made to an approved time sheet.*

- ❖ 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

Leave Summary					Plan Year	2003
Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)		
A/L Annual Leave (Hours)	41.335	37.520	55.500	23.355		
COMP Compensatory Time (Hours)	2.000	0.000	2.000	0.000		
S/L Sick Leave (Hours)	113.960	37.520	49.750	101.730		



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



- 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.

- The search results will then appear.
- Click on the employee's name in order to access their current leave summary.

Org. & Emp. No	Name	Job Code	Assignment	Pay List
USC 000000213946	GAMECOCK, COCKY	00AA5000388P	001	NE_HR
USC 000000140315	GAMECOCK, IMA B	00AD0100049P	001	NE_HR

The **Leave Summary** for that employee will be displayed:

Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)
A/L Annual Leave (Hours)	41.335	37.520	55.500	23.355
COMP Compensatory Time (Hours)	2.000	0.000	2.000	0.000
S/L Sick Leave (Hours)	113.960	37.520	49.750	101.730

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 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

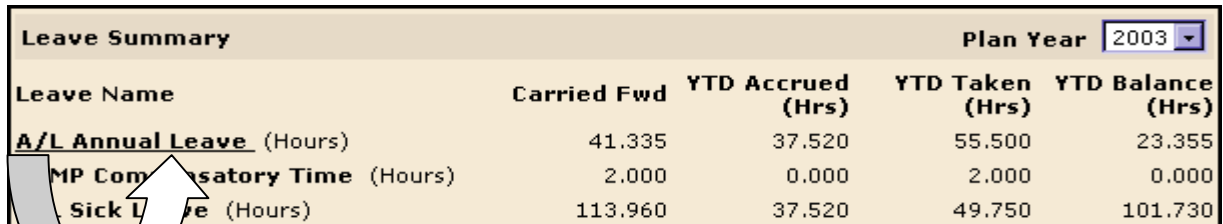
### As an Employee:

- 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:



Leave Summary		Plan Year <input type="text" value="2003"/>			
Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)	
<u>A/L Annual Leave</u> (Hours)	41.335	37.520	55.500	23.355	
MP Compensatory Time (Hours)	2.000	0.000	2.000	0.000	
Sick Leave (Hours)	113.960	37.520	49.750	101.730	

- 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.

Leave Details				
Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)
S/L Sick Leave (Hours)	166.290	37.520	49.500	154.310
Accruals				
Date From	Date To	Hours		
03/01/2003	03/15/2003	166.290		
03/02/2003	03/31/2003	9.380		
04/01/2003	04/30/2003	9.380		
05/01/2003	05/31/2003	9.380		
06/01/2003	06/30/2003	9.380		
YTD Taken (Hrs)				
Date From	Date To	Hours		
03/27/2003	03/27/2003	7.500		
04/10/2003	04/10/2003	7.500		
04/15/2003	04/15/2003	7.500		
04/17/2003	04/17/2003	2.500		
04/18/2003	04/18/2003	7.500		
Adjustment History				
Field	Adjustment Date	Comments	Adjustment	
Leave Usage	03/15/2003	Hours Taken Prior to Conversion	17.000	

# 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.

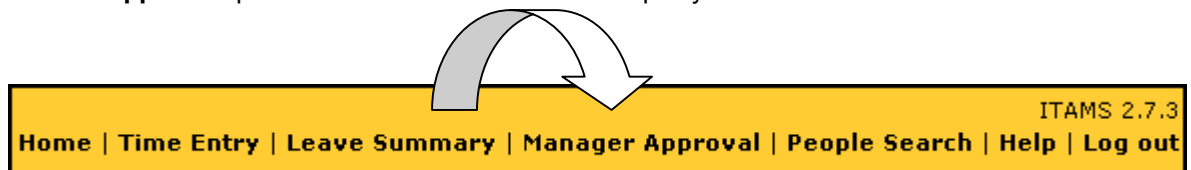
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## Process Approvals

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.



# Process Approvals (continued)

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				
Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
USC 000000145570	IMA GAMECOCK	06/30/2003	<input type="text"/>	<input type="checkbox"/>

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.**

Manager Approval				
Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
USC 000000145570	IMA GAMECOCK	06/30/2003	<input type="text"/>	<input checked="" type="checkbox"/>

A white curved arrow points from the top right towards the "Select" checkbox, which now contains a checkmark.

- 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 #**.

Manager Approval				
Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
<u>USC 000000145570</u>	IMA GAMECOCK	06/30/2003	<input type="text"/>	<input checked="" type="checkbox"/>

A white curved arrow points from the bottom left towards the underlined "Employee ID #".

# Process Approvals (continued)

The time sheet will appear in a window:

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
		7.5	7.5	7.5	7.5	7.5		
<b>62070-ROOST</b>								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

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.

