



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office
Payroll Hot Topics

April 29, 2020

Today's Agenda

- iTAMS – Approval Process and Timing
- Direct Deposit
- HCM Distribution
- Overpayments/Underpayments
- Current Retro Funding Change Process
- Combo Code Query



iTAMS - Approvers

- The approvers for each employee include their **direct supervisor** that is set in the HCM PeopleSoft
- There are up to three departmental contacts (**HR Contact, Payroll Contact & Timekeeper Contact**). They are able to view and approve for any employee hired within the specified time department
- Timekeeper contact receives late timesheet notification email on Wednesdays



iTAMS – Email Notification

ITAMS Unapproved Time Sheet



Messaging Notification <TIMEHELP@mailbox.sc.edu>

To  STOREY, JENNIFER



Tue 4/7

The March 29, 2020 to April 4, 2020 timesheet for Judy Timmons (ITAMS Emp# 000000623622, USCID Y30480056), was either not submitted or has not been approved.

Please do not reply to this auto-generated message from the ITAMS Time and Attendance System.



iTAMS – Timing of Approvals

- To avoid any delay in payment, University guidelines encourages weekly timesheets to be submitted for approval by Monday at NOON for the previous week
- Email notifications are sent each week as a reminder
- If timesheets for the previous week are approved by the Wednesday notification email, they will always be included in the payroll they are scheduled to be paid
- Timesheets that are approved late are not guaranteed to be included in payroll



Direct Deposit - Navigation

Navigation: *hcm.ps.sc.edu*

The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes the University of South Carolina logo, the text 'Employee Self Service', and icons for home, search, and user profile. The main content area features five white tiles on a dark red background:

- Payroll**: This tile is highlighted with a red border. It contains an icon of two green banknotes and the text 'Last Pay Date **11/27/2019**'.
- Personal Details**: Contains a grey placeholder icon for a person's profile picture.
- Talent Profile**: Contains an icon of a person with a yellow star.
- Benefit Details**: Contains a grid of four icons: a person, a hand holding a coin, a red cross, and a blue house.
- USC Profile**: Contains an icon of a person with a yellow pencil.



Entering Direct Deposit Information

Employee Self Service Payroll     [New Window](#)

Paychecks

Direct Deposit

Paycheck Modeler

Tax Withholding

W-2/W-2c Consent

View W-2/W-2c Forms

Direct Deposit

Add Direct Deposit

Harry Potter

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)



Entering Direct Deposit Information

The screenshot shows the 'Employee Self Service' interface for 'Payroll'. The 'Direct Deposit' section is highlighted in the left sidebar. The main content area shows the name 'Harry Potter' and a prompt to 'Review, add or update your direct deposit information.' Below this is a table titled 'Direct Deposit Details' with columns for Account Type, Routing Number, Account Number, Deposit Type, Amount or Percent, Deposit Order, Edit, and Remove. Two accounts are listed: a Savings account with routing number 053904483 and account number 987654321, and a Checking account with routing number 053904483 and account number 123456789. An 'Add Account' button is located below the table.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	053904483	987654321	Amount	\$100.00	1		
Checking	053904483	123456789	Balance of Net Pay		999		

- You can add up to three accounts, and only make edits to your direct deposit information once per day.
- Visit the [Employee Self-Service](#) training page on the HR/Payroll Project website to access the **Direct Deposit Quick Reference**.

Overpayments/Underpayments

Overpayments are created due to:

- Late terminations
- Incorrect time entered in iTAMS
- Late notification of Leave without Pay

Underpayments are created due to:

- Late paperwork
- Incomplete paperwork



Payroll Retro Funding Changes – Current Process

- **Reminder:** The following forms for retro payroll accounting distribution are no longer available:
 - Retro Payroll EPAF form in PS HCM
 - Retro Payroll manual form
- Please be sure to use the current Retro Funding Change form and follow instructions.
 - Be sure to list the original paycheck date
 - Be sure to provide supporting documentation
- Email forms to RetroJE@mailbox.sc.edu.
 - No manual forms or hard copies will be accepted

Payroll Retro Funding Changes

- The Controller's Office will create the Retro Journal Entry, post the JE and upload all retros to HCM Distribution.
- Expect **2-3 days** before you can view the change in HCM Distribution. They will be easy to identify when available.

