



UNIVERSITY OF  
**SOUTH CAROLINA**

**Controller's Office  
Payroll Hot Topics**

**September 21, 2021**

# Today's Agenda

- Limiting Off Cycles
- New Earnings Code to Track Overpayments
- Summer Ecom Recap
- Timely Benefits Termination and Ramifications
- Document Scanning Available in Employee Self Service
- New! Demographic Report in HCM Distribution
- Coming Soon! New Combo Code Type for Salary Cap Cost Share
- Time/Labor and Absence Management Updates
- Time/Labor FAQs
- Where to Find Resources



# Limiting Off Cycles

Due to IRS payment deadlines and best practices the Payroll Department will only run an off cycle when:

- 1) an error in payment due to HR/Payroll data entry,
  - 2) a timesheet or paperwork is submitted late from the departments, or
  - 3) a deposit was rejected by the bank
- The off cycle will be processed 3-4 business days after payday.
  - Only one off-cycle is processed each pay period and a total two off cycles per month – one following each pay period.



# New Earnings Code to Track Overpayments

- Starting July 1, any overpayments given, and corresponding repayments are recorded using the OVP earnings code.
- The OVP earning code helps everyone track overpayments and is not be included in effort reporting, and therefore doesn't not skew the percentages presented on effort reports.



# Summer Ecom Recap

Summer ECOM 2021 Data			
Group	All	Term'd as of Start Date	Contract Pay Changed
SRC/Summer Research Current	1147	23	11
SRL/Summer Research Lag	161	7	3
SIC/Summer Instruction Current	1030	29	8
SIL/Summer Instruction Lag	449	18	11
SUM/Summer	1	1	0
<b>TOTALS</b>	<b>2788</b>	<b>78</b>	<b>33</b>

Late Summer Ecom paperwork needs to be submitted as soon as possible. If not submitted timely, there is a negative impact on the system process.

# Timely Benefits Termination and Ramifications

- Timing of the termination paperwork is very important.
- Late paperwork can cost the university and the department additional fringe expense.
- If the university can receive a refund from PEBA, it may take 2-3 months after PEBA processes the termination paperwork.
- Based on PEBA's billing cycle, they will only go back 30 days to refund.
- The late termination will cause annual leave payout to be delayed.



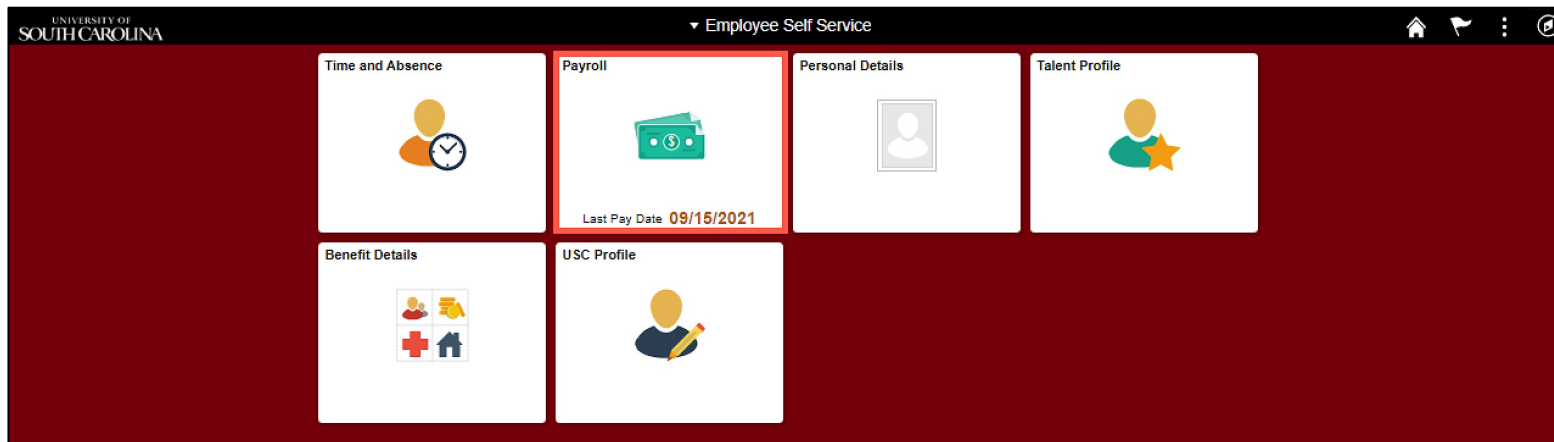
# Document Scanning Available in Employee Self Service

- Employees can now submit secure documents remotely to Payroll via Employee Self-Service.
- This will allow employees to securely submit these forms without mailing them or visiting the Payroll Office in person.
- There are step by step instructions available that will walk you through this new process. [How to submit secure documents to Payroll \[pdf\]](#)
- If you have questions regarding this new process, please reach out to [payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).