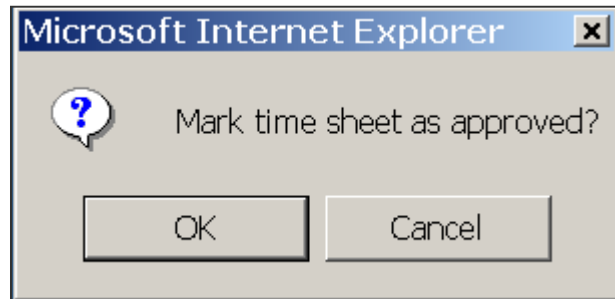
You can choose to approve or reject the timesheet from inside the timesheet window by clicking on the drop down box beside the time sheet status, and selecting one of the options displayed. (Remember to click **Save** to save your changes.)

<b>Status:</b>	<div style="border: 1px solid black; padding: 2px;">           New Time Sheet ▼            New Time Sheet            Timesheet Approved         </div>							
<b>Comments:</b>								
<b>Comp. Banked:</b>	<input type="checkbox"/>							
<b>Holiday Comp. Banked:</b>	<input type="checkbox"/>							
Delete Selected Rows   Send for Approval   View Printable Report								
	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
<b>62070-ROOST</b>								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
		7.50	7.50	7.50	7.50	7.50		37.50

# Process Approvals (continued)


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

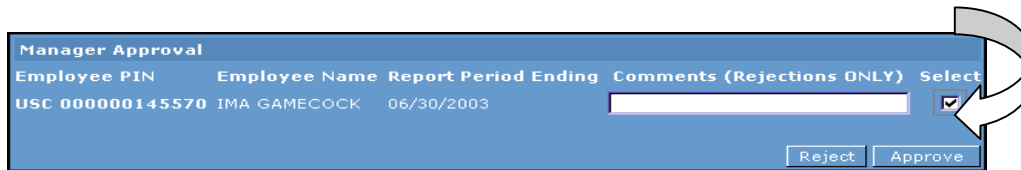
**User Note:** To Save & Approve the time sheet at the same time, click **OK**. Click the **CANCEL** button if you only want to **SAVE** the time sheet (without approving). Click the **X** at the top right of the timesheet to exit the timesheet after processing.

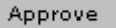


**OR**

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  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:

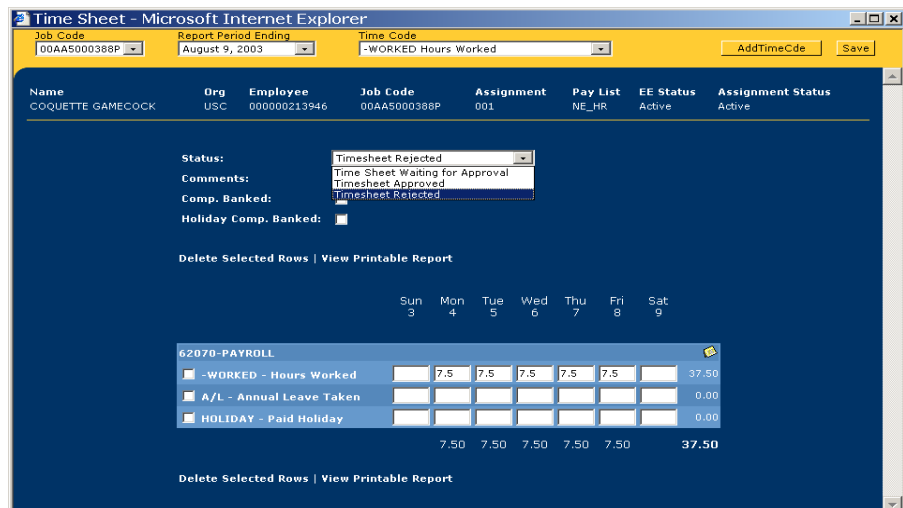


Click Approve  at the bottom of the approval box. The time sheet is now approved and the employee's name will be removed from your list.

## 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:

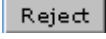


Or, you can also reject the time sheet directly from the Manager Approval list.

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

**Note:** If necessary, type rejection comments in the space provided.

Employee PIN	Employee Name	Report Period Ending	Comments (Rejections ONLY)	Select
USC 000000145570	IMA GAMECOCK	06/30/2003		<input checked="" type="checkbox"/>

- 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.


