

Logging into ITAMS as a Student or Hourly Employee

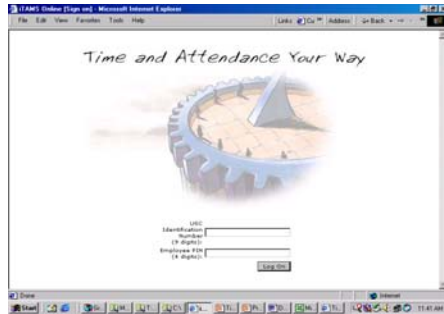
To Login to ITAMS for the first time:

Open your web browser. Click File, Open, and type the following address:

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

When the ITAMS screen appears:

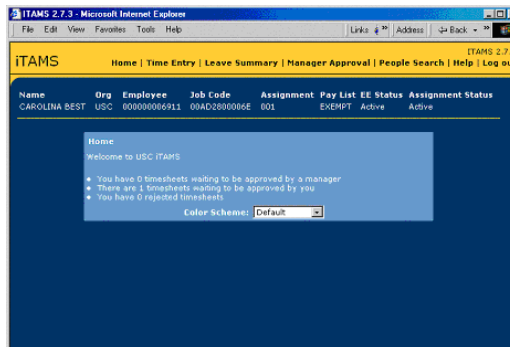
- Enter your User Identification Number (Same as your VIP User ID)
- Enter your password (current VIP password)
- Click on “Log On” button or click Enter on your keyboard. The Home window will appear.



Student Employees MUST have a VIP Employee Pin (not the Student PIN) to access ITAMS.

Note: If you have never used your VIP employee account, access VIP via the internet at <http://VIP.SC.EDU> to login and change your password from the default setting. The default password setting is birth month, day (MMDD). Remember to allow 24 hours before you attempt to use your new or re-set password to sign into ITAMS. Contact Human Resources at 777-3111 if you have forgotten your VIP employee password.

Home Window



The home window will display the following:

- A **Menu Bar** across the top
- An **Employee Identification** bar with your name and information
- A **Home box** that contains:
 - Messages about your timesheet
 - Color Scheme change

Menu Bar

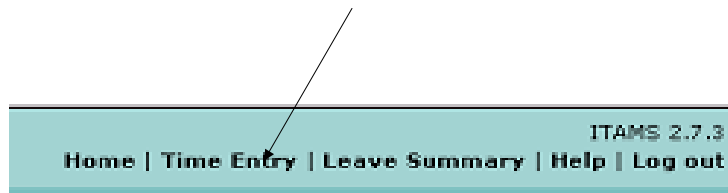
ITAMS 2.7.3
Home | Time Entry | Leave Summary | Help | Log out

The Menu Bar at the top right of your time sheet shows on all of your ITAMS screens, and displays the links that you can use to open new windows.

- **Home** always takes you back to the home window.
- **Time Entry** will open your current time sheet.
- **Leave Summary** (not applicable for student and hourly employees)
- **Help** opens the help files.
- **Log Off** ends your ITAMS session but does not close your browser.

Time Entry

- To open your time sheet, click on Time Entry on the Menu Bar



Note: Do NOT attempt to process time in ITAMS for any week that occurred before your department was converted to the ITAMS system. Late time cards for periods before your department was converted to ITAMS must be turned in to the payroll office. If necessary, contact your supervisor or the payroll office for assistance.

Time Sheet Note

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	7.5	7.5	7.5	7.5	7.5	

62070-THE ROOST

-WORKED - Hours Worked

	8						0.00
--	---	--	--	--	--	--	------

0.00

Time Sheet Note - Microsoft Internet Explorer

Comment For: 6/10/2003

Reason:

Save Delete Close

The Time Sheet Note box will appear. Enter your note in the comment section. Click **Save** to save the comment and return to your timesheet. The time sheet cell will turn yellow (below) to indicate a note is present.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	7.5	7.5	7.5	7.5	7.5	

62070-THE ROOST

-WORKED - Hours Worked

	8	10					8.00
--	---	----	--	--	--	--	------

Enter Hours

62070-THE ROOST

-WORKED - Hours Worked

	7.5	7.5	7.5	7.5	7.5		0.00
--	-----	-----	-----	-----	-----	--	------

Place your cursor in a cell and type in the hours. Enter hours in quarter hour increments (i.e. 7 for 7 hours, 7.25 for 7 hours and 15 minutes, 7.5 for 7 hours and 30 minutes, 7.75 for 7 hours and 45 minutes.)

