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# AGENCY SUPPORT TEAM LEADS MEETING

**Tuesday, September 15, 2009**

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# Agenda

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- ④ Welcome, Purpose and Outcomes
  - ④ Employee Readiness
  - ④ MySCEmployee Communications Plan Highlights
  - ④ MySCEmployee Presentation Preview
  - ④ Scheduling Process for MySCEmployee Presentations
  - ④ Upcoming Activities



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**Agency Support Team Leads Meeting**  
**WELCOME, PURPOSE AND OUTCOMES**  
Tammy Mainwaring, EC&C Team Lead

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# Meeting Purpose and Outcomes

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🌀 Purpose: To review upcoming activities and timelines for MySCEmployee implementation.

## 🌀 Outcomes

1. Understanding of upcoming role mapping and employee readiness activities
2. Familiar with communications tools available for managers and supervisors
3. Understanding of MySCEmployee communications plan
4. Awareness of MySCEmployee presentation and scheduling process



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**Agency Support Team Leads Meeting**  
**EMPLOYEE READINESS**  
Jennifer Rocks, EC&C Consultant

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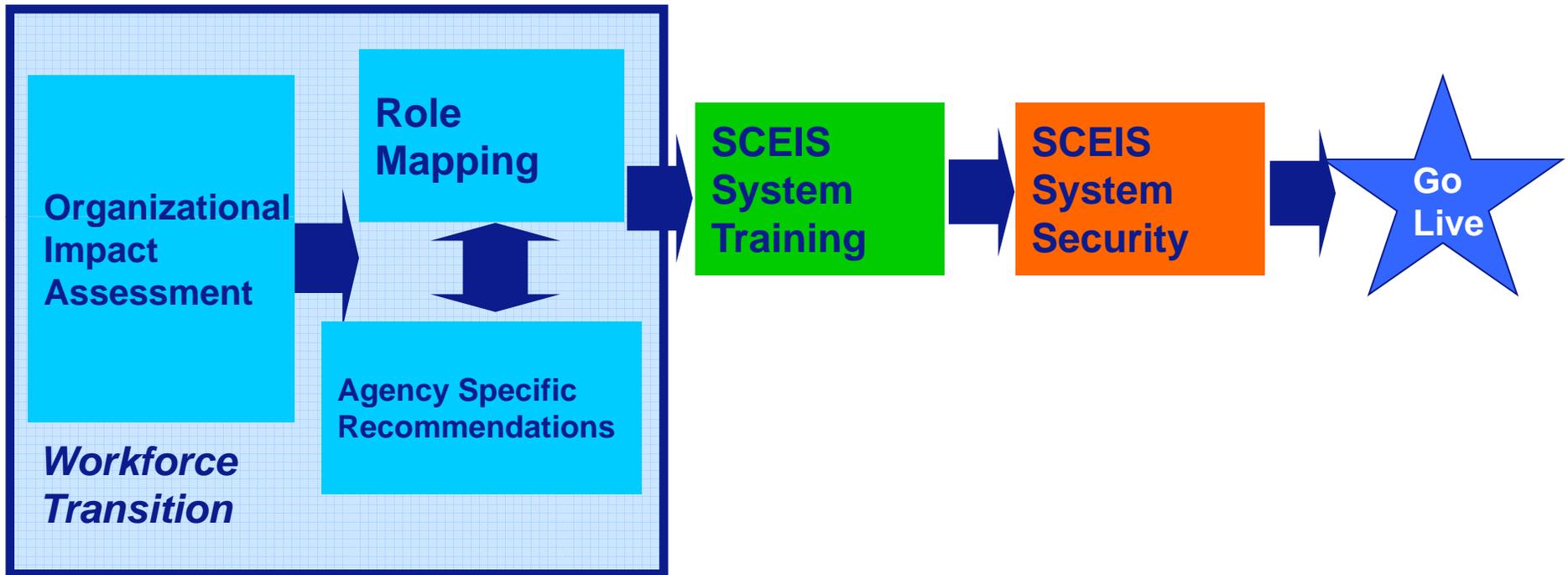
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# Role Mapping Update

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# Impacts of Role Mapping & Workforce Transition Activities



Communications &  
Agency Support



# Role Mapping Status

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- As of September 11, 25 of 30 agencies have provided their HR/PR role mapping worksheets, and 23 of 30 agencies have provided their ESS & MSS worksheets
- Thank you to all agencies who have completed the role mapping process!
- Please remember that role mapping data will help to finalize the training schedule for Wave 1, determine the courses your employees need to complete, and provide security access needed at go-live

# Role Mapping Validation

1. Agencies will receive a role mapping validation worksheet tomorrow, September 16. This is an 'employee populated' worksheet that allows for the addition and removal of employees AND roles
2. Agencies will also receive an Individual Transition Plan (ITP) report that lists each employee, the role(s) assigned, and the course(s) required for all roles
3. During the review of the agency ITP, please indicate whether an employee is to be added or removed, or a role is to be added or removed on the validation worksheets
4. Agency will email the worksheet to their Agency Advocate by September 23, so that employees (or their roles) can be updated, and properly loaded into the training system for training registration

