



UNIVERSITY OF  
**SOUTH CAROLINA**

**Controller's Office  
Payroll Hot Topics**

**November 18, 2020**

# Today's Agenda

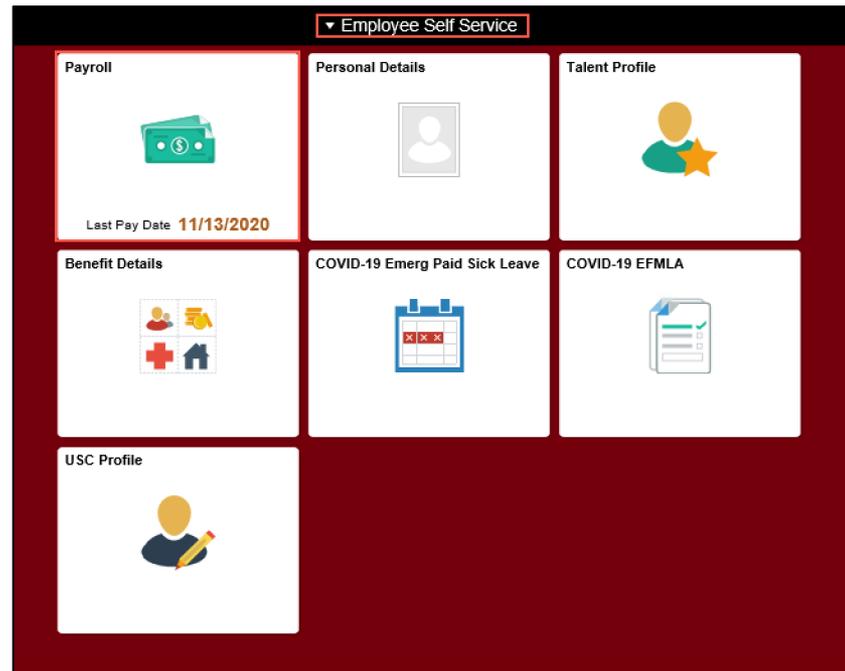
- W-2/W-2c Electronic Access
- Using the Account Change eForm
- Late Terminations
- 2021 Pay Dates
- Furlough Codes
- Worker's Comp/Unemployment Fringe Benefits
- International Hires
- Payroll Toolbox
  - HCM PeopleSoft Resources
  - Time/Labor and Absence Management Implementation



# W-2/W-2c Consent and Forms

## HCM Employee Self Service

Consent to receive your W-2 or W-2c in electronic format.



**Note:** This option is only available after you have received your first paycheck. If you consented to receive an electronic version of your 2019 W-2 form, you will not have to consent again. If consent is not selected, a paper W-2/W-2c will be sent in the mail.



# W-2/W-2c Electronic Access

**Navigation:** Employee Self-Service > Payroll Tile > W-2/W-2C Consent Tile

**Step 1:** To consent to receive an electronic form, click the **W-2/W-2c Consent** tile.

The screenshot displays the 'Employee Self-Service' interface with a 'Payroll' section. The dashboard includes several tiles:

- Paychecks:** Shows a magnifying glass icon over a document. The data table is as follows:

