



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office Payroll Hot Topics

November 2, 2021

Today's Agenda

- Time and Labor Calculations
- Overtime Allocation
- Review the Paycheck Stub
- Completing Calendar Year End Tasks for Payroll
- Annual Leave Payout
- State Taxes
- Summer Comp eForm Update
- Payroll and Absence Management Processing Calendars
- Approving Timesheets and Absence Requests in the Time and Absence Workcenter
- Managing UofSC Paid Holidays
- Time/Labor and Absence Management Updates
- Where to Find Resources
- Contact Information



Rules Calculations

Holiday Pay and Holiday Comp are calculated only up to average workday (hours per week/5).

	SUN	M	T	W	TH	FR	SAT	Total
	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	
Schedule		7.5	7.5	7.5	7.5	7.5		37.5
REGHR		10	7.5	7.5	7.5	7.5		40
		Holiday Pay		7.5				
		Holiday Comp		7.5				



Rules Calculations

Overtime is only worked hours over 40— if leave is involved it is paid at straight rate under TRC Leave Pay Straight Hours (LVPOS), which loads to the Overtime Straight (OVS) earnings code.

	SUN	M	T	W	TH	FR	SAT	Total
	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	
Schedule		7.5	7.5	7.5	7.5	7.5		37.5
REGHR		7.5	7.5	7.5		7.5	8	38
ANLLV					7.5			7.5
Total								45.5
		LVPOS	5.5					



Rules Calculations

COMPTIME on the timesheet drives whether the worked hours over 40 are added to the Compensatory Bank. Hours are added at a 1.5 rate.

Example:

- 45.5 hours reported under REGHR
- 5.5 hours over 40
- COMPTIME selected on timesheet
- 8.25 hours are added to Comp Bank ($5.5 \times 1.5 = 8.25$)

	SUN	M	T	W	TH	FR	SAT	Total	Comp Time
	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep		
Schedule		7.5	7.5	7.5	7.5	7.5		37.5	
REGHR		7.5	7.5	7.5	7.5	7.5	8	45.5	COMPTIME
Total								45.5	
			COMPTIME		8.25				
	SUN	M	T	W	TH	FR	SAT	Total	Comp Time
	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep		
Schedule		7.5	7.5	7.5	7.5	7.5		37.5	
REGHR		7.5	7.5	7.5	7.5	7.5	8	45.5	
Total								45.5	
			OVT		5.5				



Multiple Hourly Job Overtime Allocation

- A weighted average of worked hours.
- All hours worked in the FLSA week in both jobs are combined. The hours over 40 require allocation to each job.
- $(\text{Worked}/\text{Total Worked}) * \text{Overtime Hours}$
 - $(45/55) * 15 = 12.27$
 - $(10/55) * 15 = 2.73$

EMPL RCD	Worked	OT Hours	REG
0	45	12.27	32.73
1	10	2.73	
Total	55	15	
Overtime	15		



FTE/Dual Overtime Allocation

- All worked hours in the FLSA week in both jobs are combined. The worked hours over 40 are then allocated to each job.
- If the FTE position alone works over 40 those hours are allocated to the FTE as overtime. The hours worked in the Dual (DLI) position are automatically overtime.
- If the FTE position does not work over 40, the hours in both positions are added and the amount over is applied as overtime to the DLI.

Example 1	Worked	OT Hours	REG
FTE	43	3	40
DLI	10	10	0
Total	53	13	
Overtime	13		

Example 2	Worked	OT Hours	REG
FTE	37.5	0	37.5
DLI	10	7.5	2.5
Total	47.5	7.5	
Overtime	7.5		

Reviewing the Paycheck Stub

HOURS AND EARNINGS					
<u>Description</u>	Current		YTD		
	<u>Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>Earnings</u>	
Regular Pay		2,909.13	1,220.00	41,576.38	
Regular Pay	-9.50	-318.88		0.00	
Sick Leave Taken	2.00	67.13	64.50	2,117.19	
Holiday Pay	7.50	251.75	39.50	1,306.25	
Annual Leave Taken		0.00	108.00	3,604.35	
TOTAL:		0.00	2,909.13	1,432.00	48,604.17

						On Stub	
						REG	\$ 2,909.13
						REG	\$ (318.88)
* Calculation below						SCK	\$ 67.13
						HOL	\$ 251.75
						Total	\$ 2,909.13
TRC	Hours	Earnings	TRC	Hours	Earnings		
REG	-2	\$ (67.13)	SCK	2	\$ 67.13		
REG	-7.5	\$ (251.75)	HOL	7.5	\$ 251.75		
		\$ (318.88)			\$ 318.88		



Completing Calendar Year End Tasks for Payroll

- Fringe benefit files from departments are due December 1. A file format template is required to submit to payroll, and it can be emailed to you upon request.