# Sample Individual Transition Plan (Top)



## Workforce Transition

## Individual Transition Plan

**Agency:** HR Department of SCEIS

**Name** Doe,John

**Position Description** HR Employee

**E-mail:** [DjohnTEST@sceis.sc.gov](mailto:DjohnTEST@sceis.sc.gov)

**Supervisor Name:** HR Jane Doe

***Basic information about your employee (position, name, job title, supervisor, etc.)***

# Sample ITP (Middle)

*Lists SCEIS security roles assigned to employee and description of roles.*

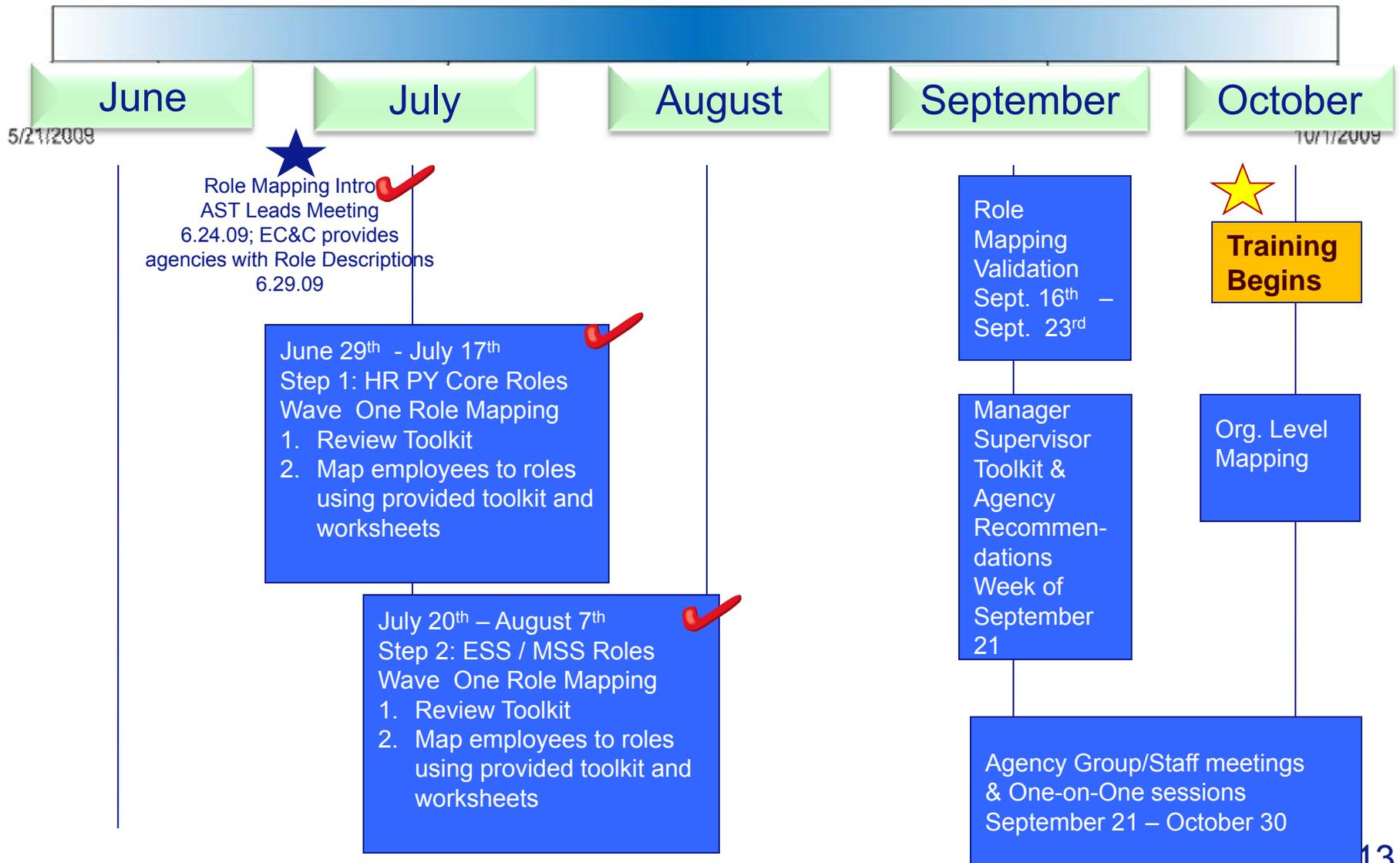
Assigned Roles	Role Description
<ul style="list-style-type: none"><li>Organizational Management - Agency EEO Officer (Workflow)</li></ul>	<p>The Agency EEO Officer (workflow) role has a function in the workflow process. In the Position Create action, the users with this role will receive the position workflow to update the SHAC fields on the position before the workflow is approved. This role is intended for an individual at an agency who may perform a variety of position maintenance activities associated with the administration of the agency's affirmative action plan compliance.</p> <p>This role does not require the user to log directly onto SAP. It is part of the Workflow Interactive Form.</p> <p>Role Type: - Workflow</p>
<ul style="list-style-type: none"><li>Personnel Administration - Agency Employee Relations Maintainer (ECC)</li></ul>	<p>This role gives the ability to maintain grievances on employee master records. An individual in an agency responsible for administering employee relations matters, specifically entering grievance information on an employee.</p>

# Sample ITP (Bottom)

Projected Training Course Titles	Approximate Course Duration (Hours)
• OM 100 OM Basic Overview Example	8
• PA 220 Personnel Administration Course Example	4
<b>Total Training (Hours)</b>	<b>12</b>

*Lists the courses that employee is required to complete*

# Wave One Employee Readiness Timeline





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# Manager/Supervisor Toolkit

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# Manager & Supervisor Toolkit Overview

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- Audience - managers and supervisors of HR/PR employees who will be frequent end-users of SCEIS
- Purpose
  - Provide a management perspective of SCEIS
  - Prepare you to discuss job changes and training with employees
- Why is the toolkit needed?
  - Provide information on key upcoming events
  - Eliminate surprises & rumors
  - Promote clear communication between supervisors & employees

# Toolkit Contents

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- Manager & Supervisor Presentation
- Reference materials that can be distributed to employees:
  - MySCEmployee brochure
  - Frequently Asked Questions (FAQs)
  - Acronym sheet
  - Training overview
  - Manager talking points

# Steps to Help Prepare Employees

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- Review Manager & Supervisor Toolkit and distribute handouts to employees
  - MySCEmployee brochure
  - FAQs and Acronym sheets
- Conduct staff or group meeting
  - Provide a management perspective of SCEIS
  - Promote MySCEmployee
- Conduct one-on-one or small group sessions with end-users
  - Provide information on key upcoming events
  - Eliminate surprises & rumors
  - Promote clear communication between supervisors & employees

# Group Meeting

- Hold a group meeting **within the next three weeks** to tell your employees that:
  - The next “wave” of SCEIS is coming
  - You will be meeting with them one-on-one to talk about changes in the work they do and upcoming training
  - You will be allowed to attend the SCEIS training that is required
  
- Conduct **anywhere that you and your staff feel comfortable to have a discussion**
  - Keep it short – 10 -15 minutes
  - Keep it simple and upbeat – no need to alarm people
  - Use the Group Meeting Speaking Points handout in your toolkit

# Employee One-on-One Meetings

- Schedule conversations with individual employees prior to the start of their instructor-led training (instructor-led training begins on October 12)
- Review notes and Toolkit prior to conversations
  - If appropriate, print MySCEmployee brochure, acronym list, training overview and FAQ documents for employee
- Utilize Individual Transition Plans (ITPs) that have been provided to your AST Lead to discuss the roles and training that have been assigned to the employee
- Reassure employees that they need and should attend required training
- Allow employee to ask questions. Follow up with Agency Advocates as needed for assistance
- Provide resources for employee to learn more about SCEIS, such as the SCEIS website ([www.sceis.sc.gov](http://www.sceis.sc.gov))

# Upcoming Employee Readiness & Training Dates

## September

- Sept 16-23 – Role mapping validation
- Week of September 21 – distribution of agency Workforce Transition recommendations and Mgr/Sup Toolkit
- September 21- October 30 – conduct group/staff briefings and one-on-one employee meetings
- September 29 – AST Leads meeting for training readiness

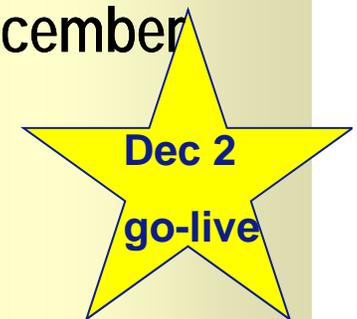
## October

- October 5– Start of Training enrollment and On-line Training (SCEIS Navigation, HR Overview, OM, PY, TM Overviews)
- October 12– Start of HR/Payroll Instructor-led Training
- October 19- Start of MySCEmployee Training (Employee Self Service)
- October 26- Start of MySCEmployee Training (Manager Self Service)

## November

- Continue on-line and instructor-led training throughout the month

## December



- If needed, conduct additional post go-live training



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**Agency Support Team Leads Meeting**  
**MYSCEMPLOYEE COMMUNICATIONS PLAN HIGHLIGHTS**  
Tyler Jones, EC&C Consultant

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# MySCEmployee Communications Timeline - Fall

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## 🕒 August

- 8/20, MySCEmployee information distributed to agency heads

## 🕒 September

- 9/10, MySCEmployee introductory e-mail to Wave 1 HR and finance directors
- 9/21, MySCEmployee introductory e-mail for all Wave 1 employees
- 9/23, OHR podcast on core and MySCEmployee training

## 🕒 Early October

- Monthly edition of the MySCEmployee informational slides/flyer
- Distribute MySCEmployee training communication to all Wave 1 employees
- 10/5, MySCEmployee road show presentation for HR Advisory

## 🕒 Mid-October

- Distribute MySCEmployee, Manager Self Service training communication to all Wave 1 managers/supervisors
- MySCEmployee E-News blog on MySCEmployee