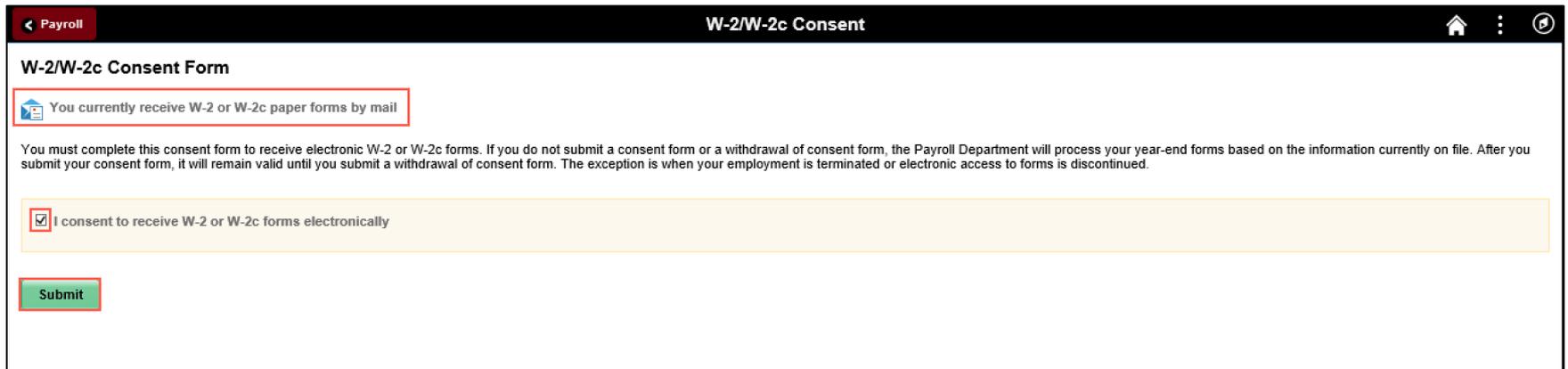
Pay Date	11/13/2020
Net Pay	\$1,029.25
Taxes	\$328.36
Deductions	\$205.60
Total Gross	\$1,563.21
- W-2/W-2c Consent:** Features a warning icon with an exclamation mark and a 'W2' label. Below the icon, it states 'No consent received'.
- W-2/W-2c Forms:** Displays a 'W2' icon on a laptop. Below the icon, it says '2019 W-2 Form available'.
- Direct Deposit:** Shows a large number '1' above the word 'Account'. Below the tile, it indicates 'Updated 03/26/2019'.
- Paycheck Modeler:** Contains an icon of a computer monitor with a document and a plus sign.
- USC Tax Withholding:** Features a pie chart icon.



# W-2/W-2c Electronic Access

Notice the note indicating this employee currently receives W-2 or W-2c paper forms by mail. All employees can view their form electronically. The consent is to receive the form electronically only and will no longer be received in the mail.

**Step 2:** Click the **Consent** box to consent to receive forms electronically and click **Submit**.



The screenshot shows a mobile application interface for the "W-2/W-2c Consent" form. At the top, there is a navigation bar with a back arrow and the word "Payroll" on the left, and the title "W-2/W-2c Consent" in the center. On the right side of the navigation bar are icons for home, a menu, and a refresh. Below the navigation bar, the title "W-2/W-2c Consent Form" is displayed. A red-bordered box highlights a note: "You currently receive W-2 or W-2c paper forms by mail". Below this note is a paragraph of text: "You must complete this consent form to receive electronic W-2 or W-2c forms. If you do not submit a consent form or a withdrawal of consent form, the Payroll Department will process your year-end forms based on the information currently on file. After you submit your consent form, it will remain valid until you submit a withdrawal of consent form. The exception is when your employment is terminated or electronic access to forms is discontinued." Below the text is a yellow-bordered box containing a checked checkbox and the text "I consent to receive W-2 or W-2c forms electronically". At the bottom left of the form is a green "Submit" button.



# W-2/W-2c Electronic Access

**Step 3:** To view an electronic form, click the W-2/W-2c Forms tile.

Employee Self Service

Payroll

Paychecks

Pay Date	11/13/2020
Net Pay	\$1,029.25
Taxes	\$328.38
Deductions	\$205.80
Total Gross	\$1,563.21

W-2/W-2c Consent

No consent received

W-2/W-2c Forms

2019 W-2 Form available

Direct Deposit

1  
Account  
Updated 03/26/2019

Paycheck Modeler

USC Tax Withholding



# W-2/W-2c Electronic Access

An employee can view the electronic W-2 form in employee self service.

