

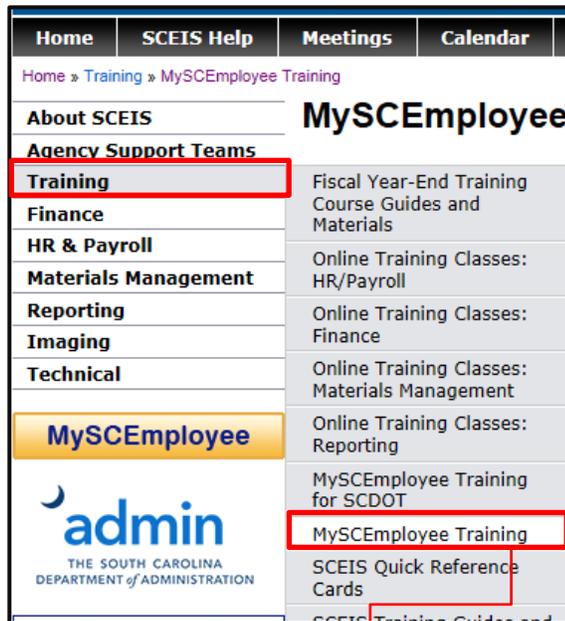
The SCEIS Team is pleased to provide the following SCEIS resources to assist your agency with implementation of the Fair Labor Standards Act (FLSA) changes proposed by the U.S. Department of Labor (DOL). Below are specific video-based resources for entering time in Employee Self Service (ESS):

- **ESS110U**
 - Lesson 2 - Record Working Time (without Charge Objects)
 - Lesson 3 - Record Working Time (with Charge Objects) - only for employees that must enter Charge Objects when recording time

To access the MySCEmployee online training on the SCEIS website:

Go to <http://www.sceis.sc.gov/>

Then Training>MySCEmployee Training (or MySCEmployee Training for SCDOT - for DOT employees only)



There are also several resources in uPerform for Employees and Managers:

- **For employees:** MySCEmployee>MySCEmployee: Employee Self-Service>Recording Working Time in ESS
- **For managers:** MySCEmployee>MySCEmployee: Manager Self-Service>Approve Working Time in MSS

To access access the MySCEmployee resources in uPerform:

- Go to <http://www.sceis.sc.gov/>
- Then Training and SCEIS uPerform



The screenshot shows the SCEIS website interface. At the top, there is a navigation bar with links for Home, SCEIS Help, Meetings, and Calendar. Below this, a breadcrumb trail reads 'Home » Training'. A sidebar on the left lists 'Agency Support Teams' with 'Training' highlighted in a red box. Other support teams listed include Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. Below the sidebar is a 'MySCEmployee' button and the 'admin' logo for the South Carolina Department of Administration. At the bottom of the sidebar is the 'INSPECTOR GENERAL'S FRAUD HOTLINE' with the note '(State Agency fraud only)'. The main content area is titled 'Training' and lists various resources: 'SCEIS develops, coordinates and Fiscal Year-End Training Course Guides and Materials', 'Online Training Classes: HR/Payroll', 'Online Training Classes: Finance', 'Online Training Classes: Materials Management', 'Online Training Classes: Reporting', 'MySCEmployee Training for SCDOT', 'MySCEmployee Training', 'SCEIS Quick Reference Cards', 'SCEIS Training Guides and Tools', and 'SCEIS uPerform', which is also highlighted in a red box.

- From the main uPerform menu, click on MySCEmployee
- Click on MySCEmployee: Employee Self-Service or MySCEmployee Manager Self-Service to access related resources

The screenshot displays the SCEIS Knowledge Sharing page within the ANCILE uPerform system. The page features a navigation bar with 'PROJECTS' and 'GLOSSARY' tabs. The main content area is titled 'SCEIS Knowledge Sharing' and includes a welcome message and several resource categories: Financial Accounting, Budgeting, Grants, and Project Systems; Human Resources Management and Payroll Administration; and Materials Management and Sales and Distribution. A red circle highlights the 'MySCEmployee' link in the left sidebar. A red arrow points from this link to a secondary window that shows the 'MySCEmployee' page, which includes a breadcrumb trail 'SCEIS Knowledge Sharing >> MySCEmployee', the title 'MySCEmployee', and a 'Sub-Areas' section containing two links: 'MySCEmployee: Employee Self-Service' and 'MySCEmployee: Manager Self-Service'.

ANCILE uPerform

Sample Menu for Employee Self-Service

PROJECTS GLOSSARY

SCEIS Knowledge Sharing >> MySCEmployee >> MySCEmployee: Employee Self-Service

MySCEmployee: Employee Self-Service

Sub-Areas

- Accessing Pay Statements
- Deductions (W4 and Voluntary)
- Employment Verification
- General Information
- Managing Bank Accounts
- My Employee Search
- Personal Data - Addresses and Emergency Contacts
- Recording Working Time in ESS**
- Requesting Leave in ESS

PROJECTS GLOSSARY

SCEIS Knowledge Sharing >> MySCEmployee >> MySCEmployee: Manager Self-Service

MySCEmployee: Manager Self-Service

Sub-Areas

- Approve Leave in MSS
- Approve Working Time in MSS**
- Employee Compensation Information
- General Information
- MSS Reports
- Organizational Profiles
- Reminder of Dates

Sample Menu for Manager Self-Service

If you have any questions concerning this information, contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.