Using ITAMS as a Manager 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

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

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 allows you to retrieve leave information of employees whose time you are authorized to approve.

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
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

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 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.

*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 timesheet 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.

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 AddTimeCode to add the time code to the timesheet.

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 timesheet.

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

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.

A Message box will appear asking if you want to mark the timesheet as approved. To save and approve the timesheet, click OK. Click CANCEL to save the timesheet without approving. (Note: A time keeper who is filling out a timesheet for a department employee has the option of Approving the timesheet OR they can choose to only Save the timesheet and then forward the timesheet to another ITAMS approver for approval. For this situation, click CANCEL which will save the time sheet without approving. Then, click the ‘Send for Approval Option’ to send the timesheet to another department approver.)
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.

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.

*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 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, manager or ITAMS approver, 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 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. Do NOT attempt to process time in ITAMS for any late timecards for weeks that occurred before your department was converted to the ITAMS system. Late cards (for weeks that occurred BEFORE your department began using ITAMS must be turned in to payroll. If necessary, contact the payroll office. 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.