**Step 4:** To view an electronic form, select the appropriate date from the drop down, and click the **View Form** button.

Payroll View W-2/W-2c Forms

Tax Year 2019

University of South Carolina

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/29/2020	<a href="#">View Form</a>	<a href="#">i</a>

Filing instructions are available if additional support is needed.



# W-2/W-2c Electronic Access

## Step 5: Review the form.

Form <b>W-2 Wage and Tax Statement</b> 2019		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CAROLINA UNIV. OF. S. CAROLINA 1600 HAMPTON ST. COLUMBIA SC 29208		8 Allocated tips	3 Social security wages	4 Social security tax withheld
e Employer's name, address, and ZIP code [Redacted] 1218 SUN VALLEY CR ELGIN SC 29045		9	5 Medicare wages and tips	6 Medicare tax withheld
15 State Employer's state ID number SC		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 DD
16 State wages, tips, etc. 32898.12		13 <input checked="" type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Vision b Employer identification number (EIN)	14 Other	12b
17 State income tax 1913.40		a Employee's social security number		12c
18 Local wages, tips, etc.				12d
19 Local income tax				
20 Locality name				
Copy B-To Be Filed With Employee's FEDERAL Tax Return		This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile
Form <b>W-2 Wage and Tax Statement</b> 2019		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CAROLINA UNIV. OF. S. CAROLINA 1600 HAMPTON ST. COLUMBIA SC 29208		8 Allocated tips	3 Social security wages	4 Social security tax withheld
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17 State income tax 1913.40		a Employee's social security number		12c
18 Local wages, tips, etc.				12d
19 Local income tax				
20 Locality name				
Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)		OMB No. 1545-0048		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile
Form <b>W-2 Wage and Tax Statement</b> 2019		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code UNIVERSITY OF SOUTH CAROLINA UNIV. OF. S. CAROLINA 1600 HAMPTON ST. COLUMBIA SC 29208		8 Allocated tips	3 Social security wages	4 Social security tax withheld
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17 State income tax 1913.40		a Employee's social security number		12c
18 Local wages, tips, etc.				12d
19 Local income tax				
20 Locality name				
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return		OMB No. 1545-0048		Dept. of the Treasury - IRS
Form <b>W-2 Wage and Tax Statement</b> 2019		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
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17 State income tax 1913.40		a Employee's social security number		12c
18 Local wages, tips, etc.				12d
19 Local income tax				
20 Locality name				
Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return		OMB No. 1545-0048		Dept. of the Treasury - IRS

FORM # 1545-0048



UNIVERSITY OF  
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# Using the Account Change eForm

- Live Demonstration



# Account Change eForm – Some Helpful Tips

- Some employees may have more than one record return, indicating they have a primary and secondary job here at the university. Be sure to click the **Related Action Menu** button on the job requiring the account funding change.
- The **Pay Period Effective Date Lookup** will only show the current Payroll and future dated Payrolls. If you attempt to enter a date for a past Payroll(s) you will receive an error message.
- Always double-check the **Chartstring** information populated in the **New Distribution** section. Specifically, ensure there is a **Combination Code** at the end of the chartstring. This indicates the string is valid.

Retro funding changes can be requested using a **Payroll Retro Funding Changes Form** outside of HCM PeopleSoft. For more information, visit the [Controller's Office](#) website.



# Late Termination

- 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.



# 2021 Pay Dates

**The HCM Internal Audit finding:** Paperwork not being completed and approved by the department in a timely manner.

- All weekly timesheets are due to be submitted and approved by noon on Monday, for the prior week-unless otherwise requested.
- Once an eForm is submitted, the information does not enter HCM PeopleSoft until it is in an approved status. Payroll and HR cannot do their part until it is approved by the department at all levels.

The HCM Support team is in the process of creating a notification that will be triggered when a transaction has been sitting unapproved for 5 days.