# HR/Payroll Communications Timeline - Fall

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## 🕒 August

- Information requests for Data and Payroll Comparison Testing

## 🕒 September

- Report out on Integration Testing results

## 🕒 Early October

- Information on some of the anticipated policy and procedure changes

## 🕒 Mid-October

- Information on planned HR/Payroll cutover activities
- Payroll Comparison Testing results



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**Agency Support Team Leads Meeting**  
**MYSCEMPLOYEE PRESENTATION PREVIEW**  
Tyler Jones, EC&C Consultant

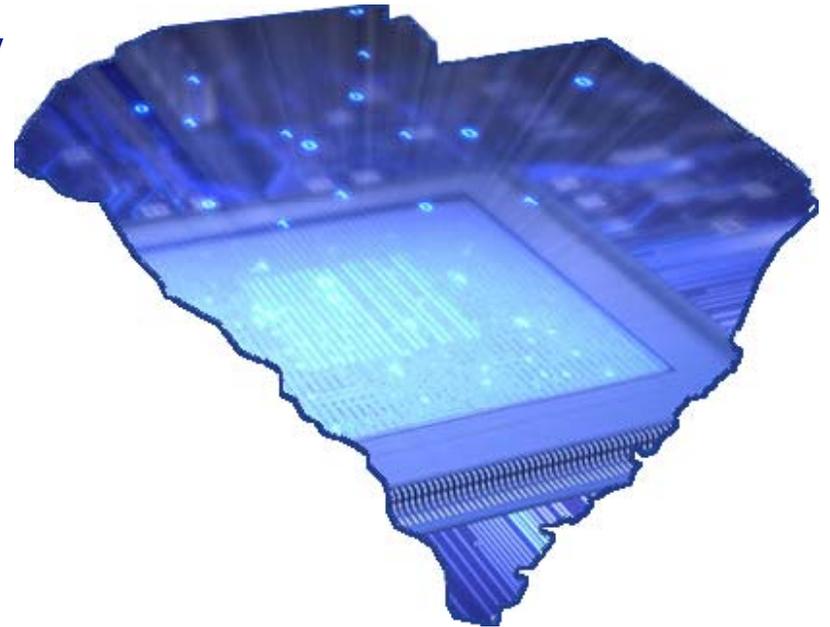
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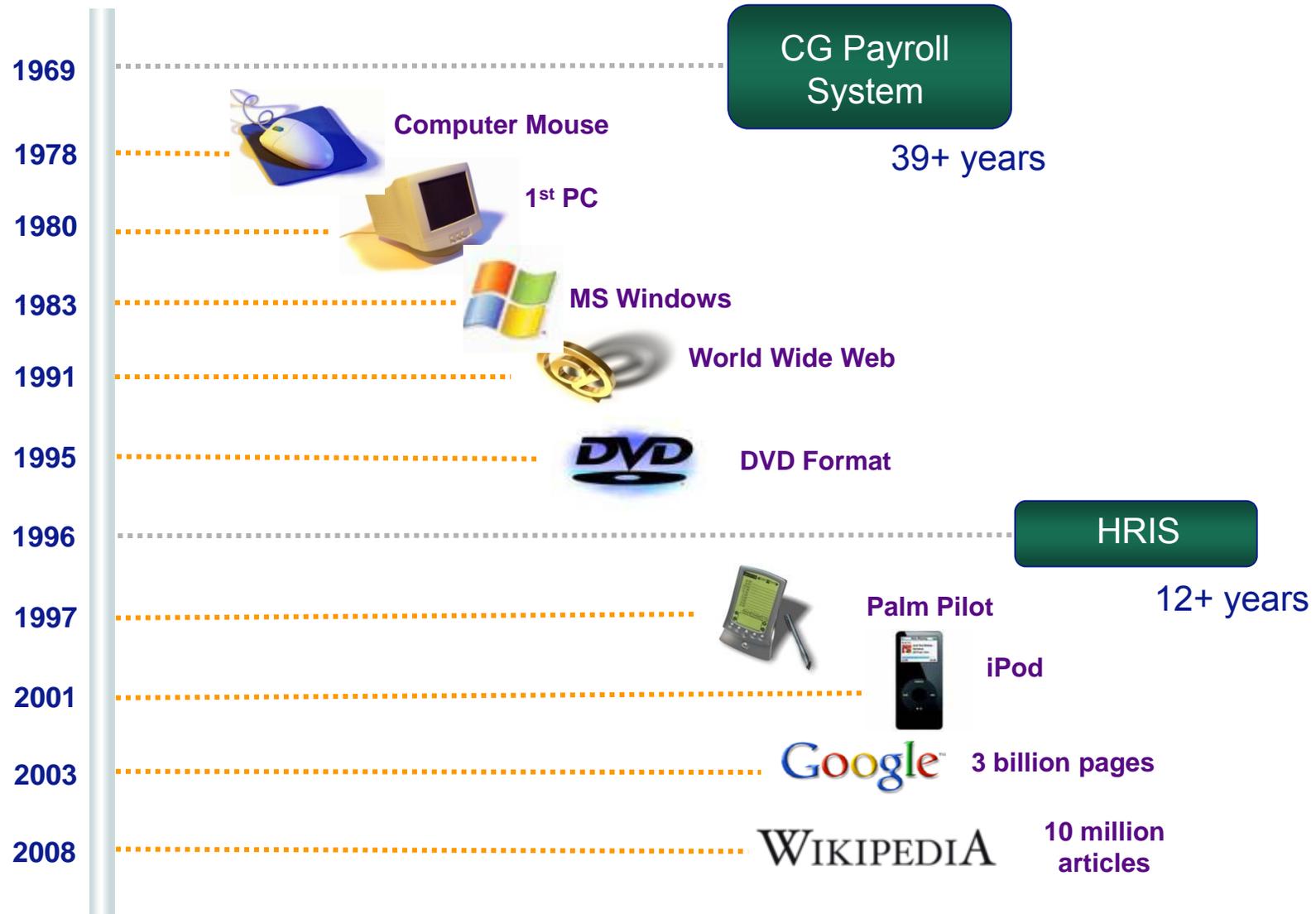
# Mission and Purpose

SCEIS (South Carolina Enterprise Information System) is designed to transform the way the state conducts business by **modernizing and standardizing key business processes**. Once fully implemented, SCEIS will:

- Increase operational efficiency
- Improve access to information



# Our Tools Are Outdated



# Risks We Are Facing

High degree of manual effort

Inconsistent data across systems

Cumbersome process to access information

Expense and lack of support for legacy systems

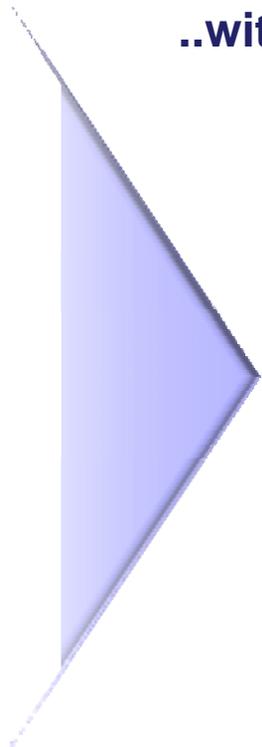
Potential system failure



# What Is HR/Payroll Implementation About?

Replacing 2 Systems...