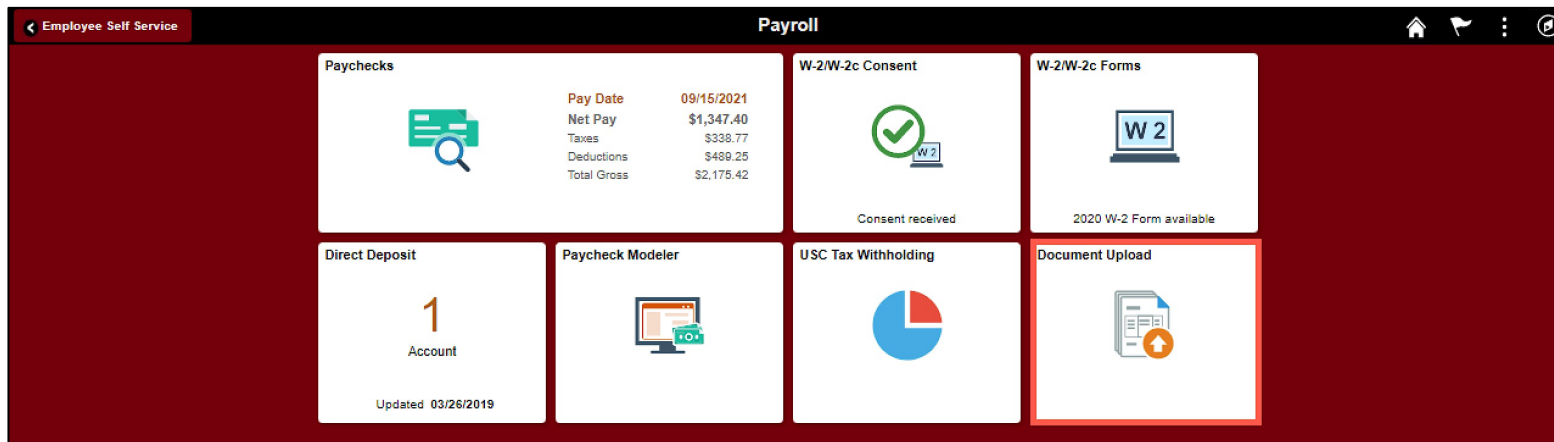


# How to Scan a Document in HCM PeopleSoft

**Step 1:** On the Employee Self Service page, click the **Payroll** tile.



**Step 2:** On the Payroll page, click the **Documents Upload** tile.





# How to Scan a Document in HCM PeopleSoft

**Step 3:** Click the **Upload** button.

**Step 4:** Select the file from your computer files and save.

**Step 5:** Select the Description that best describes your document type: 8233 treaty, W9 treaty, W4, SC W4, Non-SC W4. If you do not recognize any of these, please select “Other”.

**Step 6:** Click the **Submit** button.

Document Upload : Form ID 344650

Information and Instructions

Select document type and upload.

Empl ID X7  
Empl Record 0  
Name B:

File Attachments

Attach document(s) below.

Status	Action	*Description	File Name	Remove
1	Upload	8233 - Treaty Federal W4 Non-SC W4 Other SC W4 W9 - Treaty		Delete