Status: Timesheet Extracted for Payroll

Comments:

Comp. Banked:

Holiday Comp. Banked:

View Printable Report

Unlock the time sheet 

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
62070-ROOST							
<input type="checkbox"/> A/L - Annual Leave Taken			7.5	6.25			13.75
<input type="checkbox"/> -WORKED - Hours Worked				8.75	7.5	7.5	23.75
	7.50	6.25	8.75	7.50	7.50		37.50

**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

*Managers and ITAMS approvers can use the **People Search** option to retrieve time and leave information*

To conduct a search for an employee:

- Click on the "People Search" option from the ITAMS tool bar:



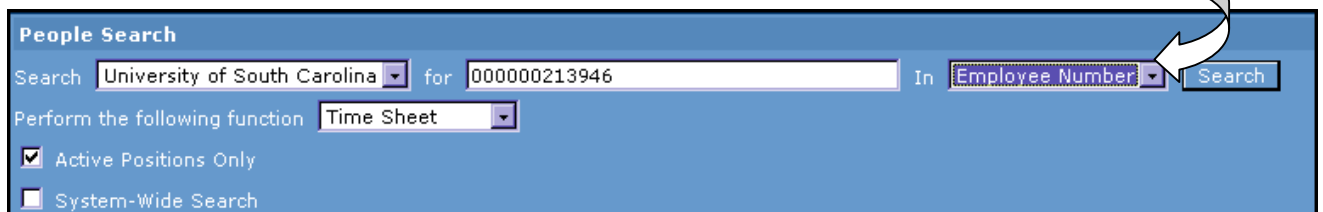
A search window will appear:

- 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 # :



**People Search**

Search **University of South Carolina** for **000000213946** In **Employee Number** **Search**

Perform the following function **Time Sheet**

Active Positions Only  
 System-Wide Search

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

**People Search**  
 Search: University of South Carolina for Gamecock In Employee Name Search  
 Perform the following function: Time Sheet  
 Active Positions Only  
 System-Wide Search

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

**People Search**  
 Search: University of South Carolina for Gamecock In Employee Name Search  
 Perform the following function: Time Sheet  
 Active Positions Only  
 System-Wide Search  
 Query type: "Last Name Search"  
 Searched for: "Gamecock"

Org. & Emp. No	Name	Job Code	Assignment	Pay List	Effective Date	Expiry date	Status
USC 000000179589	GAMECOCK, COCKY A	CWS 0000920Q	001	NE_HR	08/18/2003	05/08/2004	Active
USC 000000179589	GAMECOCK, COCKY A	REGS0083958H	001	NE_HR	06/24/2003	08/11/2003	Inactive
USC 000000213946	GAMECOCK, COQUETTE E	00AA5000388P	001	NE_HR	07/01/2003	Infinite	Active

Click on the employee name. The time sheet (or leave summary) for the employee is displayed.

**Status:** Time Sheet Waiting for Approval  
**Comments:**  
**Comp. Banked:**  
**Holiday Comp. Banked:**  
 View Printable Report Delete Selected Rows

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	
<b>62070-ROOST</b>								
<input type="checkbox"/> -WORKED - Hours Worked		7.5	7.5	7.5	7.5	7.5		37.50
<input type="checkbox"/> A/L - Annual Leave Taken								0.00
	7.50	7.50	7.50	7.50	7.50	7.50		37.50

## Leave Summary View

Leave Summary				Plan Year	2003
Leave Name	Carried Fwd	YTD Accrued (Hrs)	YTD Taken (Hrs)	YTD Balance (Hrs)	
A/L Annual Leave (Hours)	41.335	37.520	55.500	23.355	
COMP Compensatory Time (Hours)	2.000	0.000	2.000	0.000	
S/L Sick Leave (Hours)	113.960	37.520	49.750	101.730	

*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

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## ITAMS Time Codes

## Hours Worked

**-WORKED**

**-WORKED**

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

**SCHEDULED-NW  
FURLOUGH**

**(RESTRICTED) Use only in Furlough situation (consult supervisor before use)  
(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.



**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** 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.

***ITAMS Time Codes used to report "Other Paid Leave"***

**Bereavement** Bereavement  
Eligible employees should use the *Bereavement* 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 consecutive days when using the bereavement code. Note: Do not count a paid holiday as a bereavement day (or consecutive day).

**Blood-Donor** Blood Donor  
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 *blood donor* time code to record such absences.

**Bone-Marrow** Bone Marrow  
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 *Bone-Marrow* time code to record donation time. Do not use this time code to record more than 40 hours in a calendar year.

**Court-Leave** Court-Leave  
Eligible employees subpoenaed, or who appear as a witness or in any other *official University capacity* in a court, hearing, or mediation, should record the hours as *Court-Leave*.

**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-FLU-MD**  
**LWOPFAMILYFLU**

LWOP used for Flu abence no MD (medical doctor) diagnosis  
LWOP used for Flu diagnosed by MD (medical doctor)  
LWOP used for Family Flu illness

Time Lost due to declaration of emergency (weather related):

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

**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.

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## **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

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