



South Carolina Enterprise Information System

SCEIS User Group Meeting

Friday, August 28, 2015



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION



Welcome and 13th Month Update

Yvette Sistare, User Group Leads Committee Chair



User Group Leads Update

-
- ④ The Users Group is proposing shortening the 13th month period.
 - ④ The change would not be effective until the end of Fiscal Year 2017-2018, at the earliest (Legislative issues to address).
 - ④ This will allow agencies time to address any authorization or proviso issues during the next two budget cycles.

User Group Leads Update

-
- ④ The User Group Lead, SCEIS Leads, and a CG representative met with numerous agencies over the past year to obtain information and concerns on how this change may affect their agencies.
 - ④ Cash to cover accounts payable items.
 - ④ Legislative changes needed to provisos that address the fiscal year dates and any proviso changes needed by agency's to address any carry forward issues.

User Group Leads Update

🔄 Use Tax Payable

🔄 Rolling Purchase Orders

🔄 How would the change affect recording year end revenue?



Committee Elections

Yvette Sistare, User Group Leads Committee Chair



October User Group Leads Committee Elections

- ④ The following SCEIS User Group Leads Committee positions will be up for election in the October meeting:
 - Human Resources/Payroll Lead
 - Reporting Lead
- ④ You will receive more information about nominating individuals for the User Group Leads Committee in September 2015



Reporting Update

SCEIS Team; Kelly Ghent, DTO



Purchase Order Report

-
- ④ **Created in Business Objects by DTO budget office for weekly distribution to program areas**
 - ④ **Includes:**
 - All purchase orders paid in full or with remaining balances
 - Account Assignment
 - Purchase Order number
 - Vendor
 - Commitment Item detail
 - Purchase Order amount
 - Invoiced and Remaining Balance
 - Internal Order
 - Long Description

Purchase Order Report

- Benefits to managers and other employees:
 - Helps with budget planning and projections
 - Assists with monitoring encumbrances, especially at Year End
 - Allows another review for coding so that corrections can be made
 - Serves as a central point of information for all Purchase Order feedback
 - “Hands-free”, scheduled report and easy to maintain

Purchase Order Report

- 🔄 This report links to a spreadsheet with Purchase Order numbers and Notes column.
 - Allows budget office to track feedback from managers such as requested actions or corrections to Purchase Orders
 - Provides notes for budget planning

Sample Notes for vendor Purchase Order:

- 1. Process refund of expenditure for FY15.*
- 2. Remove tax. Item delivered electronically.*
- 3. Line 3 should be coded to functional area D500_GG02.*
- 4. Check budget for June 16 bill.*
- 5. FY16 Purchase Order to be cut by May 15.*

Department of Administration Budget Expense and Revenue vs. Actual



Created in Business Objects by DTO budget office for monthly distribution to program managers.

Includes:

- Agency Funded Program (AFP)
- AFP Name
- Fund
- Revenue/Expense Type
- Major Commitment Items (CI)
- Major CI Name
- Budget*
- YTD*
- Commitments / Encumbrances*
- Remaining Balance**
- % to be Expended or Balance or % to be Collected

**Data from another source (Budget – spreadsheet; YTD – FM Budget vs. Actual; Commitments/Encumbrances – Statement of Changes in Fund Balances).*

***This is a variable.*

Department of Administration Budget Expense and Revenue vs. Actual

🔄 Benefits to agency:

- Profit and loss statement
- Combines information into a report that is not available in a single existing query
- Provides consistent reporting view across division or programs
- Allows a level of management reporting that is not available through other SCEIS sources; easier for area managers to make decisions
- “Hands-free”, scheduled report and easy maintenance
- Balances back to the agency’s actual budget for easy reconciliation

DTO Projected Revenue vs. Actual Billed Revenue

Created in Business Objects by DTO budget office for monthly distribution to program managers.