..with 1 HR/Payroll System



& Web Portal Access



Employee Self Service

Manager Self Service

# The HR/Payroll Project is Really Big...

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<b>4,500</b>	HR transactions/month
<b>72,000</b>	Payroll transactions/month
<b>50,000+</b>	W-2s produced
<b>50,000+</b>	State employees
<b>8,000</b>	Live checks printed/pay period
<b>170</b>	Systems used by agencies to conduct HR, payroll, financial, and procurement activities before SCEIS Program began



# How Does South Carolina Benefit?



**Improved Accuracy,  
Timeliness, and Security of  
HR and Payroll  
Transactions**



**Robust Reporting  
Capabilities**



**Increased Efficiency &  
Effectiveness of Data**

**Standardized Processes**



**Improved Access to  
Information**



# Employee Self Service

- ESS functions include the ability to:
  - Enter and submit time for manager approval
  - Access pay statements
  - Maintain bank details for direct deposit
  - Submit leave requests
  - View various leave quotas/balances
  - Display, change, copy or cancel existing travel plans
  - Manage addresses and emergency contact information
  - Search for other state employee's contact information



**My Time**



**My Pay**



**My Career**



**My Personal  
Information**



**My Employee  
Search**



**My Travel**



**My Benefits**

# SCEIS Overview

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- Consolidate more than 70 agencies into a single, enterprise-wide system built on SAP
- Solution encompassing finance, materials management, payroll and human resources
- Will replace aging central systems (e.g., human resources system from 1996, payroll system from 1969)

# MySCEmployee Login Page



## MySCEmployee powered by SCEIS

Welcome South Carolina State Employees

<p>User ID * <input type="text"/></p> <p>Password * <input type="password"/></p> <p><input type="button" value="Log on"/></p> <p>STATE INFORMATION TECHNOLOGY <b>BITCB</b> SC BUDGET AND CONTROL BOARD</p>	
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| [SCEIS Service Desk](#) | [FAQ](#) | [System Messages](#) | [Privacy & Security Policy](#) | [Legal](#) |

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# MySCEmployee Splash Page



The screenshot shows the MySCEmployee splash page. At the top left, it says "Welcome Tyler Jones" and "MySCEmployee powered by SCEIS". On the top right, there are links for "Help", "Personalize", and "Log Off". Below the header, there are navigation tabs for "Home", "Employee Self Service", and "Manager Self Service". A secondary navigation bar includes "Home" and "Universal Worklist". A browser address bar shows "Home" and navigation buttons for "History", "Back", and "Forward".

## Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.

### News of Interest

- **Note:** Employees who are new to MySCEmployee are encouraged to take Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- **Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
- **Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.

### Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS



# ESS – Area Page (Main Overview)



The screenshot shows the main overview page of the MySCEmployee system. At the top, a green header bar contains the text "Welcome Tyler Jones" on the left, the "MySCEmployee" logo in the center (with "powered by SCEIS" below it), and "Help | Personalize | Log Off" on the right. Below this is a navigation bar with tabs for "Home", "Employee Self Service" (which is selected), and "Manager Self Service". A secondary green navigation bar lists various menu items: "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The main content area is titled "My Overview" and contains a brief introductory text: "Employee Self-Service provides South Carolina employees with easy access to information and services." Below this text are eight service tiles, each with an icon and a list of sub-services:

- My Employee Search** (Icon: People):
  - \*State Employee Directory
- My Working Time** (Icon: Clock):
  - \*Record Working Time
  - \*Holiday Schedule
  - \*Leave Requests
  - \*Quota Overview
  - \*State Employee Leave Package
  - \*Time Statements
- My Pay** (Icon: Money):
  - \*Pay Statements
  - \*Total Comp Statement
  - \*Employee Verification
  - \*Bank Information (Direct Deposit)
  - \*W-4 Tax Withholding
  - \*Voluntary Deductions
- My Personal Info** (Icon: ID Card):
  - \*Address and Emergency Contacts
  - \*Personal Data
- My Benefits** (Icon: Document):
  - \*Employee Insurance Program Websites
  - \*Retirement Forms
- My Travel and Expenses** (Icon: Car):
  - \*Expense Reports
  - \*Travel Requests
- My Career** (Icon: Compass):
  - \*State Jobs
  - \*Training and Development

# ESS – My Employee Search



The screenshot displays the MySCEmployee web application interface. At the top left, a green banner says "Welcome Tyler Jones". The main header features the "MySCEmployee" logo with "powered by SCoEIS" underneath. On the top right, there are links for "Help", "Personalize", and "Log Off". Below the header is a navigation bar with tabs for "Home", "Employee Self Service", and "Manager Self Service". A secondary navigation bar lists various services: "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Employee Search" section is active, showing a breadcrumb trail and a "History" link. The main content area is titled "Employee Search" and includes a small icon of a magnifying glass over a group of people. Below the icon, the text reads: "Who's Who Search for employees by name and find basic contact information about other state employees." To the right of this text is a large graphic showing a network of blue human figures connected by dashed lines, with a magnifying glass focusing on a single red figure in the center.

# ESS – My Employee Search

The screenshot displays the MySCEmployee web application interface. At the top, a green banner reads "Welcome Tyler Jones" and "MySCEmployee powered by SC EIS". A navigation bar includes "Home", "Employee Self Service", and "Manager Self Service". Below this, a menu lists "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Employee Search" section is active, showing a "Who's Who" link and a description: "Search for employees by name and find basic contact information about other state employees." A red box highlights this text. The background of the page features a network diagram of blue human figures connected by dashed lines.

# ESS – My Employee Search

**Who's Who**

Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

**Result List**

First name	Last name	Middle name	Personnel area	Organizational unit
ANGELA	<a href="#">GREGORY</a>	J	OFFICE OF THE STATE TREASURER	<a href="#">ACCOUNTING SERVICES DIVIS</a>
BARBARA	<a href="#">GAYDOS</a>	L	STATE AUDITOR OFFICE	<a href="#">MEDICAID DIVISION</a>
BRENDA	<a href="#">GADSON-HUMPHREY</a>	C	OFFICE OF THE STATE TREASURER	<a href="#">INVESTMENT SERVICES DIVIS</a>

Employees can search for other state employees by name or organizational unit. Wild card ( \* ) searches can be used in any field.

# ESS – My Employee Search

Employee profile for ANGELA J. GREGORY	
<b>Communication</b>	
Area Code + Telephone:	<a href="tel:803-832-1000">803-832-1000</a>
Extension:	X9099
E-mail:	<a href="mailto:ANGELA.GREGORY@SCEIS.SC.GOV">ANGELA.GREGORY@SCEIS.SC.GOV</a>
<b>Department</b>	
Organizational unit:	<a href="#">ACCOUNTING SERVICES DIVIS</a>
<b>Miscellaneous</b>	
Last name:	GREGORY
First name:	ANGELA
Middle name:	J
Personnel area:	OFFICE OF THE STATE TREASURER

The employee profile displays basic organizational information and state contact information.

# ESS – My Pay



The screenshot displays the MySCEmployee web application interface. At the top, a green header bar contains the text "Welcome Tyler Jones" on the left, "MySCEmployee" in the center, and "powered by SCEIS" below it. On the right side of the header, there are links for "Help", "Personalize", and "Log Off". Below the header is a navigation bar with tabs for "Home", "Employee Self Service", and "Manager Self Service". Underneath, a green bar lists various menu items: "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The main content area is titled "My Pay" and includes a "History" link, "Back", and "Forward" buttons. The "My Pay" section is divided into three main categories: "Pay Information", "Direct Deposit and Banking", and "Deductions and Withholdings".

**Pay Information**

- [Pay Statements](#)  
View your pay statements (current or historical).
- [Employment Verification](#)  
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

**Direct Deposit and Banking**

- [Direct Deposit Authorization](#)  
Read this prior to maintaining direct deposit.
- [Bank Information](#)  
Maintain your banks for direct deposit.  
NOTE: Changes made might not be in effect for up to two weeks.

