



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office
Payroll Hot Topics

July 8, 2020

Today's Agenda

- *NEW* Funding End Dates for Projects
 - SC_PY_FUND_BYPROJ_DATE
 - SC_PY_FUNDING_BYPROJ
- Furlough
 - Quick Overview
 - How will it Affect My Pay
 - Reporting in ITAMS
- Paycheck Modeler
- Overpayments
- Resources
- Contacts



New – Funding End Dates for Projects

- **Coming Soon!!** End dates on combo codes with projects in HCM. This will mean that earnings outside of those end dates will not allow payroll to post to those combo codes.
- Payroll on ended projects will shift to A or E funds and not to another project, if forms are not completed on time.
- This will provide better control over grants data.
- There are queries available to identify all grant funding sources and end dates to help track expiring or inactive grants. These can be run before each payroll, allowing sufficient time to take corrective measure when a grant has expired or is inactive. The queries are:
 - SC_PY_FUND_BYPROJ_DATE
 - SC_PY_FUNDING_BYPROJ



Query - Funding Ending Dates


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

Role: Business Manager Query Reports and Finance Initiator

Query Name: SC_PY_FUND_BYPROJ_DATE

Description: Project Funding Query BY DATE

SC_PY_FUND_BYPROJ_DATE - Project Funding Query BY DATE

Funding End Date <= 

Project

Fiscal Year

PC Bus Unit

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(13 kb\)](#)

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Fiscal Year	Funding Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Dt	Distributed
1					0	06/16/2020	0	159100		A	DTA	C12	S	RGP	06/15/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
2					0	02/16/2020		159100		A	DTA	IC1	S	RGP	02/15/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
3					0	06/16/2020	0	159100		A	DTA	P12	S	RGP	06/15/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
4					0	06/16/2020	0	159100		A	DTA	C12	S	RGP	06/15/2021	Y	2021	07/01/2020	0	1	A00000034669	10009312	USCSP	06/30/2020	N	
5					0	06/16/2020	0	159100		A	DTA	C12	S	RGP	06/15/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
6					0	07/01/2019		159100		A	PAY	C12	S	FTE		N	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
7					0	06/19/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
8					0	06/21/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
9					0	06/21/2020	0	159100		A	DTA	HRL	H	TSF	12/18/2020	Y	2021	07/01/2020	0	1	A00000034672	10009312	USCSP	06/30/2020	N	
10					0	05/01/2020	0	159100		A	DTA	C12	S	RGP	04/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
11					0	06/19/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
12					0	06/21/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	



Query - Funding Ending Dates

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

Role: Business Manager Query Reports and Finance Initiator

Query Name: SC_PY_FUNDING_BYPROJ

Description: Project Funding Query

SC_PY_FUNDING_BYPROJ - Project Funding Query

Project

Fiscal Year

PC Bus Unit

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(13 kb\)](#)

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7						06/19/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
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10						05/01/2020	0	159100		A	DTA	C12	S	RGP	04/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
11						06/19/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
12						06/21/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	
13						06/21/2020	0	159100		A	DTA	C12	S	RGP	06/30/2021	Y	2021	07/01/2020	0	1	A00000034668	10009312	USCSP	06/30/2020	N	



Furlough - Quick Overview

Due to the financial impact of the COVID-19 pandemic, the University of South Carolina has made the difficult decision to implement 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 will be effective during the 2020-2021 fiscal year, beginning July 1, 2020.

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 – How will it Affect My Pay

- Employees who earn leave will continue to earn leave at their regular rate while on furlough.
- During the furlough period, employees are entitled to participate in the same state benefits as otherwise available to them with the exception of receiving their salary. Regular premiums will be deducted from each paycheck.
- Retirement benefits will not be negatively impacted by the furlough and departments will see an increase.
 - The department will pay **both employee and employer** side of the retirement expense on furloughed wages.
- The university is required to pay both the member and employer contributions for employees during the furlough.
 - For benefits which require employer and employee contributions, the university will be responsible for making both employer and employee contributions if coverage would otherwise be interrupted.
 - For benefits for which there is only an employee contribution, such as vision or optional life insurance, the employee is responsible for making all premium payments.