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	7.5	7.5	7.5	7.5	7.5	

62070-THE ROOST

-WORKED - Hours Worked

	7.5	7.5	7.5	7.5	7.5		37.50
--	-----	-----	-----	-----	-----	--	-------

7.50 7.50 7.50 7.50 7.50 37.50

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

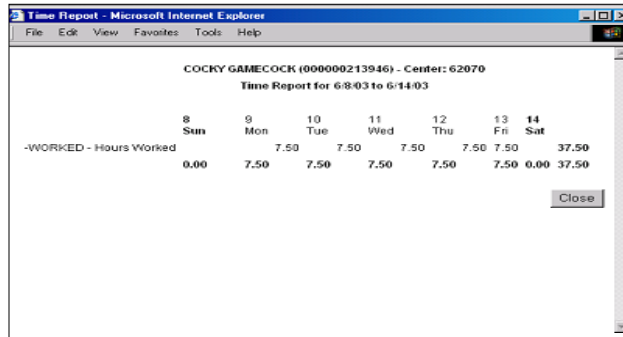
Note: You can edit and re-save your time sheet as often as necessary until you send your timesheet for approval. Once you send the timesheet for approval the timesheet is automatically locked, and you can no longer edit the timesheet.

Printing Your Time Sheet

To print a copy of your time sheet, click the **View Printable Report** selection from your time entry screen:

Delete Selected Rows | Send for Approval | View Printable Report

A print view of your timesheet will appear. To print, click **File** located on the command line, and select the print option. Close the window to return to your time sheet.



	8	9	10	11	12	13	14	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
-WORKED - Hours Worked		7.50	7.50	7.50	7.50	7.50	7.50	37.50
	0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50

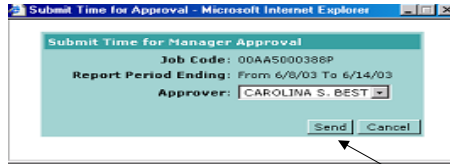
Send for Approval

When you have entered all of your time for the pay period and are ready to submit for approval, click on the **Send for Approval** option located on your time sheet.

Delete Selected Rows | Send for Approval | View Printable Report

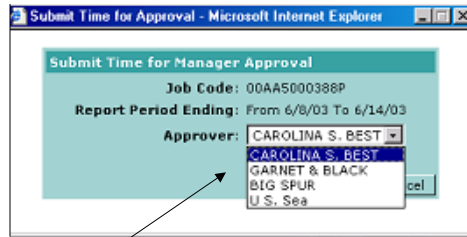
Submit Time for Approval

A **Submit Time for Approval** window will open.



Click **Send** to forward your timesheet for approval.

- Your Manager/supervisor is the default approver. If your manager is absent, or if your manager is not assigned, Click on the **Approver** drop down box and select to send your timesheet to one of the ITAMS approvers in your department.



- As soon as you send you time sheet for approval ,the message on the time sheet will display “Time Sheet Waiting for Approval”.

Name	Org	Employee	Job Code	Assignment	Pay List	EE Status	Assignment Status
COCKY GAMECOCK	USC	0000023946	00AA5000388P	001	NE_HR	Active	Active

Status: Time Sheet Waiting for Approval

Comments:

Comp. Banked:

Holiday Comp. Banked:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
62070-THE ROOST	15	16	17	18	19	20	21
	7.5	7.5	7.5	7.5	7.5		
<input checked="" type="checkbox"/> -WORKED - Hours Worked	7.5	7.5	7.5	7.5	7.5		37.50
	7.50	7.50	7.50	7.50	7.50		37.50

- You can now choose to logout of ITAMS.



What happens now?

- As soon as you send your time sheet for approval, the message on the time sheet will change to “Time Sheet Waiting for Approval”. Your time sheet is now locked and you cannot make any changes to it. Changes must be made by your supervisor/manager, or a department ITAMS approver.

- There will now be a message on your Home window inside the Home box that says “You have 1 time sheet waiting for approval”. When your time sheet is approved, the message will change to “You have no time sheets waiting for approval”. If your time sheet is rejected, you will see the message “You have 1 rejected timesheet”, and you must access your timesheet to revise and re-submit for approval.

If you need help with your new time sheet, visit the Payroll Web Site, at <http://Busfinance.admin.sc.edu/payroll> or contact payroll at 777-4227