**Deductions and Withholdings**

- [W-4 Tax Withholding](#)  
Maintain your tax withholdings for Federal and State.  
NOTE: Changes made might not be in effect for up to two weeks.
- [Voluntary Recurring Deduction](#)  
This link allows you to enter Voluntary Recurring Deduction
- [One Time Voluntary Deduction](#)  
This link allows you to enter One Time Voluntary Deduction



# ESS – My Pay

Welcome Tyler Jones

MySCEmployee

Help | Personalize | Log Off

Home Employee Self Ser

My Overview | My Employee

My Pay

My Pay

Pay Information

[Pay Statements](#)  
View your pay statements (current or historical).

[Employment Verification](#)  
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

**Direct Deposit and Banking**

 [Direct Deposit Authorization](#)  
Read this prior to maintaining direct deposit.

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Maintain your banks for direct deposit.  
NOTE: Changes made might not be in effect for up to two weeks.

**Deductions and Withholdings**

[W-4 Tax Withholding](#)  
Maintain your tax withholdings for Federal and State.  
NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Recurring Deduction](#)  
This link allows you to enter Voluntary Recurring Deduction

[One Time Voluntary Deduction](#)  
This link allows you to enter One Time Voluntary Deduction

History Back Forward

Dollars

# ESS – My Pay

Welcome *essuser1*, **MySCEmployee**  
powered by **SOEIS**

Home **Employee Self Service**

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Bank Information**

**Bank Information**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Main bank**

Name: Johnny Paul. Brady (xSS)  
Bank Name: SUN NATIONAL BANK

**Other bank**

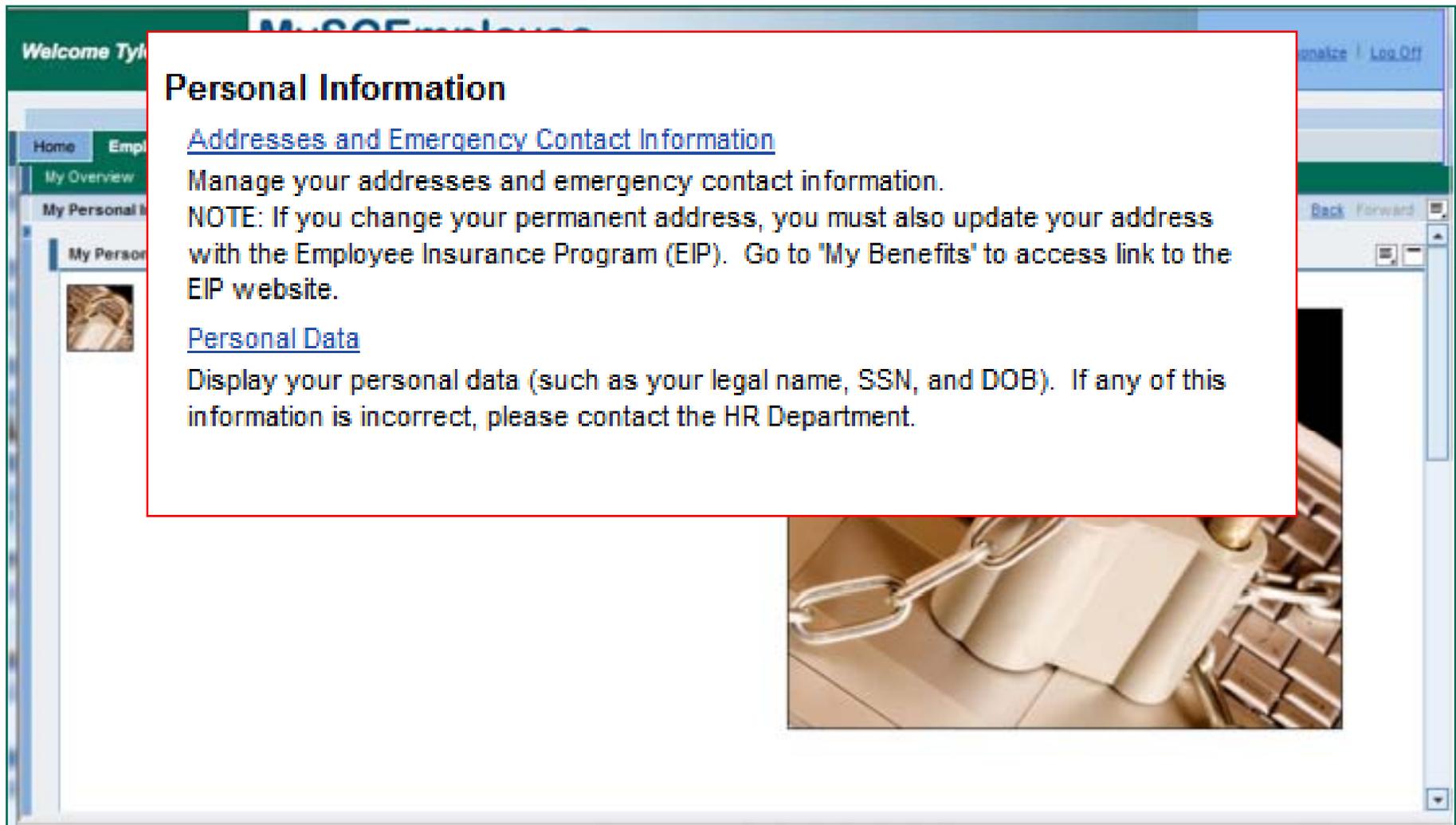
Name: Johnny Paul. Brady (xSS)  
Bank Name: WACHOVIA BANK N.A.

# ESS – My Personal Info



The screenshot displays the MySCEmployee web application interface. At the top, a green header bar contains the text "Welcome Tyler Jones" and "MySCEmployee powered by SCEIS". To the right of the header are links for "Help", "Personalize", and "Log Off". Below the header is a navigation menu with tabs for "Home", "Employee Self Service", and "Manager Self Service". Under "Employee Self Service", there are links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Personal Info" section is active, showing a sub-tab for "My Personal Info" with a "History" link and "Back" and "Forward" buttons. The main content area is titled "Personal Information" and includes a small icon of a padlock. It contains two sections: "Addresses and Emergency Contact Information" with a note about updating addresses and a link to the EP website, and "Personal Data" with instructions to update legal name, SSN, and DOB. A large image of a padlock on a keyboard is positioned to the right of the text.

# ESS – My Personal Info



The screenshot shows a web application interface for 'My SOE Employee'. The left sidebar contains navigation links: 'Home', 'Employee', 'My Overview', 'My Personal Information', and 'My Personal Information'. The main content area is titled 'Personal Information' and contains the following text:

**Personal Information**

[Addresses and Emergency Contact Information](#)  
Manage your addresses and emergency contact information.  
NOTE: If you change your permanent address, you must also update your address with the Employee Insurance Program (EIP). Go to 'My Benefits' to access link to the EIP website.

[Personal Data](#)  
Display your personal data (such as your legal name, SSN, and DOB). If any of this information is incorrect, please contact the HR Department.

The background of the screenshot shows a close-up of a computer keyboard.