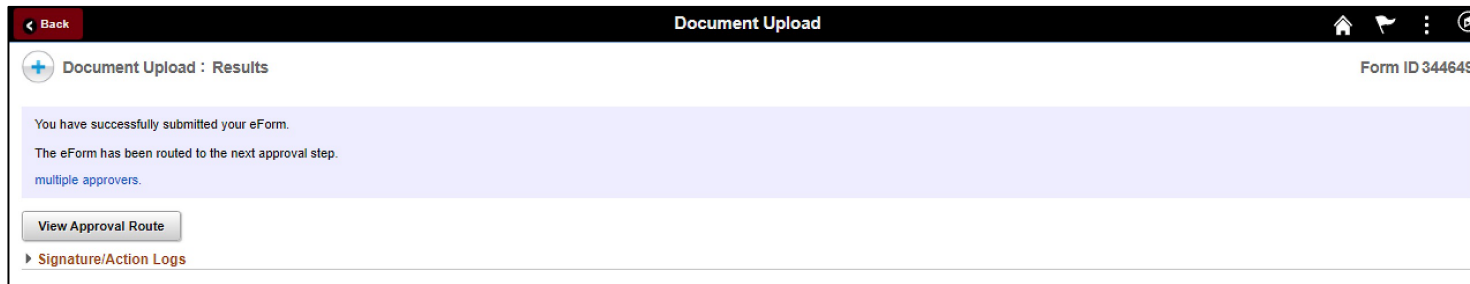
Add

Comments

Search Save Submit

# How to Scan a Document in HCM PeopleSoft

You will receive a message indicating the upload was successful.



Payroll reviews the box daily to approve.



# New! Demographic Report in HCM Distribution

Navigation: **HUB > HCM Distribution > Payroll Demographic Report**

The screenshot shows the HCM Distribution Search interface. At the top, it displays the University of South Carolina logo and navigation breadcrumbs: HUB > HCM DISTRIBUTION > HCM DISTRIBUTION SEARCH. A 'Sign out' link is in the top right. The main area contains a grid of search filters for various fields like USCID, Supervisor USCID, Pay Group, Combo, Project BU, etc. There are also options for 'From Pay Period', 'To Pay Period', 'Fiscal Month', 'Fiscal Year', and 'Output' (set to Demographic). Buttons for 'Submit', 'Clear', and 'CSV' are at the bottom of the filter section. Below the filters, it says 'Records Found: 443'. A table displays the search results with columns: NAME, USCID, JOB EFFECTIVE, JOB, JOB INFO, STD., HCM BU-DEPT, SUPERVISOR, GROUP, PAY PERIOD, COMBO, and CHARTFIELD.

NAME	USCID	JOB EFFECTIVE	JOB	JOB INFO	STD.	HCM BU-DEPT	SUPERVISOR	GROUP	PAY PERIOD	COMBO	CHARTFIELD
Adams Jr, Franklin Michael		08/16/2021-	SGRA	0.5TU Part Time Temp.	13	SCCOL-130700	Tedeschi, David J.	T12	09/15/2021	A00000064254	CL071-130700-F1000-202-10010329-
Adams Jr, Franklin Michael		08/16/2021-	SGIA	2.5TU Part Time Temp.	7	SCCOL-130700	Clawson, James Daniel	T12	09/15/2021	A00000019378	CL071-130790-A0001-101--
Adams, Douglas Quincy		08/16/2021-	SGRA	1.5TU Part Time Temp.	20	SCCOL-130700	Avignone III, Frank T.	T12	09/15/2021	A00000073082	CL071-130700-N1600-202-80004455-
Aladhami, Ahmed Khaleel		08/16/2021-	SGIA	1.5TU Part Time Temp.	10	SCCOL-130700	Clawson, James Daniel	I12	09/15/2021	A00000019378	CL071-130790-A0001-101--
Alduino, Christopher Anthony		08/16/2021-	SGIA	1.5TU Part Time Temp.	20	SCCOL-130700	Clawson, James Daniel	T12	09/15/2021	A00000019378	CL071-130790-A0001-101--
Altschul, Brett David		09/02/2021-	UG75	0.7FTE Full Time Reg.	40	SCCOL-130700	Dickson, Michael William	C09	09/15/2021	A00000006996	CL071-130700-A0001-101--
Arash, Saba		08/16/2021-	SGRA	0.5TU Part Time Temp.	20	SCCOL-130700	Wu, Yanwen	I12	09/15/2021	A00000019359	CL071-130700-F1000-202-10007519-

Use this report to review:

- Job Data
- Supervisor ensuring it is correct for Time and Labor purposes to receive timesheets and absence requests for direct reports
- Employees coded to the correct chartfield

# New Combo Code Type for Salary Cap Cost Share

- Coming Soon!
- Differentiate the cost share combo codes from the ones over the NIH salary type.
- These special designated combo codes will need to be requested specifically for an employee being paid on a grant that has a salary cap limitation.



# Time/Labor and Absence Management Updates

## Entering time to the minute on the timesheet:

- The decimal place is not the number of minutes worked but it is a calculation of minutes worked over 60.
- 3 hours and 34 minutes would be entered on the timesheet as 3.57 (34 minutes/60 minutes= 0.57).
- This is the same concept of how it was done in ITAMS we just only allowed quarter hours increments.