Examples: anything paid for by the University that has taxable value such as gift cards and housing

- Make sure your address is updated before the end of the year, especially if you receive a paper W-2. If you would like to receive an electronic W-2 form and haven't already done so, complete the electronic W-2 consent in Employee Self Service.



Annual Leave Payout

How to determine an employee's annual leave payout (ALP) before it is actually paid out:

		Source			
		Workforce Administration	Time and Absence WorkCenter	Query: SC_HR_EE_ROSTER	Query: SC_HR_SUPPLEMENTAL_PAY
Last Day Worked	11/5/21	Job Information			
Action Reason*	Personal	Job Information			
Retirement Date*		USC Employment Data			
Employee Class**	FTE				
Annual Leave Balance	263.620000		Absence Balances		
Average Work Hours per Day	7.500000		Absence Balances		
Balance in Days***	35.149333				
Annual Leave Taken (pending - not reflected in Current Balance)	0.000000		View Requests or Approve Multiple Absence Requests		
Annual Leave Payout	263.620000		Payable Time Detail		
Compensation Rate	48764.000000	Job Information		Annual Salary	
Hours per Week	37.500000		Absence Balances		
Weeks per Year (Position Data)	52.000000				
Hours per Year (Position: Hours per Week * Weeks per year)	1950.000000			Base Hours	
Hourly Rate for Leave	25.007179				
ALP (Annual Leave Payout Hours * Hourly Rate for Leave)	6592.392656				
Supplemental Pay****	0.000000				Earnings Code (lookup by description if code is unknown)
Final Payout (pending Payroll verification)	6592.392656				



Annual Leave Payout

- If the reason is Diff Job/Diff State Agency, annual leave will transfer to the new state agency.
- If employee is a return-to-work retiree, annual leave payout may not be allowed.
- If Employee Class is RGP/TML and will receive payout upon separation, a Status Change ePAF must be executed. Refer to details in the form for handling the payout, e.g., specific leave amount (partial payout, i.e., less than current balance).
- Payout cannot exceed 45 days. Anything in excess is forfeited.

Examples:

- 1950 hours per year = 337.50 hours maximum payout
- 2080 hours per year = 360.00 hours maximum payout



Annual Leave Payout

Annual Leave Policy (HR 1.03)

Annual leave is paid out based on the employee's leave balance at the time of separation, but for no greater than the maximum allowable, and should be calculated based on the employee's final rate of pay at the time of separation. The following non-base pay salary adjustments are included in the calculation of an employee's final rate of pay:

- Faculty Overload
- Administrative Salary Adjustment
- Grant Salary Adjustment
- Market or Geographical Differential Pay
- Special Assignment Pay
- Temporary Salary Adjustment



Annual Leave Payout

- Timeliness of timesheet approval is very important because it helps prevent overpayment.
- If timesheets are approved after the Absence Management processing deadlines, then the employee will be overpaid because the annual leave payout is processed during the same payroll as the separation.



State Taxes

- It is important that departments let Payroll know if they have employees working remotely from another state so that we can ensure taxes are correct.
- Correct taxation is dependent on correct set up in Peoplesoft. Please make sure **the tax location code** is the correct state when submitting hires for any employees not working in South Carolina. This includes telecommuting.
- Please reach out to Payroll@mailbox.sc.edu for questions or help coordinating updates to the job location in HCM PeopleSoft.



Summer Comp eForm Update

- Planning meeting took place October 21, 2021
- Some preliminary work has been done, and it is now a number 1 priority for the support team to complete
- eForm is **scheduled** to be ready for testing February 1, 2022
- **Estimated** to roll out to the college/departments April 1, 2022



Absence Management and Payroll Processing Calendars 2021

Pay Period Ending	Absence Approval Deadline By 5 p.m.	Time Approval Deadline By 10 a.m.
Monday, November 15, 2021	Tuesday, November 2, 2021	Friday, November 5, 2021
Tuesday, November 30, 2021	Monday, November 15, 2021	Thursday, November 18, 2021
Wednesday, December 15, 2021	Thursday, December 2, 2021	Tuesday, December 7, 2021
Friday, December 31, 2021	Friday, December 10, 2021	Wednesday, December 15, 2021

- All pending timesheets and absence requests must be approved by the deadlines outlined in the table above.
- Absence Management processing calendar will be available soon.
- Payroll processing calendar for 2022 will be available November 15.