# ESS – My Personal Info

**Addresses**

1 Overview   2 Edit   3 Review and Save   4 Confirmation

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**Permanent Residence**

C/O or Contact:  
Street and House Number: 1 Main Street  
City: Columbia  
State: SC  
ZIP Code: 29120

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**Emergency Contact 1**

C/O or Contact: Jane Smith (Mother)  
Street and House Number: 3 Woodcross Drive  
City: Columbia  
State: SC  
ZIP Code: 29212

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**Emergency Contact 2**

C/O or Contact: John Holbrook (Brother)  
Street and House Number: 1 Beacon Street  
City: Boston  
State: MA  
ZIP Code: 02116

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Employees will have the ability to maintain the following address types in ESS:

- Permanent Residence
- Temporary Residence
- Mailing Address
- 3 Emergency Contacts

# ESS – My Benefits

Welcome Tyler Jones

## MySCEmployee

powered by SCOEIS

Help | Personalize | Log Off

Home | **Employee Self Service** | Manager Self Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | **My Benefits** | My Travel and Expenses | My Career

### My Benefits

History | Back | Forward

#### My Benefits

**Benefits**

[Employee Insurance Program](#)  
Go to the Employee Insurance Program (EP) website.

[MyBenefits - Employee Insurance Program](#)  
Manage your benefits through the self-service benefits page offered by the Employee Insurance Program.

[MoneyPlus - FBMC](#)  
Go to the FBMC website for your Dependent Care Account and Medical Spending Account.

[MoneyPlus - NBSC](#)  
Go to the National Bank of SC website to maintain your Health Savings Account.

**Retirement**

[South Carolina Retirement Systems](#)  
Go to the State Retirement System's website.

[ING Deferred Compensation](#)  
Manage and view your deferred compensation accounts.

**Retirement Forms**

[Form 1100 - Retirement Plan Enrollment](#)

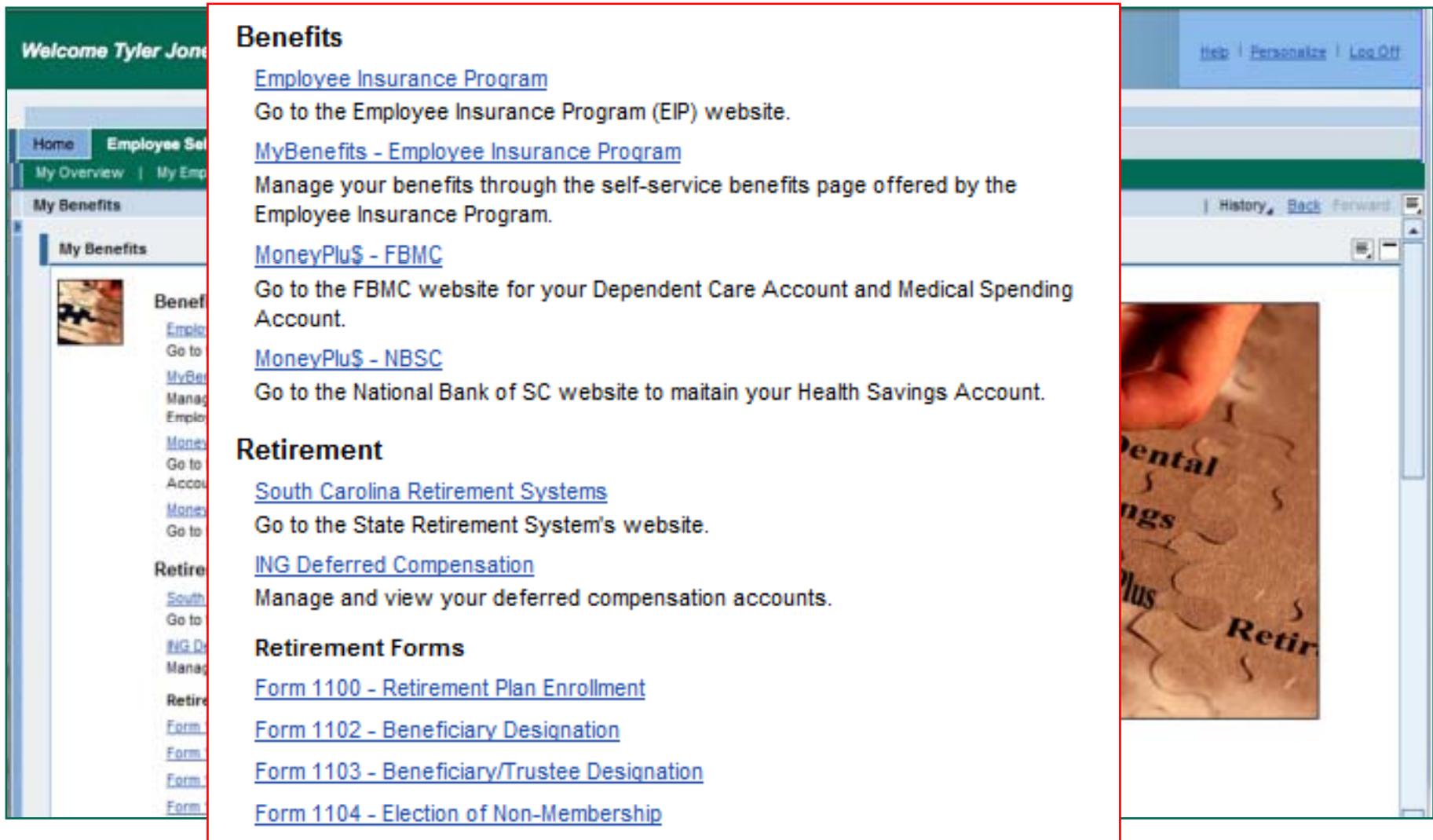
[Form 1102 - Beneficiary Designation](#)

[Form 1103 - Beneficiary/Trustee Designation](#)

[Form 1104 - Election of Non-Membership](#)

EIP Benefits Dental Vision Savings MoneyPlus Deferred Comp Retir

# ESS – My Benefits

The image shows a screenshot of the ESS My Benefits page. The page is titled "Welcome Tyler Jones" and has a navigation menu with "Home" and "Employee Self-Service". The "My Benefits" section is active, showing a list of links for "Employee Insurance Program", "MoneyPlu\$ - FBMC", "MoneyPlu\$ - NBSC", "South Carolina Retirement Systems", "ING Deferred Compensation", and "Retirement Forms". The "Retirement Forms" section lists "Form 1100 - Retirement Plan Enrollment", "Form 1102 - Beneficiary Designation", "Form 1103 - Beneficiary/Trustee Designation", and "Form 1104 - Election of Non-Membership". The page also features a "History" section with "Back" and "Forward" buttons. A small image of a hand pointing to a document with "Retirement" text is visible in the bottom right corner of the screenshot.

**Benefits**

[Employee Insurance Program](#)  
Go to the Employee Insurance Program (EIP) website.

[MyBenefits - Employee Insurance Program](#)  
Manage your benefits through the self-service benefits page offered by the Employee Insurance Program.

[MoneyPlu\\$ - FBMC](#)  
Go to the FBMC website for your Dependent Care Account and Medical Spending Account.

[MoneyPlu\\$ - NBSC](#)  
Go to the National Bank of SC website to maintain your Health Savings Account.

**Retirement**

[South Carolina Retirement Systems](#)  
Go to the State Retirement System's website.

[ING Deferred Compensation](#)  
Manage and view your deferred compensation accounts.