1920-7 : RPAY000042	UG82	C12	06/30/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	(2,063.66)	-21.87%	(155.55)	(297.73)	(0.02)	(0.24)	(61.04)	(1.04)	(515.62)	24.99%	(2,579.28)
1920-1 : PAY0081351	UG82	C12	07/15/2019	8000080700	07/15/2019	A00000034158	MC000-180000- F1000-301-10009070-	(619.11)	-6.56%	(46.69)	(135.02)	(0.02)	(0.11)	(26.16)	(0.43)	(208.43)	33.67%	(827.54)
1920-7 : RPAY000042	UG82	C12	07/15/2019	RPAY000042	01/10/2020	A00000034158	MC000-180000- F1000-301-10009070-	2,063.66	21.87%	155.56	450.09	0.03	0.36	87.21	1.47	694.72	33.66%	2,758.38

- Please remember to complete retro account changes within **90 days** of the pay date.
- Workers comp and unemployment will post after the 1st and 15th of the month.



Payroll Retro Funding Changes

UNIVERSITY OF SOUTH CAROLINA											
PAYROLL RETRO FUNDING CHANGE											
TO BE COMPLETED BY THE DEPARTMENT											
USC ID:					NAME: (Last, First, Middle)						
EMPL RECORD:					HOME DEPT#:						
DEPARTMENT NAME:											
JUSTIFICATION/NOTES:											
PAYCHECK DATE: <input type="text"/>											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
PAYCHECK DATE: <input type="text"/>											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
PAYCHECK DATE: <input type="text"/>											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
PAYCHECK DATE: <input type="text"/>											
CURRENT DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
NEW DISTRIBUTION											
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT		
TOTAL RETRO FUNDING CHANGE									0.00		
SIGNATURES											
Initiated by:					Date:		Approved by:			Date:	
Printed Name:							Printed Name:				
Grants & Funds Management:							Date:				
CONTROLLER'S OFFICE USE ONLY											
Printed Name:					Date Entered:						



Payroll Retro Funding Change Form Up Close



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PAYROLL RETRO FUNDING CHANGE

TO BE COMPLETED BY THE DEPARTMENT

USC ID:	NAME: (Last, First, Middle)
EMPL RECORD:	HOME DEPT#:
DEPARTMENT NAME:	
JUSTIFICATION/NOTES:	
<i>Reminder: Paycheck date is original pay date, not retro pay date.</i>	

PAYCHECK DATE:

CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
TOTAL RETRO FUNDING CHANGE									0.00

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
TOTAL RETRO FUNDING CHANGE									0.00



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Retro Funding Changes Greater than 90 Days

For the Retro Funding Changes **greater than 90 days** must have a cost transfer memo attached (if they affect sponsored awards). The Cost transfer memo must answer the following questions:

1. Why was this expense originally charged to the account from which it is now being transferred (in other words, explain the error or circumstance for originally charging the incorrect account)?
2. Why should this expense be transferred to the proposed sponsored research project account (in other words, provide an explanation as to how this expense benefits the project it is being moved to)?
3. Why is this cost transfer being requested more than 90 days after the original transaction?
4. How will you prevent this type of error or situation from happening in the future?