Time and Absence Workcenter

The screenshot displays the 'Manager Self Service' interface for 'Pending Approvals'. The sidebar menu on the left includes sections for 'Exceptions', 'Approvals', 'Links', 'Manage Time and Absence', and 'Absence Processing'. The 'Approvals' section is expanded, showing 'Reported Time' with a count of 3. The main content area shows a table of pending approvals with columns for 'Reported Time', 'Quantity for Approval', and 'Routed' status.

All			3 rows
Reported Time	Quantity for Approval 34.50 Hours 10/11/2021 - 10/15/2021	Routed	10/21/2021 >
Reported Time	Quantity for Approval 30.00 Hours 10/19/2021 - 10/22/2021	Routed	10/22/2021 >
Reported Time	Quantity for Approval 37.50 Hours 10/18/2021 - 10/22/2021	Routed	10/25/2021 >

Tips and Reminders:

- The link in the email notification for Absence Request Approval takes you to the Time and Absence Workcenter, but an additional step is required before the request can be approved.
- The system will allow you to enter a **partial day absence**. To do this you must click the Partial Days option on the Request Absence page.
- If an absence is requested/approved for a salaried non-exempt employee in the current weekly period, the request(s) will appear on the timesheet as a grayed out view only row. To add another time reporting code row to the timesheet, scroll to the right and click the + plus button. A new active row will appear giving the employee the ability select the REGHR - Regular Hours time reporting code and enter hours worked in the time entry fields.
- Managers and TL/ABS Approvers can now cancel an absence request on behalf of an employee.



Approving Timesheets

Option #1: Approving time from Reported Time, the default page

The screenshot shows a web application interface for 'Pending Approvals'. The sidebar on the left contains navigation menus: 'Scope' (My Scope), 'My Work', 'Exceptions' (Allowable Exception, Fix Exception), 'Approvals' (Reported Time, 3), 'Links' (Approve Time and Absence, Approve Reported Time, Approve Multiple Absence Requests, TLABS Administrator Monitor Approvals), 'Manage Time and Absence' (Manage Time and Absence, Absence Processing), 'Queries', and 'Reports/Processes'. The main content area is titled 'Pending Approvals' and shows a table of 3 rows. The first row is highlighted with a red border.

All			3 rows
Reported Time	Quantity for Approval 34.50 Hours 10/11/2021 - 10/15/2021	Routed 10/21/2021	>
Reported Time	Quantity for Approval 30.00 Hours 10/19/2021 - 10/22/2021	Routed 10/22/2021	>
Reported Time	Quantity for Approval 37.50 Hours 10/18/2021 - 10/22/2021	Routed 10/25/2021	>



Approving Timesheets

Option #1: Approving time from Reported Time, the default page

Administrative Coordinator I

5 line(s) are pending your approval

Approve Deny

Reported Time 3

Summary

Time Period 10/11/2021 - 10/15/2021

Quantity for Approval 34.50 Hours Quantity Scheduled 37.50 Hours

Quantity Submitted/ Approved 0.00 Hours Quantity Reported 34.50 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending All

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	10/11/2021	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	10/12/2021	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	10/13/2021	REGHR - Regular Hours	4.50 Hours	4.50 Hours / 7.50 Hours
<input type="checkbox"/>	10/14/2021	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	10/15/2021	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours

Approver Comments

Approval Chain

Approving Timesheets

Option #2: Approving time from the Approve Reported Time page

The screenshot displays the 'Timesheet Summary' interface. On the left sidebar, the 'Approve Reported Time' option is highlighted in green. The main content area shows a search filter for 'Time Needing Approval Before 10/26/2021'. A table lists three employees: Karen Furr (37.50 hours), Barbara Mchugh (30.00 hours), and Latoya Townes (34.50 hours). The 'Furr' row is highlighted with a red box. Below the table are buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.