**Retirement Forms**

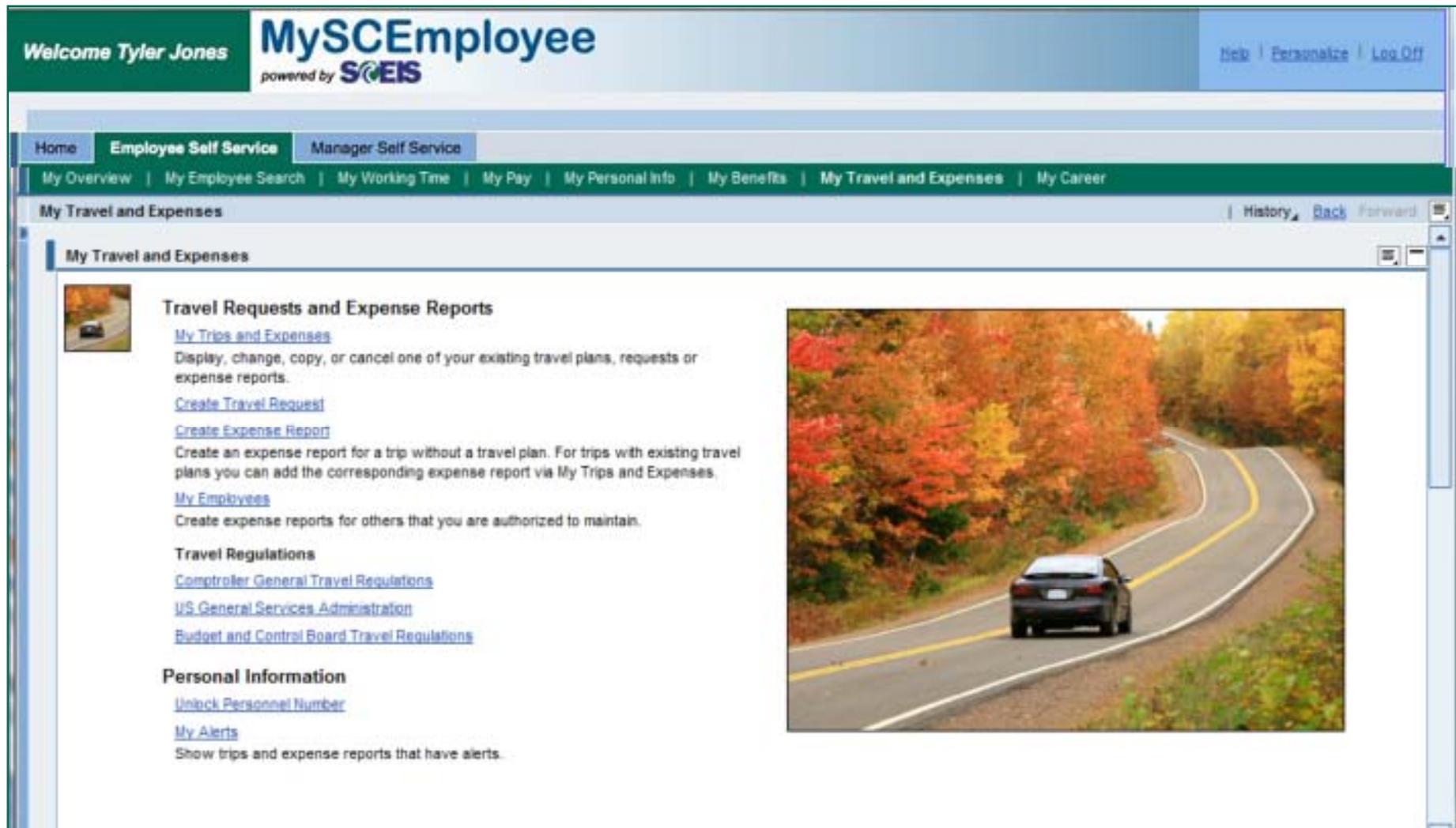
[Form 1100 - Retirement Plan Enrollment](#)

[Form 1102 - Beneficiary Designation](#)

[Form 1103 - Beneficiary/Trustee Designation](#)

[Form 1104 - Election of Non-Membership](#)

# ESS – My Travel and Expenses



The screenshot displays the MySCEmployee web application interface. At the top, a green header bar contains the text "Welcome Tyler Jones" and "MySCEmployee powered by SCEIS". To the right of the header are links for "Help", "Personalize", and "Log Off". Below the header is a navigation menu with tabs for "Home", "Employee Self Service", and "Manager Self Service". A secondary menu lists various services: "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Travel and Expenses" section is active, showing a sub-menu with "History", "Back", and "Forward" options. The main content area is titled "My Travel and Expenses" and includes a small image of a car on a road. The text in this section is as follows:

**Travel Requests and Expense Reports**

[My Trips and Expenses](#)  
Display, change, copy, or cancel one of your existing travel plans, requests or expense reports.

[Create Travel Request](#)

[Create Expense Report](#)  
Create an expense report for a trip without a travel plan. For trips with existing travel plans you can add the corresponding expense report via My Trips and Expenses.

[My Employees](#)  
Create expense reports for others that you are authorized to maintain.

**Travel Regulations**

[Comptroller General Travel Regulations](#)

[US General Services Administration](#)

[Budget and Control Board Travel Regulations](#)