Combo Code Query

Navigation: **Main Menu > Reporting Tools > Query > Query Viewer**

Role: Business Manager Query Reports

Query Name: SC_PY_COMBO_CODES

Description: All Combo Codes Detail

The screenshot displays the University of South Carolina Query Viewer interface. The breadcrumb navigation is: Favorites > Main Menu > Reporting Tools > Query > Query Manager. The interface includes a header with the university logo and name, and a toolbar with buttons for Records, Query, Expressions, Prompts, Fields, Criteria, Having, Dependency, Transformations, View SQL, and Run. Below the toolbar, the status is 'Status:A'. There are links for 'View All', 'Rerun Query', 'Download to Excel', and 'Download to XML'. The main area shows a table of 20 records, with columns for Set ID, Process Group, Eff Date, Status, GL Combo Code, Descr, Acct, Dept ID, Project, Fund, Class, Operating Unit, Cost Share, PC Bus Unit, and Activity. A modal dialog box titled 'SC_PY_COMBO_CODES' is open in the foreground, containing input fields for Dept ID and Operating Unit, a dropdown menu for Status (set to 'Active'), and OK and Cancel buttons.

Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01	07/01/2019	A	000000125	CL071130200N1100202USCIP800031	51200	130200	80003150	N1100	202	CL071		USCIP	1
2	USC01	07/01/2019	A	A00000	SA000956102A000151200101	51200	956102		A0001	101	SA000			
3	USC01	07/01/2019	A	A00000000001	CL001601000A0001601	51100	601000		A0001	601	CL001			
4	USC01	07/01/2019	A	A00000000002	AK000910163A0001101	51200	910163		A0001	101	AK000			
5	USC01	07/01/2019	A	A00000000003	AK000911000A0001458	51200	911000		A0001	458	AK000			
6	USC01	07/01/2019	A	A00000000004	AK000911030A0001101	51200	911030		A0001	101	AK000			
7	USC01	07/01/2019	A	A00000000005	AK000911031A0001101	51200	911031		A0001	101	AK000			
8	USC01	07/01/2019	A	A00000000006	AK000911032A0001101	51200	911032		A0001	101	AK000			
9	USC01	07/01/2019	A	A00000000007	AK000911035A0001101	51200	911035		A0001	101	AK000			
10	USC01	07/01/2019	A	A00000000008	AK000911041A0001101	51200	911041		A0001	101	AK000			
11	USC01	07/01/2019	A	A00000000009	AK000911042A0001101	51200	911042		A0001	101	AK000			
12	USC01	07/01/2019	A	A00000000010	AK000911043A0001101	51200	911043		A0001	101	AK000			
13	USC01	07/01/2019	A	A00000000011	AK000911044A0001101	51200	911044		A0001	101	AK000			
14	USC01	07/01/2019	A	A00000000012	AK000911045A0001101	51200	911045		A0001	101	AK000			
15	USC01	07/01/2019	A	A00000000013	AK000911046A0001101	51200	911046		A0001	101	AK000			
16	USC01	07/01/2019	A	A00000000014	AK000911061A0001101	51200	911061		A0001	101	AK000			
17	USC01	07/01/2019	A	A00000000015	AK000911062A0001101	51200	911062		A0001	101	AK000			
18	USC01	07/01/2019	A	A00000000016	AK000911063A0001101	51200	911063		A0001	101	AK000			
19	USC01	07/01/2019	A	A00000000017	AK000911064A0001101	51200	911064		A0001	101	AK000			
20	USC01	07/01/2019	A	A00000000018	AK000911100A0001101	51200	911100		A0001	101	AK000			



Where to Find 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

ITAMS Reference

Forms

Processing Dates

Student Account Codes

Office Contacts

Payroll Toolbox

***New* Payroll Hot Topics** Expand all 

ITAMS Reference »
The ITAMS training guides provide step through instructions for time entry and screen shots for visual guidance.

Forms »
Access important documents for payroll matters, concerning departments and employees.

Payroll Schedules »
Stay on top of important timekeeping tasks and payroll distribution deadlines for current and lag payroll groups

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-4s, please email Jake Kiehl: kiehl@mailbox.sc.edu

For questions regarding W-2s, Additional Pay and the Paycycle Process, please email Wanda Martin: marti838@mailbox.sc.edu

For questions regarding Direct Deposit, please email: USCpay@mailbox.sc.edu

For questions regarding iTAMS, please email: TIMMONS5@mailbox.sc.edu



Questions





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