Furlough – How will it Affect My Pay con't

- To mitigate the financial impact of **mandatory furlough** on employees, the reduction in pay will be allocated over the balance of the fiscal year regardless of the pay period (s) within which the furlough occurs. **Voluntary furlough** salary deduction impacts the pay period the furlough was taken.
- The reduction in salary also applies to ongoing [salary adjustments outside of base pay](#), including administrative salary adjustments, special assignment pay, and temporary salary adjustments.
- The furlough applies only to the primary job. It does not impact salary payments relating to internal dual employment. For example, an employee teaching a section of University 101 through dual employment will receive full payment for the University 101 section.

Supplements Subject to Furlough
Administrative Salary Adjustment (ASA)
Faculty Overload (FOV)
Grant Salary Adjustment (GSA)
Market Geographical (GEO)
Special Assignment Pay (SAP)
Temporary Salary Adjustment (TSA)
Variable Pay (VAR)



Furlough – How will it Affect My Pay con't

- An employee's furloughed base salary will not show in Job Data in HCM. When HR Contacts are reviewing that data in HCM, they will continue to see the employee's normal base salary in the Compensation Rate field.
 - The percentage reduction for the mandatory furlough occurs on the back-end directly on pay lines and earnings codes.
- If a change in pay (increase or decrease) needs to be implemented during FY21, the salary to be entered in the Job Change eForm should be the amount of the increase or decrease as applied to the true base that appears in Job Data.
- An employee may be eligible for weekly unemployment compensation if during a particular week the employee earns less than their maximum weekly unemployment benefit amount.
 - Since the university is allocating the reduction in pay for the mandatory furlough over the balance of the fiscal year, and not in the pay period(s) within which the furlough occurs, this will likely affect an employee's ability to qualify for benefits.



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 will see reduction in salary starting on the 7/15 check. All 9-Month exempt employees affected by the mandatory furlough will see the salary reduction on the 8/31 check.



Furlough Salary Calculations

	12-Month Staff (earn > \$200K)	12-Month Staff (earn \$118K - \$199,999)	11-Month Staff (earn > \$200K)	11-Month Staff (earn \$118K - \$199,999)	10.5-Month Staff (earn > \$200K)	10.5-Month Staff (earn \$118K - \$199,999)	9-Month Faculty
Normal # of weeks worked	52	52	47	47	45	45	39
# weeks for required furlough	4	2	4	2	4	2	2
Adjusted # of weeks worked	48	50	43	45	41	43	37
% decrease in number of weeks (Adjusted / normal)	0.923	0.962	0.915	0.957	0.911	0.956	0.949
Salary Reduction Factor (1.00 - % decrease in weeks)	0.077	0.038	0.085	0.043	0.089	0.044	0.051
Examples of how current salary is reduced for the mandatory furlough							
Current Annual Salary	\$200,000.00	\$180,000.00	\$208,143.00	\$186,420.00	\$202,731.00	\$155,361.00	\$190,000.00
Salary Reduction Factor	0.077	0.038	0.085	0.043	0.089	0.044	0.051
Amount of decrease	(\$15,400.00)	(\$6,840.00)	(\$17,692.16)	(\$8,016.06)	(\$18,043.06)	(\$6,835.88)	(\$9,690.00)
Adjusted Furlough Salary	\$184,600.00	\$173,160.00	\$190,450.85	\$178,403.94	\$184,687.94	\$148,525.12	\$180,310.00