# 2021 Pay Dates

Month	Pay Dates
January	January 15 and 29
February	February 12 and 26
March	March 15 and 31
April	April 15 and 30
May	May 14 and 28
June	June 15 and 30
July	July 15 and 30
August	August 13 and 31
September	September 15 and 30
October	October 15 and 29
November	November 15 and 30
December	December 15 and 23



UNIVERSITY OF  
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Visit the Payroll website to view important [Pay Date](#) information.

# Furlough - Reminder

The University of South Carolina implemented a **mandatory furlough** program for faculty and staff on the Columbia campus and in Palmetto College who are paid a base salary of \$118,000 and above.

- The mandatory furlough is effective during the 2020-2021 fiscal year, beginning July 1, 2020.
- Half of a mandatory furlough needs to be taken before **December 18**.

The number of furlough days are as follows:

Category	Number of Furlough Days
Tier 1, base salary of \$200,000 and above	20
Tier 2, base salary of \$118,000<\$200,000	10
9-month faculty, base salary of \$118,000 and above	10



For detailed information regarding mandatory and voluntary furlough, visit the [HR Toolbox](#).

# Furlough – Reporting in ITAMS

## Mandatory Furlough days:

- must be reported through the ITAMS system using the **FURLOUGH M Furlough Mandatory** code.

## Voluntary Furlough days:

- must be reported through the ITAMS system using the **FURLOUGH-VOL UNPAID FURLOUGH HOURS, VOLUNTARY** code.

## ITAMS Approvers:

- It is important supervisors ensure they are approving correct information regarding mandatory furlough.
  - Ensure correct code is used – mandatory vs. voluntary furlough
- Monitor furlough hours used to ensure mandatory days are taken but not exceeded.
- Exempt employees must take the 5 consecutive days in the FLSA workweek.
  - **Example:** Mandatory furlough entered for Monday through Friday, and no work performed on the previous Sunday or following Saturday as well.



# Furlough – Reporting in ITAMS

- Since mandatory furlough is planned, mandatory furlough **must be** entered into ITAMS at least a week before it is taken.
- Due to the complexity of mandatory furlough, it is strongly recommended to have a timekeeper to enter the mandatory furlough into ITAMS to ensure accuracy.

All 12-month exempt employees affected by mandatory furlough, a reduction in salary started on the 7/15 check. All 9-Month exempt employees affected by the mandatory furlough, a reduction in salary started on the 8/31 check.



# Furlough Earning Codes

Earning Code	Description
FRF	10 Day Furlough SC105
FRE	10 Day Furlough SC11
FRD	10 Day Furlough SC12
FRG	10 Day Furlough SC9
FRC	20 Day Furlough SC105
FRB	20 Day Furlough SC11
FRA	20 Day Furlough SC12
SFF	Sup 10 Day Furlough SC105
SFE	Sup 10 Day Furlough SC11
SFD	Sup 10 Day Furlough SC12
SFG	Sup 10 Day Furlough SC9
SFC	Sup 20 Day Furlough SC105
SFB	Sup 20 Day Furlough SC11
SFA	Sup 20 Day Furlough SC12
SVF	Supplemental Voluntary Furlough
VFL	Voluntary Furlough



# International Hires

## International Hires

- The University is not set up to manage international payroll.
- Working in a foreign country creates tax reporting liabilities that the University is not currently equipped to handle. This can put the University at risk.
- This is for anyone working physically outside of the US, even US citizens.
- If there is someone in your department working internationally, please notify Payroll/HR immediately.



# Worker's Compensation and Unemployment

- Change in the process effective with the 10/15/20 payroll.
- The allocation will be processed through HCM Payroll and show up directly in HCM distribution. Anything prior to 10/15/20, will need to be reconciled.
- With this implementation, new payroll transactions and retro payroll JEs for the 10/15/20 payroll and forward will be processed through HCM Distribution/Payroll.
- For retro payroll JEs on payrolls prior to 10/15/20, manual journal entries will still be processed.