Includes:

- Functional Area
- Functional Area Name
- Service Group
- Service Group Name
- Posting Period
- Projected Revenue*
- Actual Revenue*
- % Billed

**Data from another source (Projected Revenue – spreadsheet; Actual Revenue – Funds Management Revenue Report and agency data sources).*

DTO Projected Revenue vs. Actual Billed Revenue

🔄 Benefits:

- Monitors actual vs. projected revenues to see where we are over or under performing / generating income
- Combines information into a report that is not available in a single existing query
- Provides consistent reporting view across division or programs
- Highlights inconsistent postings and allows for corrections to be made quickly
- Provides a source of accountability

🔄 Major Takeaways:

- Available in a public or secure location
- Avoids duplication of manual effort to generate reports over and over
- Easy to maintain
- Provides various levels of reports (e.g., senior level management needs vs. program manager needs)
- Can use a variety of data sources to build the reports
- Allows for dynamic data manipulation
- “Hands-free”, scheduled reporting



South Carolina Enterprise Information System

SCEIS Team Update

Ed Pearce, SCEIS Deputy Director



🔄 Recent Milestones

- Use Tax Implementation for Over 20 Agencies
- Summer / Fall Training Schedule Mapped and Announced
- FY15 Year-End Success
- Department of Administration Implementation Complete

Current Projects

– **State Treasurer’s Office**

INVEST, DEBT, Capital Projects, and Deposits.

– **SuccessFactors**

Integrated Learning Management System to assist the State Human Resources Division, DTO/DIS, agencies, and SCEIS with training and workforce planning / management.

– **HP Quality Center**

Application that enhances the consistency, efficiency and accuracy of system testing.

Current Projects

- **Governance, Risk and Compliance (GRC)**

Maximizes our ability to address compliance obligations. Provides tools for gathering information that helps to proactively manage business.

- **SCEIS Support Packs**

- **Affordable Care Act Implementation**



Materials Management

SCEIS MM Team Members



Follow-up

- SRM System Updates and Resolution
- Process Improvements
- MM Reporting User Group (RUG)

SRM Updates and Resolutions

🔄 Internet Explorer Version 11

– **Status:** Resolved

– Internet Explorer 11 (IE11) is compatible with **SRM 7.2**

-
- 🔄 Closed PO Line Item Throwing an Error on Grant Validity (Communication sent February 2, 2015)
 - **Issue:** Grant POs throw error when making a change
 - **Status:** In Process with SAP
 - **Target Date of Resolution:** Pending

Interim Solution: If trying to change PO, work with FI to open grant, make the necessary changes to the PO, then have FI close grant again. (modified March 23, 2015)

🔄 Delivery Address and Plant Address – Update

- Importance of Accurate Delivery and Plant Address
 - Accurate Sales and Use Tax to Department of Revenue
 - 9 digit zip code and district (county) data on Delivery Address pulls jurisdiction code from Vertex Tax software
 - If no Delivery address, system pulls data from Plant Address
- Clean-up Project
 - In Process
- SCEIS change to DISABLE fields to add or change Delivery Address in Shopping Cart and Purchase Order projected for later this fall

SRM Process Improvements

🔄 MM RUG meeting held July 16, 2015

- 21 in Attendance
 - 13 from Procurement
 - 8 from Inventory

🔄 MM RUG meetings **SUSPENDED** until further notice



Training Update

Michelle Flamos, SCEIS Training Lead



Fall 2015 Training Schedule

- 🌀 Announcements in *SCEIS Weekly Update* articles
 - Course description
 - Intended audience
 - Survey link to use for requesting enrollment
 - Also listed on calendar
- 🌀 Instructor-led classes
 - SCEIS offices 1628 Browning Road, Columbia
 - Room 202
- 🌀 Disseminate available training(s)

- ④ REP200 Reporting with Business Warehouse and Business Objects
 - **HR Sections**
 - 9-noon Wednesday, Oct 14 and Tuesday, Oct 20 (09)
 - 9-noon Tuesday, Dec 1 and Tuesday, Dec 15 (11)
 - **FI Sections**
 - 9-noon Thursday, Oct 29 and Wednesday, Nov 4 (10)
 - 9-noon Thursday, Dec 3 and Wednesday, Dec 9 (12)
 - **REP200U**
 - Being developed for online delivery

Fall 2015 Training: HR/Payroll

🌀 TM200 Time Administration

- 9-5, Tues, Sept 1; and 9 to noon, Wed, Sept 2

🌀 TM300 Leave Administration

- 9-5, Monday, September 14

Fall 2015 Training: Finance

- 🌀 AR300 Accounts Receivable Invoice Processing
 - 9-5, Monday, September 21
- 🌀 AP300 Accounts Payable Invoice Processing
 - 9-5, Wednesday and Thursday, September 23-24
- 🌀 FM300 Funds Management
 - 9-5, Wednesday, October 7
- 🌀 PS300 Project Systems
 - 9-5, Monday and Tuesday, Oct 12-13