Timesheet Summary

Department: [Search]
Supervisor ID: [Search]
Reports To Position Number: [Search]

Change View
*View By: All Time Before [Dropdown] Include Absence Show Schedule Information
Date: 10/26/2021 [Calendar] [Refresh]

Employees For [Redacted], Time Needing Approval Before 10/26/2021

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	Furr	Karen	[Redacted]	0	37.50
<input type="checkbox"/>	Mchugh	Barbara	[Redacted]	0	30.00
<input type="checkbox"/>	Townes	Latoya	[Redacted]	0	34.50

Approval ⓘ

Select All Deselect All Approve Deny Push Back

Approving Timesheets

Option #2: Approving time from the Approve Reported Time page

The screenshot displays the 'Timesheet' application interface. On the left is a navigation sidebar with categories like 'My Work', 'Approvals', and 'Links'. The 'Approve Reported Time' option is highlighted in green. The main content area shows a summary of the current period: 'From Sunday 10/17/2021 to Saturday 10/23/2021'. A table below this shows reported hours for each day, with a total of 37.50 hours. Below the table are buttons for 'Save for Later' and 'Submit'. A 'Reported Time Status' section contains a table with columns for 'Select', 'Date', 'Reported Status', 'Total', 'TRC', 'Description', 'Sched Hrs', and 'Add Comments'. Five rows of data are shown, all with a status of 'Needs Approval'. The 'Select' column for each row contains a checkbox, which is highlighted with a red box. At the bottom, an 'Approval' section contains buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. The 'Approve' button is highlighted with a red box.

Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 10/17/2021 Next Employee

Scheduled Hours: 37.50 Reported Hours: 37.50

From Sunday 10/17/2021 to Saturday 10/23/2021

Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Total	Time Reporting Code
	7.50	7.50	7.50	7.50	7.50		37.50	REGHR - Regular Hours

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	10/18/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input type="checkbox"/>	10/19/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input type="checkbox"/>	10/20/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input type="checkbox"/>	10/21/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input type="checkbox"/>	10/22/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	

Approval

Select All Deselect All Approve Deny Push Back



Approving Timesheets

Option #3: Approving time from the Timesheet

The screenshot displays the 'Timesheet' application interface. On the left is a navigation sidebar with a 'Timesheet' link highlighted in red. The main content area is titled 'Enter Time' and includes a 'Filter' button. A 'Filters' modal dialog is open, featuring a 'Last Name' field highlighted with a red box. The dialog also includes fields for 'Time Reporter Group', 'Employee ID', 'Empl Record', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number', each with a search icon. A 'Reset' button is located at the bottom of the dialog.

My Homepage Timesheet

Scope
▼ My Scope

▼ My Work

Exceptions
Allowable Exception
Fix Exception

Approvals
Reported Time (3)

▼ Links
Approve Time and Absence
Manage Time and Absence
Timesheet
Payable Time Summary
Payable Time Detail
Leave and Compensatory Time
Weekly Time Calendar
Request Absence
View Absence Requests
Absence Balances
Cancel Absences

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees Filter

Filters

Cancel Done

Time Reporter Group [] [Q]

Employee ID [] [Q]

Empl Record [] [Q]

Last Name [] [Q]

First Name [] [Q]

Department [] [Q]

Supervisor ID [] [Q]

Reports To Position Number [] [Q]

Reset



Approving Timesheets

Option #3: Approving time from the Timesheet

The screenshot displays the 'Enter Time' interface for an Administrative Coordinator. The main area shows a weekly period from 10 October to 16 October 2021, with a total of 37.50 Scheduled hours, 37.50 Reported hours, and 34.50 Unapproved Time. The interface includes a calendar grid for entering time by day, with columns for Sunday through Saturday and a 'Comp Time' column. Below the grid, there are dropdown menus for 'Time Reporting Code' (REGHR - Regular Hours) and 'Annual Leave Taken' (ANLLV - Annual Leave Taken). A 'Manage Approvals' section is visible at the bottom, containing a table of entries that require approval.

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/>	Needs Approval	7.50	REGHR	Regular Hours	7.50
<input type="checkbox"/>	Needs Approval	7.50	REGHR	Regular Hours	7.50
<input type="checkbox"/>	Needs Approval	3.00	ANLLV	Annual Leave Taken	7.50
<input type="checkbox"/>	Needs Approval	4.50	REGHR	Regular Hours	7.50

Approving Canceled Absence Requests

All approved absence requests that are canceled, must be approved by the manager or TL/ABS Approver. To approve the canceled request, scroll to the right on the **Multiple Absence Requests** page and click the **Cancel Absence Requests** link. This will take you to the Cancel Absence Request page.