**15 minutes = 0.25**

**(15 minute/60 minutes =0.25)**

**30 minutes = 0.50**

**(30 minutes/60 minutes =0.50)**

**45 minutes = 0.75**

**(45 minutes/60 minutes = 0.75)**

**Note:** Departments can continue to enter time in quarter hour increments or enter to the minute.



# Time/Labor and Absence Management Updates

## Managing Exceptions:

- The exception icon appears when you enter time that the system identifies as an exception and flagged as a potential issue. The most common exceptions are:
  - **Invalid Employee Status** – employee is entering hours worked on the timesheet for the terminated job. Please be sure to enter hours worked on the active job.
  - **Quantity cannot be zero** – 0 zero hours cannot be entered in the timesheet. If there are no hours worked for a specific day, please leave the entry field blank.
  - **More than 24 Hours Reported** – cannot enter more than 24 hours worked for a single day
  - **Work Order Number is Missing** – applicable for Facilities and Housing only
  - **Partial Sick Absence** (LOAS – scheduled work week) – Select LOAS if they are sick for a **full** scheduled work week, applicable to Salaried Exempt Temps only
  - **Personal Leave Validation** (LOAP – full scheduled day) – Select LOAP if they are requesting personal leave for a **full** scheduled day, applicable to Salaried Exempt Temps only
  - **HOLEX only on holiday** – selecting the time reporting code HOLEX-Worked a Holiday and entering hours worked on a day that is not an approved UofSC holiday

Please pay close attention to Fix Exceptions in the workcenter and make the applicable changes. Managing exceptions job aids are available on the [Time/Labor and Absence Management Implementation](#) webpage.



# Time/Labor and Absence Management Updates

## What to do on a timesheet for a paid UofSC holiday:

### If the holiday eligible employee did not work and observed the UofSC Holiday:

- Time entry field on timesheet should remain blank on that day
- The Holiday will not show on the timesheet as previously did in ITAMS
- Holiday will be seen in the payable time summary once the time administration process runs on the holiday, independent of timesheet approval (shown below)

### If the holiday eligible employee worked on the UofSC Holiday:

#### Salary non-exempt

- Enter hours worked on the timesheet using the REGHR-Regular time reporting code
- Will receive holiday compensatory time at an hour for hour rate for all hours worked on the holiday
- Regular Holiday Pay will be shown in payable time summary
- Holiday hours will not show on the timesheet as previously did in ITAMS

#### Salary exempt

- Enter hours worked on the timesheet using the HOLEX-Worked a Holiday time reporting code
- Will receive holiday compensatory time at an hour for hour rate for all hours worked up to average workday
- Holiday will be seen in the payable time summary once processed
- Holiday hours will not show on the timesheet as previously did in ITAMS

**Note:** If an hourly temp or student works the holiday, they enter hours worked on the timesheet using the REGHR-Regular Hours time reporting code and will receive payment at their normal hourly rate for hours worked.



# Time/Labor and Absence Management Updates

## Fixes coming soon:

- If an employee enters hours on an inactive job, the system will throw an error and will not allow them to submit the timesheet
- If an employee enters 0.00 hours on a timesheet, the system will throw an error and will not allow them to submit the timesheet
- Payroll status (Active or Terminated) and Employee Class (FTE, RGP, STU, and DLI) will be added to the job description on the timesheet in ESS which should help the employee (specifically someone with a dual position) identify the correct timesheet.

Time Reporting Code

Time Reporting Code	19-Sunday	20-Monday	21-Tuesday	22-Wednesday	23-Thursday	24-Friday	25-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	
Comments								





# Time/Labor FAQs

## Payroll Department

### Payroll Department

#### My Payroll

Taxes

#### Time and Absence System

#### Pay Dates

#### Direct Deposit

#### International Payroll

#### Payroll Toolbox

#### Office Contacts

## Time and Absence System

Employees, managers, supervisors and department approvers can learn more about the process of time and leave entry at the university with our helpful guides and troubleshooting tips.

### Go to HCM PeopleSoft »

Access our online timekeeping and leave request system for secure and easy management of your hours worked.

#### WEEKLY TIMESHEETS

Have submitted and approved by

**12 NOON**

every Monday

## Need help with the Time and Absence System?

Expand all

When are timesheets due? 

Do I have to enter my hours each day? 