Fall 2015 Training: Finance

- 🌀 GL300 General Ledger Accounting
 - 9-5, Thursday, October 15
- 🌀 AM300 Asset Masters and Asset Reporting
 - 9-5, Tuesday, October 27
- 🌀 AM315 Advanced Asset Management
 - 9-5, Wednesday, October 28
- 🌀 GM300 Grants Management
 - 9-5, Thursday, November 5

Fall 2015 Training: MM Updates

-
- ④ Enhanced Content with Transition to Two Day Classes
 - PR235 Bidding Processes and Overview of Contract Management
 - ④ Enhanced Content with Transition to One Day Class
 - PR250 Contract Administration
 - ④ Developing Inventory Training
 - ④ Developing FI(AP)/MM Blended Class

Fall 2015 Training: MM Updates

🔄 PR215 Purchasing Process

- Discontinued

🔄 **NEW** PR217 Creating and Managing Purchase Orders

- Contains Process training
- Added new information
- Two (2) day class

Fall 2015 Training: Materials Management

- ④ PR217 Creating and Managing Process Orders
 - 9-5, Wednesday and Thursday, September 16-17
 - 9-5, Wednesday and Thursday, October 21-22

- ④ PR235 Bidding Processes and Overview of Contract Management
 - 9-5, Tuesday and Wednesday, September 29-30
 - 9-5, Tuesday and Wednesday, November 17-18

- ④ PR250 Contract Administration
 - 9-5, Thursday, October 1
 - 9-5, Thursday, November 19

Locating Online Materials



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Streamlining Business Processes within the Government

- Fiscal Year-End Training Course Guides and Materials
- Online Training Classes: HR/Payroll
- Online Training Classes: Finance
- Online Training Classes: Materials Management
- MySCEmployee Training for SCDOT
- MySCEmployee Training
- SCEIS Quick Reference Cards
- SCEIS Training Guides and Tools
- SCEIS uPerform



SRM 7.2 Microsite

Reminders & Tools

- [SCEIS Password Management Troubleshooting Tips](#)
- [Change, reset or get help with your SCEIS password](#)
- [MySCEmployee Tools](#)
- [Click here](#) to submit a help request to the SCEIS Service Desk.

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MySCEmployee

The Comptroller General's Office Central State Payroll must complete a series of steps to prepare each payroll for State employees. During some of these steps some MySCEmployee functions in My Pay and My Personal Information are not available. Review the chart and calendars available at the following link to learn how your access may be different on various days throughout the year.

[Comptroller General's Office Payroll Schedule](#)

Click the links below to access MySCEmployee information and materials:

- [MySCEmployee Tools](#)
- [FAQs](#)
- [Online Training](#)
- [Online Training for SCDOT Employees](#)
- [Wave 2: Monthly Communications Toolkits \(for Communication Agents\)](#)
- [Wave 3: Monthly Communications Toolkits \(for Communications Agents\)](#)
- [SCDOT: Monthly Communications Toolkits \(for Communications Agents\)](#)
- [Log into MySCEmployee](#)



Online Materials for MySCEmployee



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MySCEmployee Tools

MySCEmployee - General

[Reference Guide for Users](#) | [Online Training](#)

Employee Self Service (ESS)

[Accessing ESS](#) | [My Personal Information](#) | [My Employee Search](#) | [My Pay](#) | [My Working Time](#) | [Leave](#) | [Travel](#) | [Portal Favorites in ESS](#)

Manager Self Service (MSS)

[Accessing MSS](#) | [My Team](#) | [Time and Leave](#) | [My Work Overview](#) | [My Organization](#) | [Substitutions](#) | [Reporting](#) | [Portal Favorites in MSS](#) | [Page Personalization in MSS](#)



MySCEmployee - General

Reference Guide for Users

Q: I have successfully logged into MySCEmployee, but I need some help navigating through the website. Is there a tool like that available.

A: Yes, please refer to the MySCEmployee Reference Guide, which is linked below. At only 32 pages in length, the guide is ideal for printing and keeping in a handy location for future reference, if you prefer a hard copy. MySCEmployee users who work for SCDOT should download the MySCEmployee Reference Guide for SCDOT Users, which is also linked below.

[Download the MySCEmployee Reference Guide](#) - (4.1mb PDF)

[Download the MySCEmployee Reference Guide for SCDOT Users](#) - (1.6mb PDF)

Online Training

Q: I need to complete and/or review some of the MySCEmployee online training courses. How can I do that?