The screenshot displays the 'Multiple Absence Requests' interface. The left sidebar includes a navigation menu with the following items: Scope (My Scope), My Work, Exceptions (Allowable Exception, Fix Exception), Approvals (Reported Time), Links (Approve Time and Absence, Approve Reported Time, **Approve Multiple Absence Requests**), TL ABS Administrator Monitor Approvals, Manage Time and Absence, Leave Donations, Queries, and Reports/Processes. The main content area features a table of absence requests and a 'Cancel Absence Requests' link. The table has the following data:

	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
tt	09/09/2021	09/10/2021	Annual Leave	Personal	15 Hours	View	353.75 Hours	Employee Absence Request	Submitted
tt	09/22/2021	09/23/2021	Annual Leave	Personal	15 Hours	View	353.75 Hours	Employee Absence Request	Submitted
tt	08/13/2021	08/13/2021	Sick Leave	Personal	7.5 Hours	View	1133.34 Hours	Employee Absence Request	Submitted
l	09/10/2021	09/10/2021	Annual Leave	Personal	7.5 Hours	View	191.40 Hours	Employee Absence Request	Submitted
l	08/06/2021	08/06/2021	Annual Leave	Personal	7.5 Hours	View	191.40 Hours	Employee Absence Request	Submitted

At the bottom of the page, there are 'Push Back' and 'Forecast' buttons.



Managing UofSC Paid Holidays

The Thanksgiving holiday is just around the corner!! What do you need to do on your timesheet?

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

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:

- The system will allow employees to enter zeros on the timesheet without throwing an exception and will show up only in reported time, not payable time.
- When a timesheet is pushed back or denied a comment will be required.

Fixes in place:

- Timesheet alignment improvements are now in HCM production.
- Family Sick Leave and FMLA Family Sick Leave included in the 10-day sick leave usage limit.
- A change has been made to the Absence Request Approval notification to indicate the link takes the manager or TL/ABS Approver to the Time and Labor Workcenter (TLWC), not to the page where the request can be approved. An additional step is required before the request can be approved.

There is an Absence Request awaiting your approval

Employee Name: ██████████

Employee Id: ██████████

Department: CAS College of Arts and Sciences

Job Title: IT Services Specialist III

Absence Start Date: 2021-11-01

Absence Name: 250157 - USC AL TAKE F - Annual Leave

Absence End Date: 2021-11-01

Status: Submitted

Comments:

Please use the following link to go to the TLWC: [Click here](#)



Time/Labor and Absence Management Resources

The screenshot shows the UofSC Payroll Department website. The top navigation bar includes links for Students, Faculty & Staff, Alumni, Parents, Calendar, Map, Directory, and Give. A search bar is located in the top right. The main content area is titled "Time/Labor and Absence Management Implementation" and includes a brief overview of the new system starting August 1, 2021. A sidebar on the left lists various payroll-related topics, with "Time/Labor and Absence Management Implementation" selected. The main content area contains several sections: "Login to the HCM PeopleSoft System", "Managing UofSC Paid Holidays in the Time and Absence System", and "Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports". At the bottom, there is a list of job aids and frequently asked questions, each with an expand/collapse icon.

Payroll Department

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.

Student Job Aids (+)

Employee Job Aids (+)

Manager Job Aids (+)

TL/ABS Approver Job Aids (+)

TL/ABS Approver Touchpoint Resources (+)

Find Your Departmental Facilitator (+)

Time and Absence System Frequently Asked Questions (+)

If you have any questions, please contact CMTEAM@sc.edu.

Job Aids, Reference Guides, and FAQs 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_lab_or_and_absence_management/index.php

Link to the Time and Absence System:

hcm.ps.sc.edu

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

September 21, 2021



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 the **Payroll Processing Calendar**, please contact Payroll: payroll@mailbox.sc.edu.

For questions regarding the **Absence Processing Calendar**, please contact Central Benefit's: benefits@mailbox.sc.edu.

For questions regarding **Timesheets, Exceptions and Rules Calculations**, please email Judy Timmons: timmons5@mailbox.sc.edu.

For questions regarding **Fringe Benefits** please email Jake Kiehl: kiehl@mailbox.sc.edu.

For general questions regarding the **Time and Absence System**, please email CMTEAM@mailbox.sc.edu.



QUESTIONS



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