My timesheet won't forward to my supervisor. 

My supervisor isn't available to approve my timesheet. 

Can I change my timesheet after I've sent it for approval? 

Can my supervisor approve my timesheet without me forwarding it? 


Can I fill out my timesheet in advance? 

What if I'm on leave when my timesheet is due? 


What if I forget to fill out my timesheet? 

What if my supervisor doesn't approve my timesheet? 

How will I know my timesheet is approved? 

I am a TL/ABS Approver for my department. When I click the Get Employees button in the Time and Absence Workcenter, some employees in my departmental security don't appear. 

What do I need to do on a timesheet for a paid UofSC holiday? 

I am trying to add regular hours to my timesheet, but the Time Reporting Code row is grayed out, what should I do? 

Can I request an absence from the timesheet? 

How do I enter overtime hours on my timesheet? 

What do the different icons that appear on the timesheet indicate? 

What does it mean when a red triangle appears in a time entry field on the timesheet? 



# Time/Labor and Absence Management Resources

GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS CALENDAR MAP DIRECTORY GIVE

 South Carolina

SEARCH SC.EDU

## Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

**Time/Labor and Absence Management Implementation**

Office Contacts

### Time/Labor and Absence Management Implementation

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing ITAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

#### [Login to the HCM PeopleSoft System](#)

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

#### Managing UofSC Paid Holidays in the Time and Absence System

Unsure what to do on your timesheet when a UofSC paid holiday rolls around. The [Manage Paid Holidays](#) reference guide provides a quick summary of how holidays are managed in the Time and Absence System. It outlines actions needed by the employee, if any, and what the system will do for employees who did not work the holiday and what to do for employees who actually worked on the holiday.

#### Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports

If you receive an email requesting your approval of a timesheet or absence request for an employee that is not in your reporting structure or you are notified of this issue by a manager, please contact your HR Contact for assistance. A supervisor update will be needed to correct data so that the employee's correct supervisor will receive the emails.

An updated [HR Contact](#) listing for the Columbia campus is available if you are unsure who to reach out to within your college/department.

Expand all

[Student Job Aids](#) 

[Employee Job Aids](#) 

[Manager Job Aids](#) 

[TL/ABS Approver Job Aids](#) 

[Find Your Departmental Facilitator](#) 

If you have any questions, please contact [CMTEAM@sc.edu](mailto:CMTEAM@sc.edu).

Job Aids and Reference Guides are available for:

- Employees
- Managers
- TL/ABS Approvers

Listing of Departmental Facilitators, front line support for employees.

Webpage URL:

[https://sc.edu/about/offices and divisions/payroll/payroll toolbox/time labor and absence management/index.php](https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php)

Link to the **Time and Absence System:**

[hcm.ps.sc.edu](https://hcm.ps.sc.edu)



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# Where to Find Hot Topic Resources



## Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

➤ **Payroll Toolbox**

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence  
Management Implementation

Office Contacts

## Payroll Toolbox

### Payroll Hot Topics

The Payroll Office is pleased to announce that monthly **Payroll Hot Topics** webinars will begin **February 26, 2020**. The goal is to provide the HCM PeopleSoft user community with information, tips and training on new processes, policies and features as it relates to Payroll in PeopleSoft.

Expand all

**February 25, 2021**



**November 18, 2020**



**September 30, 2020**



**July 8, 2020**



**May 28, 2020**



**April 29, 2020**



**February 26, 2020**



### Contact Payroll

**Phone:** 803-777-4227

**Fax:** 803-777-8080

1600 Hampton Street, 7th floor  
University of South Carolina  
Columbia, South Carolina 29208

# Contact Information

For questions regarding **Off Cycles**, please contact [uscpay@mailbox.sc.edu](mailto:uscpay@mailbox.sc.edu).

For question regarding **Termination and Benefits**, please contact Central Benefit's: [benefits@mailbox.sc.edu](mailto:benefits@mailbox.sc.edu).

For questions regarding **Timesheets and Exceptions**, please email Judy Timmons: [timmons5@mailbox.sc.edu](mailto:timmons5@mailbox.sc.edu).

For questions regarding **Document Scanning** please email Jake Kiehl: [kiehl@mailbox.sc.edu](mailto:kiehl@mailbox.sc.edu).

For general questions regarding the **Time and Absence System**, please email [CMTEAM@mailbox.sc.edu](mailto:CMTEAM@mailbox.sc.edu).



# QUESTIONS



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