A: Click the link below to access all of the MySCEmployee online training courses. Feel free to review any course as many times as you need. SCDOT users should click the link that reads "Access MySCEmployee Training Materials for SCDOT Users."

[Access MySCEmployee Training Materials](#) - (Link)

[Access MySCEmployee Training Materials for SCDOT Users](#) - (Link)

Leave

Q: Will an employee be able to submit leave, such as annual leave or sick leave, through MySCEmployee?

A: An employee will be able to request leave through MySCEmployee. In MySCEmployee, the employee will complete a request form which will be forwarded to the employee's supervisor for approval.

Q: Can an employee delete a leave request after creating it in MySCEmployee?

A: Yes, employees can delete leave requests after creating them in MySCEmployee. A leave request can be deleted before or after the employee's manager has approved it through MySCEmployee Manager Self Service.

Q: I receive an error or warning message when attempting to complete a leave request, but I'm not sure what the message is trying to tell me. How can I figure out what the message means, and correct the issue?

A: Beginning on November 9, 2012, ESS Users will be able to open their Detailed Navigation Menu, and access a listing of common Leave Entry errors and warnings, and information on how to fix them. See the Understanding Error and Warning Messages in ESS Time and Leave Entry QRC included in the Resources list immediately below this Q & A, for detailed instructions on how to use this helpful new tool.

Resources

Quick Reference Card: Understanding Error and Warning Messages in ESS Time and Leave Entry (421kb PDF)

Quick Reference Card: Submitting Leave Requests - (469kb PDF)

MySCEmployee Mini Guide: Deleting a Leave Request in ESS - (507kb PDF)

Click here for step-by-step instructions on creating and submitting a leave request in MySCEmployee. (Link)

Online Training / Demonstrations

ESS110U Lesson: Submit a Leave Request - (Link)

Quota Overview

Q: Will an employee be able to see leave balances, such as the amount of annual and sick leave available?

A: Yes. An employee will be able to view available leave balances such as annual and sick leave, as well as any comp-time the employee may have available in the Quota Overview section of MySCEmployee. Available leave balances will be reflected as of the day before the date the employee accesses the information.

In addition to the Quota Overview, employees may also view their Overview of Leave, which includes detailed information on all leave requests they have created in MySCEmployee.

Resources

Quick Reference Card: View Overview of Leave - (236kb PDF)

Click here for step-by-step instructions on viewing leave balances in MySCEmployee. (Link)

Online Training / Demonstrations

ESS110U Lesson: Display Quota Balances - (Link)

Leave Statements

Q: How can I download a Leave Statement in ESS? Once I've got my Leave Statement, how should I interpret it?

A: You may download a Leave Statement from ESS beginning July 11, 2011, by selecting the "Leave Statement" link in the main ESS menu, under the "My Leave" heading. See the QRC in the Resources list below for more details. The Visual Key linked in the Resources list below provides definitions of all the information contained in your Leave Statement.

Resources

Quick Reference Card: Accessing a Leave Statement in ESS - (556kb PDF)

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Meetings

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September 2015						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

October 2015						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September 2015

+ TM200 Time Administration Training Course - Day One September 1, 2015 – 09:00 AM
+ TM200 Time Administration Training Course - Day Two September 2, 2015 – 09:00 AM
+ SCEIS Reporting User Group Meeting September 11, 2015 – 09:00 AM
+ TM300 Leave Administration Training Course September 14, 2015 – 09:00 AM
+ PR217 Creating and Managing Purchase Orders Training Course - Day One September 16, 2015 – 09:00 AM
+ PR217 Creating and Managing Purchase Orders Training Course - Day Two September 17, 2015 – 09:00 AM
+ REP200 Reporting with Business Warehouse and Business Objects Training Course FI/MM - Day Two September 17, 2015 – 09:00 AM
+ AR300 Accounts Receivable Invoice Processing Training Course September 21, 2015 – 09:00 AM
+ AP300 Accounts Payable Invoice Processing Training Course - Day One September 23, 2015 – 09:00 AM
+ SCEIS Change Advisory Board Meeting September 24, 2015 – 03:00 PM
+ AP300 Accounts Payable Invoice Processing Training Course - Day Two September 24, 2015 – 09:00 AM
+ SCEIS Executive Oversight Committee Meeting September 29, 2015 – 02:30 PM
+ PR235 Bidding Process and Overview of Contract Management Training Course - Day One September 29, 2015 – 09:00 AM
+ PR235 Bidding Process and Overview of Contract Management Training Course - Day Two September 30, 2015 – 09:00 AM