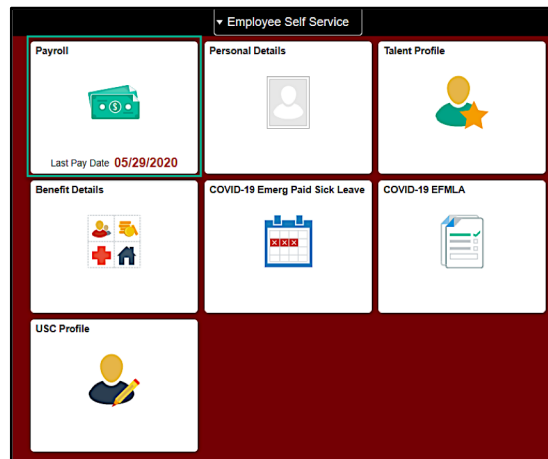
Furlough Earning Codes

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



Paycheck Modeler – HCM Self-Service

Employees can model their new paycheck through [Employee Self Service](#) using the [Paycheck Modeler](#).



Perform your own on-screen “**what if**” net-pay analysis to see the implications of receiving a pay increase and/or bonus, changing your benefits elections, changing your W-4 withholding details, affects of furlough, etc.

NOTE: The Paycheck Modeler works only when an employee is **within their pay basis**. Nine month employees will be able to utilize the modeler after they return to an active pay basis on **August 16**.



How to use the Paycheck Modeler

Navigation: Employee Self-Service > Payroll Tile > Paycheck Modeler

Step 1: Click the **Paycheck Modeler** located in the left-hand menu.

Paychecks		
Check Date	Company	Pay Begin Date / Pay End Date
05/15/2020	University of South Carolina	05/01/2020 05/15/2020
04/30/2020	University of South Carolina	04/16/2020 04/30/2020
04/15/2020	University of South Carolina	04/01/2020 04/15/2020
03/31/2020	University of South Carolina	03/16/2020 03/31/2020
03/13/2020	University of South Carolina	03/01/2020 03/15/2020
02/28/2020	University of South Carolina	02/16/2020 02/29/2020

How to use the Paycheck Modeler

Step 2: Review and agree to the Paycheck Modeler terms and conditions.

Start Earnings Deductions Taxes Calculate Results

Exit Let's Get Started >

Start - Step 1 of 6

Welcome [REDACTED]

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

Agree to the Usage Terms and Conditions

- The Paycheck Modeler contains confidential information that is intended for [REDACTED] only. If you are not Kyle Krantz, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results.

Yes, I have reviewed and agree to the terms and conditions.

Exit Let's Get Started >



How to use the Paycheck Modeler

Step 3: Click the **Let's Get Started** link.

The screenshot displays the 'Start' step of a six-step process. At the top, a progress bar shows six stages: Start, Earnings, Deductions, Taxes, Calculate, and Results. The 'Start' stage is currently active. Below the progress bar, there are two buttons: 'Exit' and 'Let's Get Started >'. The 'Let's Get Started >' button is highlighted with a green border. The main content area contains a welcome message, a description of the Paycheck Modeler's purpose, and a section titled 'Agree to the Usage Terms and Conditions'. This section includes a list of four terms and conditions, with the first one checked. At the bottom right, there are two more buttons: 'Exit' and 'Let's Get Started >'.

Start Earnings Deductions Taxes Calculate Results

Start - Step 1 of 6

Welcome [REDACTED]

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

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- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results.

Yes, I have reviewed and agree to the terms and conditions.



Exit Let's Get Started >



How to use the Paycheck Modeler

Step 4: On the earnings tab, click the **Edit** link on the line of pay to be adjusted.

The screenshot shows the 'Earnings' tab in a multi-step process. The progress bar at the top indicates the current step is 'Earnings', with 'Start', 'Deductions', 'Taxes', 'Calculate', and 'Results' as subsequent steps. Below the progress bar, there are 'Exit' and 'Next >' buttons. The main heading is 'Earnings - Step 2 of 6'. A 'Job Title' field is present but redacted. A descriptive paragraph states: 'This step provides a list of the proposed earnings for your modeled check. You can modify or clear the amounts in the list, as well as add additional earnings.' Below this is a section titled 'My Earnings' with a small icon. A table lists the earnings data:

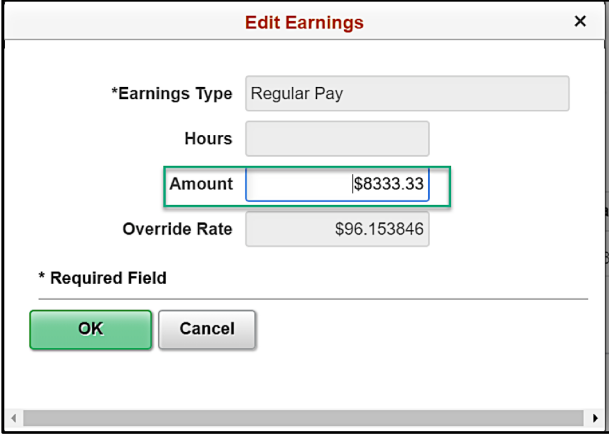
Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular Pay		\$96.153846	\$8333.33		

Below the table are two buttons: 'Add Earnings' and 'Clear All Amounts'. At the bottom right, there are 'Exit' and 'Next >' buttons. The 'Edit' button in the table row is highlighted with a green box.



How to use the Paycheck Modeler

Step 5: The amount shown on the **Edit Earnings** screen is the current semi-monthly rate.



The screenshot shows a dialog box titled "Edit Earnings" with a close button (X) in the top right corner. It contains the following fields and values:

- *Earnings Type: Regular Pay
- Hours: (empty)
- Amount: \$8333.33 (highlighted with a red box)
- Override Rate: \$96.153846

Below the fields, there is a section labeled "* Required Field" with two buttons: "OK" (green) and "Cancel" (grey).

Step 6: Use the following example to calculate the reduced semi-monthly rate.

Semi-Monthly Rate	Reduction %	Amt of Reduction	New Semi-Monthly Rate
\$ 8,333.33	x 0.077	= \$ 641.67	\$ 7,691.66

Step 7: Enter the new semi-monthly rate into the **Amount** field. Click **OK**.


How to use the Paycheck Modeler



Step 8: The updated Amount will appear on the **My Earnings** screen.

Earnings - Step 2 of 6

Job Title: [REDACTED]

This step provides a list of the proposed earnings for your modeled check. You can modify or clear the amounts in the list, as well as add additional earnings.

 **My Earnings**

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular Pay		\$96.153846	\$7691.66		

Step 9: Click the **Next** button to navigate to the **Deductions** screen.

How to use the Paycheck Modeler

Step 10: Click the **Edit** link on the retirement line.

Start Earnings **Deductions** Taxes Calculate Results









Exit < Previous Next >

Deductions - Step 3 of 6

Job Title: ██████████

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

My Deductions

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
Dental	Before-Tax	\$3.82			
Dental Plus	Before-Tax	\$26.24			
Health	Before-Tax	\$126.68			
ORP TIAA-CREF	Before-Tax	\$750.00			

Add Deductions Clear All Amounts

Exit < Previous **Next >**



How to use the Paycheck Modeler

Step 11: Edit the Deductions Screen:

- Flat Amount or Percent: select **Percentage of Gross** from the drop-down menu
- Percent: enter **9** in the **Percent** field
- Click **OK**

The screenshot shows the 'Edit Deductions' form with the following fields and values:

- *Deduction:** ORP TIAA-CREF
- *Type:** Before-Tax
- Flat Amount or Percent:** Percentage of Gross
- Amount:** \$0.00
- Percent:** 9

A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.



How to use the Paycheck Modeler

Step 12: The Deductions screen will now show the updated value for retirement.

Deductions - Step 3 of 6

Job Title: ██████████

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

My Deductions

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
Dental	Before-Tax	\$3.82			
Dental Plus	Before-Tax	\$26.24			
Health	Before-Tax	\$126.68			
ORP TIAA-CREF	Before-Tax		9.000		

Add Deductions **Clear All Amounts**

Exit **< Previous** **Next >**

Step 13: Click **Next**.



How to use the Paycheck Modeler

Step 14: Click **Next** on the Taxes screen.

Start Earnings Deductions **Taxes** Calculate Results

Exit < Previous Next >

Taxes - Step 4 of 6

Job Title: [REDACTED]

You can modify tax withholding information for the modeled check.

The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.

My Tax Withholding Information

Tax Jurisdiction	Edit
Federal	
South Carolina	

Exit < Previous **Next >**



How to use the Paycheck Modeler

Step 15: On the Calculate screen, click the **Calculate My Modeled Check** link.

Start Earnings Deductions Taxes **Calculate** Results

Calculate - Step 5 of 6

Job Title: [REDACTED]

You are ready to calculate your modeled check. Press the button to calculate.

If no changes were made, proceed to the next step to review the results.

Calculate My Modeled Check

Exit < Previous Next >

Exit < Previous Next >



How to use the Paycheck Modeler

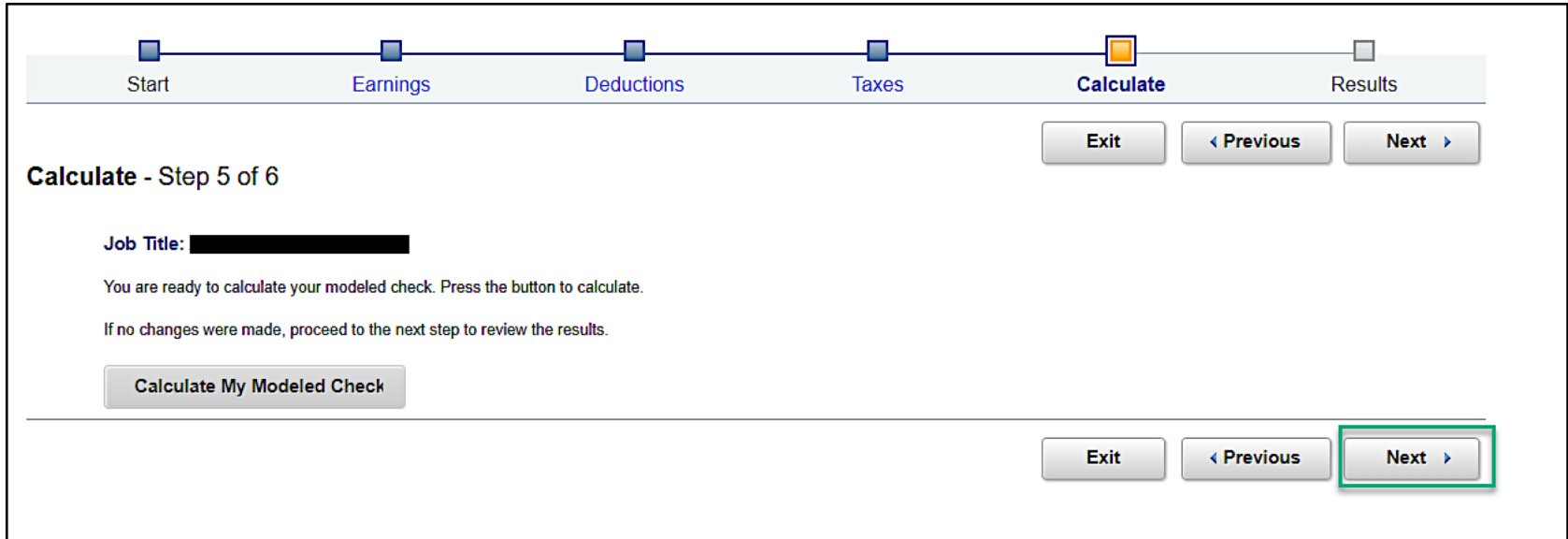
Step 16: The following message will be received once the check has calculated. Click **OK**.

The screenshot displays the 'Calculate' step of a six-step process. At the top, a progress bar shows steps: Start, Earnings, Deductions, Taxes, Calculate (highlighted), and Results. Below the progress bar are navigation buttons: 'Exit', '< Previous', and 'Next >'. The main content area is titled 'Calculate - Step 5 of 6' and includes a 'Job Title:' field with a redacted value. Below this, there are instructions: 'You are ready to calculate your modeled check. Press the button to calculate.' and 'If no changes were made, proceed to the next step to review the results.' A 'Calculate My Modeled Check' button is present. A white dialog box with a green border is overlaid on the bottom, containing the text: 'Your modeled check has been calculated. Press the Next button to proceed. (2001,859)'. An 'OK' button is centered within this dialog box.



How to use the Paycheck Modeler

Step 17: Click **Next** to review modeled check.



The screenshot displays the 'Calculate' step of a six-step process. At the top, a progress bar shows six stages: Start, Earnings, Deductions, Taxes, Calculate, and Results. The 'Calculate' stage is highlighted with an orange square. Below the progress bar, there are three navigation buttons: 'Exit', '< Previous', and 'Next >'. The main content area is titled 'Calculate - Step 5 of 6' and contains the following text: 'Job Title: [REDACTED]', 'You are ready to calculate your modeled check. Press the button to calculate.', and 'If no changes were made, proceed to the next step to review the results.' A button labeled 'Calculate My Modeled Check' is positioned below this text. At the bottom right, there are three navigation buttons: 'Exit', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a green border, indicating it is the recommended action.

How to use the Paycheck Modeler

Step 18: The modeled check will show the projected gross to net pay for the parameters entered.

Results - Step 6 of 6

Job Title: [REDACTED]

Modeled Check Results

Total Gross Earnings	\$7,691.66	Details
Total Employee Taxes	\$1,991.71	Details
Total Deductions	\$1,443.58	Details
Net Pay	\$4,256.37	

[Print My Modeled Check](#) [Print My Changes](#)

Modeled Check Ratio

Segment	Amount	Percentage
Taxes	\$1,991.71	26%
Before-Tax Deductions	\$1,298.81	17%
After-Tax Deductions	\$144.77	2%
Net Pay	\$4,256.37	55%

Links to Related Actions

Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.

[▼ Related Actions](#)



Overpayments

Overpayments are created due to:

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

When **overpayments** occur:


- The Payroll Department will send a notification to the department to inform them an overpayment occurred for a specific employee. **No action is required for the department.**
- The Payroll Department will send a notification to the employee to inform them an overpayment occurred and will work with the employee to decide how the funds will be returned. Repayment terms are based on policies and procedures put in place by the University.


If an overpayment is made on a grant, and not refunded quickly, then the expense will be moved to an A or E fund.



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

Payroll Schedules

Student Account Codes



Office Contacts

Payroll Toolbox

***New* 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** 
- April 29, 2020** 

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.

- [COVID-19 ITAMS Calculator Instructions – Presentation \[PDF\]](#) 
- [COVID-19 ITAMS Calculator Instructions Webinar Recording](#) 
- [COVID-19 ITAMS Leave Calculator \[XLSX\]](#) 

For more information about the **Families First Coronavirus Response Act (FFCRA)**, visit the [HR Toolbox](#).

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 **funding end dates**, please email your Post Award Administrator (PAA).

For question regarding **mandatory and voluntary furlough** guidelines, please contact HR.

For questions regarding **overpayments**, please email Wanda Martin: marti838@mailbox.sc.edu

For questions regarding **ITAMS**, please email Judy Timmons: timmons5@mailbox.sc.edu

For questions regarding **COVID Leave**, please email: USCPAY@mailbox.sc.edu



Questions





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