# Searching for Worker's Comp and FICA in HCM

## Distribution

- Search by Employee, Journal, Department, or Operating Unit
- Enter the Distribution Type **TAX**
- Select a specific Pay Period or Month
- Show output by Fringe-Detail Vertical
- Click the hyperlink in the tax column and/or download the results into Excel

The screenshot shows the HCM Distribution Search interface for the University of South Carolina. The page header includes the university logo, the text "UNIVERSITY OF SOUTH CAROLINA", and navigation links for "TEST", "HCM DISTRIBUTION", and "HCM DISTRIBUTION SEARCH". A "Sign out" link is located in the top right corner.

The main search area is a grid of input fields and dropdown menus. The fields are organized as follows:

- USCID:** Text input field.
- Pay Group:** Text input field.
- Combo:** Text input field.
- Project BU:** Text input field.
- From Pay Period:** Dropdown menu (set to "ALL").
- Num of Records:** Text input field (set to "10000").
- Name:** Text input field.
- Pay End Date (m/d/y):** Date range input (to, from).
- Operating Unit:** Text input field.
- Project:** Text input field.
- To Pay Period:** Dropdown menu (set to "ALL").
- Order By:** Dropdown menu (set to "Chartfield,Name").
- Job:** Text input field.
- Earn End Date (m/d/y):** Date range input (to, from).
- Department:** Text input field.
- CFDA:** Text input field.
- Fiscal Month:** Dropdown menu (set to "ALL").
- HCM Dept.:** Text input field.
- Dist.Status:** Dropdown menu (set to "ALL").
- Fund:** Text input field.
- Contract:** Text input field.
- Fiscal Year:** Dropdown menu (set to "ALL").
- Journal:** Text input field (set to "RPAY000182").
- Dist.Type:** Dropdown menu (set to "TAX-Taxes").
- Class:** Text input field.
- Sponsor:** Text input field.
- Pay Run ID:** Text input field.
- Check:** Text input field.
- Dist.Class:** Dropdown menu (set to "ALL").
- Account:** Text input field.
- Costshare:** Text input field.
- Output:** Radio buttons for "Total", "Sub-Total", "Detail" (checked), and "Sum.Adjustments".
- Check Date (m/d/y):** Date range input (to, from).
- Dist.Code:** Text input field.
- Environment:** Dropdown menu (set to "HTST").

At the bottom of the form, there are three buttons: "Submit", "Clear", and "CSV".

# Viewing Worker's Compensation and Unemployment in HCM Distribution

NAME	USCID	JOB	HCM DEPT	GROUP	PAY PERIOD	COMBO	CHARTFIELD	AMOUNT
		ACCOUNT	EARN END	DIST. TYPE: CODE		CHECK : CHK DATE	FISCAL PERIOD : JOURNAL	
		AH10	115011	C12	09/15/2019	A00000033251	CL034-115000-K1000-301-10009094-	
1		51300	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-7
2		51300	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-29.92
3		51300	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-6.98
4		51300	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-29.91
		LABOR: (0.00%)			FRINGE: (73.81) (0.00%)			(73.81)
		AH10	115011	C12	09/15/2019	A0000005096	CL034-115011-E2632-202--	
5		51900	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	7
6		51900	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	7
7		51900	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	29.94
8		51900	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	29.92
9		51900	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	6.98
10		51900	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	7
11		51900	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	29.91
12		51900	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	29.94
		LABOR: (0.00%)			FRINGE: 147.69 (0.00%)			147.69
		AH10	115011	C12	09/15/2019	A00000032924	CL034-115016-K1000-301-10009037-	
13		51300	09/14/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-7
14		51300	09/14/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-29.94
15		51300	09/30/2019	TAX:R-Local ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-7
16		51300	09/30/2019	TAX:U-Unemployment ER		RPAY000182 : 05/06/2020	1920-11.RPAY000182	-29.94
		LABOR: (0.00%)			FRINGE: (73.88) (0.00%)			(73.88)



# HCM PeopleSoft Resources



South Carolina

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

SEARCH SC.EDU



## Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

ITAMS Reference

Forms

Payroll Schedules

Student Account Codes

➤ **HCM PeopleSoft Resources**

Training

Access to HCM

Time/Labor and Absence  
Management Implementation

Office Contacts

## HCM PeopleSoft Resources

The Controller's Office training team uses comprehensive training plans incorporating a variety of approaches including self-paced tutorials, full-blown documentation, hands-on training workshops, and recorded webinars. All of the resources below provide guidance on key processes and functions for employees, managers and business managers in the HCM PeopleSoft system.

### Training

Training is critical to the successful use of the HCM PeopleSoft System. No matter how much work has gone into analyzing our needs, enhancing business processes, and configuring the system, the ultimate success rests with ensuring that students, faculty, and staff are well-trained users.

[Access HCM PeopleSoft Training »](#)

### Access to HCM

Here you will find step by step guidance for how to request access to the HCM system.

[How to request access to HCM »](#)

### HCM Login

Log in to the HCM PeopleSoft system at [hcm.ps.sc.edu](http://hcm.ps.sc.edu)

Login requires Network Username and password. The system is designed for use on **desktop computers** and **laptops**. A future release will support mobile and tablet technology.

This new Human Capital Management (HCM) system replaces VIP.



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# Time/Labor and Absence Management

**Uof SC** South Carolina

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

SEARCH SC.EDU

## Payroll Department

- Payroll Department
- My Payroll
- Pay Dates
- Direct Deposit
- International Payroll
- Payroll Toolbox**
  - iTAMS Reference
  - Forms
  - Payroll Schedules
  - Student Account Codes
  - HCM PeopleSoft Resources
  - Time/Labor and Absence Management Implementation**
- Office Contacts

### Time/Labor and Absence Management Implementation

Implementation is officially underway for a new time reporting system that will replace ITAMS. The HCM PeopleSoft Time/Labor and Absence Management modules are scheduled to go live during summer 2021.

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### What is Time/Labor and Absence Management?

Time and Labor is a PeopleSoft application that allows employees to report working hours and leave directly into the HCM PeopleSoft system using timesheets in Employee Self Service.

Absence Management is where paid time off (Sick Leave, Annual Leave, and other types of leave) will be requested, approved, and transferred to Time and Labor for payroll purposes.

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### Who will be impacted?

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### Benefits of the New System

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### Supporting Users All Along the Way

Expand all



# Where to Find Resources

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

 **South Carolina**

SEARCH SC.EDU 

## Payroll Department

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**Payroll Department**

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**My Payroll**

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**Pay Dates**

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**Direct Deposit**

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**International Payroll**

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**Payroll Toolbox**

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**ITAMS Reference**

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**Forms**

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**Payroll Schedules**

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**Student Account Codes**

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**HCM PeopleSoft Resources**

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**Time/Labor and Absence Management Implementation**

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**Office Contacts**

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## 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 26, 2020** 

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**April 29, 2020** 

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**May 28, 2020** 

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**July 8, 2020** 

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**September 30, 2020** 

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### COVID-19 ITAMS Calculator Instructions

The resources below outline the qualifying reasons for emergency paid sick leave and emergency FMLA, pay limitations and approval for each reason, and step by step instructions for how to use the ITAMS leave calculator.

### 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 **W-2s**, please contact  
[uscpay@mailbox.sc.edu](mailto:uscpay@mailbox.sc.edu)

For question regarding **Mandatory and Voluntary Furlough** guidelines, please contact HR.

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

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

For questions regarding the Time/Labor and Absence Management Implementation, please email  
[CMTEAM@mailbox.sc.edu](mailto:CMTEAM@mailbox.sc.edu)



# QUESTIONS



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