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18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September 2015

⊕	TM200 Time Administration Training Course - Day One	September 1, 2015 – 09:00 AM		
⊕	TM200 Time Administration Training Course - Day Two	September 2, 2015 – 09:00 AM		
⊕	SCEIS Reporting User Group Meeting	September 11, 2015 – 09:00 AM		
⊖	TM300 Leave Administration Training Course	September 14, 2015 – 09:00 AM		
	Audience	Location	Meeting Materials	Register
	Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer, Central HR Master Data Maintainer and HR FMLA Event Maintainer.	SCEIS	Click here for complete information, including registration link.	N/A
⊕	PR217 Creating and Managing Purchase Orders Training Course - Day One	September 16, 2015 – 09:00 AM		
⊕	PR217 Creating and Managing Purchase Orders Training Course - Day Two	September 17, 2015 – 09:00 AM		
⊕	REP200 Reporting with Business Warehouse and Business Objects Training Course FI/MM - Day Two	September 17, 2015 – 09:00 AM		
⊕	AR300 Accounts Receivable Invoice Processing Training Course	September 21, 2015 – 09:00 AM		
⊕	AP300 Accounts Payable Invoice Processing Training Course - Day One	September 23, 2015 – 09:00 AM		
⊕	SCEIS Change Advisory Board Meeting	September 24, 2015 – 03:00 PM		

Future Training Initiatives

- ④ Reorganization of Training Materials
 - Incorporate into new website
 - The bucket/bin approach

- ④ Online Process Training
 - Micro-learning
 - Small, focused online task-oriented training
 - Accessible anytime, anywhere, as many times

- ④ Help US, Help YOU!



BREAK





South Carolina Enterprise Information System

Human Resources: Gate Lift
Katie Derrick and Mallory Sharpe
SCEIS HR Team



Payroll Gate Lift Policy

Overview

- 🕒 In January of each year the ability to change employee records is restricted. This is called “closing the gate.”
- 🕒 For any change to occur after the gate is closed an agency submits a Help Desk request to ask for the “gate to be lifted.”
- 🕒 Over time, the process has become inconsistently applied and there have been more “Red-Day” payroll errors.
- 🕒 To streamline this process and refine its use, the Comptroller General’s Office, Division of Human Resources and SCEIS Team formulated a policy to govern requests to lift the gate.

Payroll Gate Lift Policy Guidelines

- ④ The payroll gate will be lifted to:
 - Satisfy a grievance requirement
 - Meet a legal requirement
- ④ The payroll gate will **not** be lifted to:
 - Correct a leave entry
 - Clear a time collision
 - Clear missing time
 - Correct negative leave balances
 - Change action reason codes
 - Make adjustments to salary, overtime or premium pay
 - Change position funding
 - Change an employee subgroup

Payroll Gate Lift Policy Options

- Alternative tools to requesting the gate be lifted:
 - Quota corrections
 - Pay corrections
 - System notes
- Policy goes into effect September 1, 2015



Bonus Pay

Kelly Watkins, Human Resources Division



Bonus Pay

- ☉ Eligible employees will receive a second, separate payment on October 16, 2015 for the bonus.
- ☉ Only employees in FTE positions are eligible for the bonus.
- ☉ In addition to being in an FTE, the employee must have continuous state service from January 1, 2015 through June 30, 2015. They must also be employed at the time the bonus is paid.
- ☉ Employees who received an annual base pay of \$100,000 or more as of June 30, 2015 are not eligible.

Bonus Pay

- ④ Employees in Leave Without Pay status (LWOP), who are otherwise eligible, will not receive the bonus until they return to employment.
- ④ Agencies will not be required to key these bonus transactions. However, SCEIS will provide HR Directors with a report of eligible employees. The agency is responsible for verifying the accuracy of the report and for contacting their HR consultants in the event corrections may be needed.



South Carolina Enterprise Information System

12 Month FTE Deletions

**Kelly Watkins, Human Resources Division and
Beth Quick, Executive Budget Office**





South Carolina Enterprise Information System

Budget Update

Beth Quick, Executive Budget Office



Budget Update

- 🌀 Agency PBF Training – August 31-September 2
- 🌀 Budget Restructuring Requests Due September 10
- 🌀 Accountability Reports Due September 15
- 🌀 Budget Requests Due October 2



South Carolina Enterprise Information System

Next Meeting

October 30, 2015

Midlands Technical College, Airport Campus



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION