



HR/Payroll Update



Reports Available to New Role

- 🌀 As of October 21, your agency's HR Master Data Maintainer has been granted access to most of the reports available in the SCEIS Business Warehouse tool
- 🌀 See the SCEIS website for updated information on the reports that are available at <http://sceis.sc.gov/page.aspx?id=121>
- 🌀 The document will also be updated further to more accurately reflect the reports available in ECC



HR/Payroll Production Support Update and Tips to Navigate Common Errors



🔄 Ticket: Appointment Change – Enterprise Structure Action and Reason issues

🔄 Reasons:

- Agencies are not saving IT0007 and IT0008 properly, particularly when making FLSA changes
- Specifically, users are skipping IT0007 and IT0008 when the gate has to be lifted, then not returning to the infotype

🔄 Corrective Actions:

- Contact the SCEIS Team before beginning the action so that the gate may be lifted while the action is in process
- Otherwise, it is imperative the user return to this screen once he/she receives word that the gate is lifted for the employee

🔄 Ticket: Complete processing of IT0024

🔄 Background information:

- The Qualifications Infotype 0024 designated for EPMS processing serves as the "filing cabinet" to store data with employee's information. It holds the information as Objects with specific date ranges for historical purposes:
- Performance Review Date – Start Date will be the employee's actual review date; End Date is 12/31/9999
 - User updates the record with new Start Date for next year's evaluation by deleting the old review date and creating the new review date.

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- 🔄 Ticket: Complete processing of IT0024 continued
 - 🔄 Background information continued:
 - Universal Review Date - Start Date will be the agency's universal review date; End Date is 12/31/9999
 - User updates the record with new Start Date for next year's evaluation by deleting the old review date and creating the new review date.
 - Review Type - Start and End dates are the same
 - User continues to add Review Types to build employee history. Do not delete review types unless there is an error.
 - Appraisal Results - Start and End dates are the same
 - User continues to add Appraisal Results to build employee history. Do not delete Appraisal Results unless there is an error.

🔄 Ticket: Complete processing of IT0024 continued – Example of Employee Record:

The screenshot displays a web-based HR system interface. At the top, there is a menu bar with 'Qualifications', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area shows 'Person: Change Profile (10/03/2010 - 12/31/9999)'. Below this, there are tabs for 'Career Planning' and 'Current Position'. The employee information is displayed as follows:

Name: INDERALLA DOE
 EE group: 1 CLASSIFIED FTE Pers.area: L040 DEPARTMENT OF SOCIAL SERVIC...
 EE subgroup: 1A FT-EX WINS & LV Status: Active

Below the employee information, there are tabs for 'Qualifications', 'Potentials', 'Preferences', 'Dislikes', 'Appraisals Where Appraisee', and 'Appraisals Where Appraiser'. The 'Qualifications' tab is active, showing a table with the following data:

Qualification group	T...	ObjectID	Name	ID	Proficny	Start date	End Date	Note	U...
Date Types	Q	51000000	Performance Review Date	1	Review Date	06/18/2012	12/31/9999	🔍	RO
Date Types	Q	51000001	Universal Review Date	1	Review Date	10/02/2012	12/31/9999	🔍	RO
Performance Summary	Q	51000002	Appraisal Results	2	Successful	10/02/2011	10/02/2011	🔍	RO
Review Type	Q	51000003	Review Type	1	Annual	10/02/2011	10/02/2011	🔍	RO
Review Type	Q	51000003	Review Type	1	Annual	10/02/2012	10/02/2012	🔍	RO

At the bottom of the interface, there is a status bar that reads 'Data has been saved'.

Common User Issues – HR/TM

- 🌀 Ticket: Employees on flexible work schedules on Leaves of Absence are being overcharged for leave on FMLA
- 🌀 Corrective Actions:
 - Go to Transaction Code PA30, IT0007 and change the employee's Work Schedule Rule from the flexible schedule to a regular schedule (e.g., D375RG01 or D40RG01) **before** launching the FMLA workbench function

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- 🔄 Ticket: Collision between working time and leave
 - 🔄 Reasons:
 - Time is entered in both ECC and via the portal, making it look as though the employee has both worked and taken time off for the same day and causing the system to error out the entries because neither overrides the other
 - 🔄 Corrective Actions:
 - SCEIS is creating a report that will help identify these situations. In the meantime, you may request a collision report from SCEIS to stay on top of this issue

Common User Issues – ESS/MSS

- 🔄 Ticket: Managers are unable to see employees' previously-approved working time in MSS
- 🔄 Corrective actions
 - Click on the number of hours in the number column on the initial screen
 - For further information before contacting the Help Desk, view the help document available on the MySCEmployee Tools Page: http://sceis.sc.gov/documents/QRC--MSS_Approved_Working_Time_Leave_History.pdf

Common User Issues - ESS

- 🔄 Ticket: An employee needs help changing working time that's been rejected or that's incorrect
- 🔄 Corrective actions
 - If time has been rejected for both morning and afternoon hours by mistake, the employee must delete the rows first, then go through the review and save process, then finally re-enter the working hours
 - If the time has been rejected, the system looks for a change in the working time before re-routing for approval

🌀 Ticket: Employee going on Leave Without Pay and wishes to pre-pay benefits

🌀 Actions:

- If the employee pre-pays the benefits premiums by check, **a ticket must be logged with SCEIS**
 - Include Employee name, PERNR, and a detailed list of what premiums are being paid
- If the employee's leave is relatively brief (1-2 weeks), you may wish for the system to automatically collect the payment after the employee returns instead of having the employee pay up front