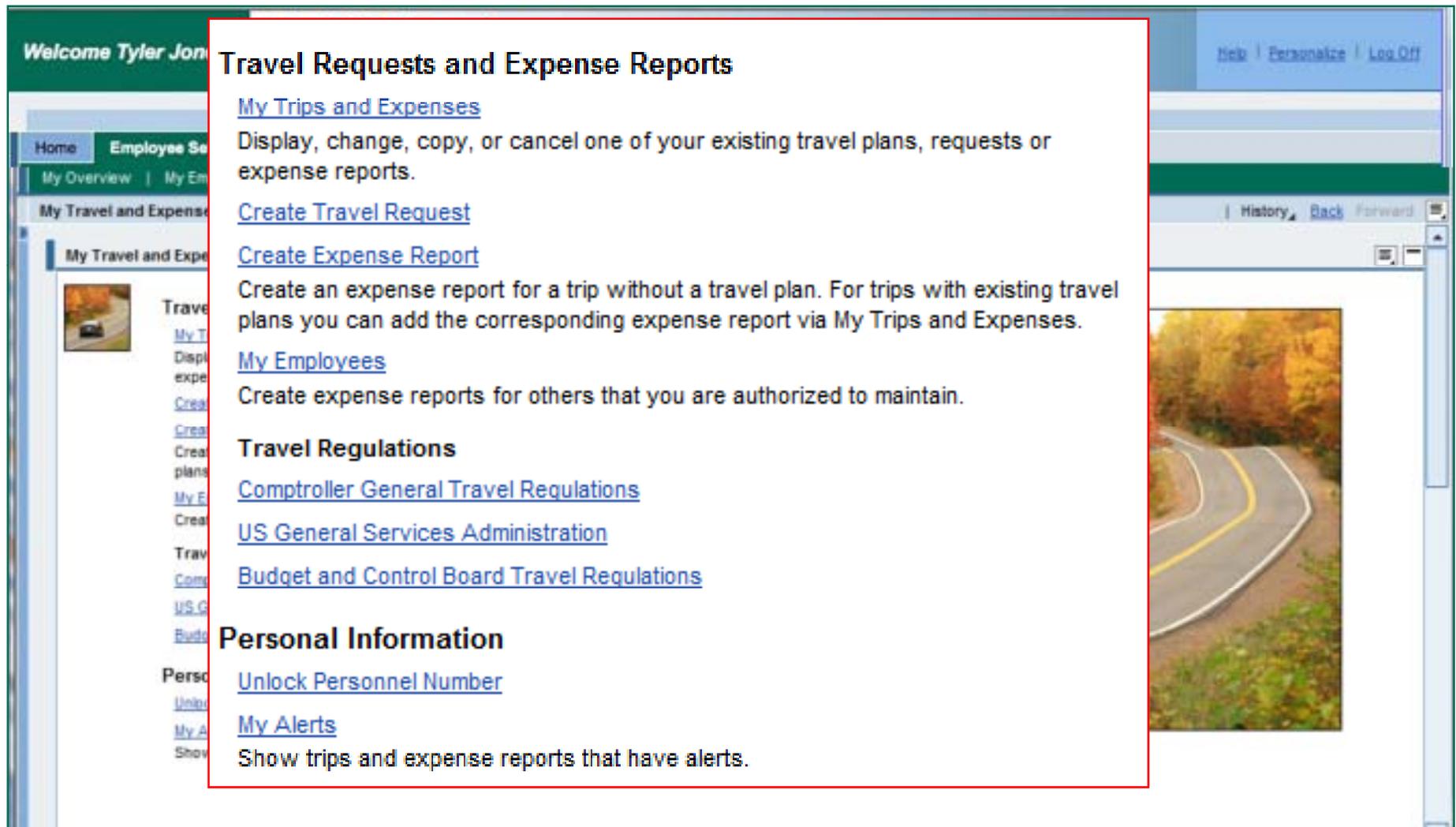
**Personal Information**

[Unlock Personnel Number](#)

[My Alerts](#)  
Show trips and expense reports that have alerts.

To the right of the text is a large image of a car driving on a winding road through a forest with vibrant autumn foliage in shades of orange, red, and yellow.

# ESS – My Travel and Expenses



The screenshot shows the 'My Travel and Expenses' page in the ESS system. A red-bordered text box is overlaid on the page, containing the following content:

**Travel Requests and Expense Reports**

- [My Trips and Expenses](#)  
Display, change, copy, or cancel one of your existing travel plans, requests or expense reports.
- [Create Travel Request](#)
- [Create Expense Report](#)  
Create an expense report for a trip without a travel plan. For trips with existing travel plans you can add the corresponding expense report via My Trips and Expenses.
- [My Employees](#)  
Create expense reports for others that you are authorized to maintain.

**Travel Regulations**

- [Comptroller General Travel Regulations](#)
- [US General Services Administration](#)
- [Budget and Control Board Travel Regulations](#)

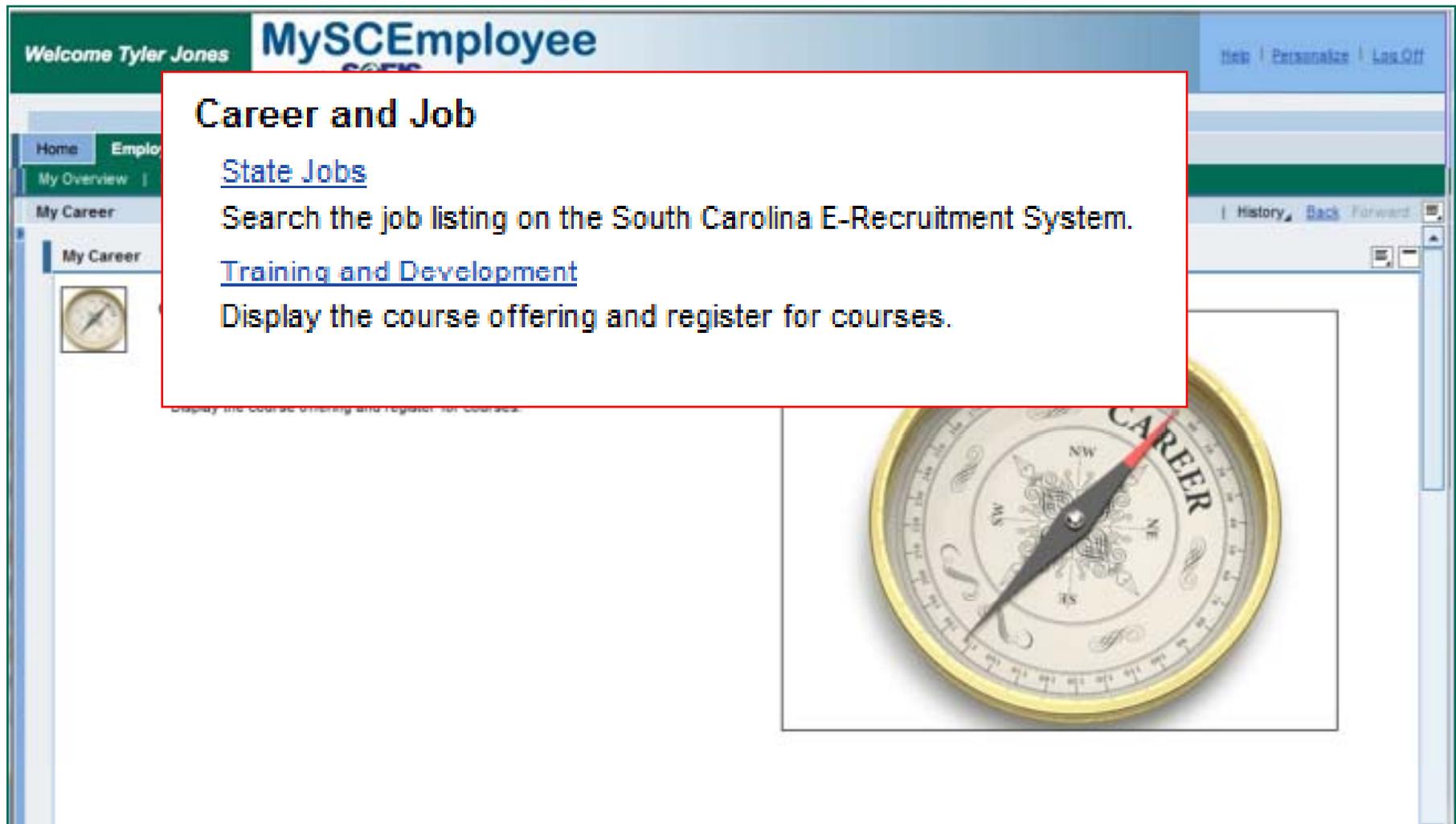
**Personal Information**

- [Unlock Personnel Number](#)
- [My Alerts](#)  
Show trips and expense reports that have alerts.

# ESS – My Career

The screenshot displays the MySCEmployee web application interface. At the top left, it says "Welcome Tyler Jones" and "MySCEmployee powered by SCoEIS". On the top right, there are links for "Help", "Personalize", and "Log Off". Below this is a navigation bar with tabs for "Home", "Employee Self Service", and "Manager Self Service". Underneath, a green bar contains links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The main content area is titled "My Career" and includes a "History" link and "Back" and "Forward" buttons. On the left side of the main content area, there is a "My Career" sub-section with a compass icon and the heading "Career and Job". Below this heading are two links: "State Jobs" with the text "Search the job listing on the South Carolina E-Recruitment System." and "Training and Development" with the text "Display the course offering and register for courses." To the right of this text is a large image of a compass with the word "CAREER" written on its face.

# ESS – My Career



The screenshot shows the MySCEmployee web application interface. At the top, it says "Welcome Tyler Jones" and "MySCEmployee". On the left, there is a navigation menu with "Home" and "Employment" tabs, and sub-items for "My Overview" and "My Career". A compass icon is visible in the "My Career" section. A red-bordered callout box is overlaid on the page, containing the following text:

**Career and Job**

- [State Jobs](#)  
Search the job listing on the South Carolina E-Recruitment System.
- [Training and Development](#)  
Display the course offering and register for courses.

Below the callout box, a large compass graphic is displayed with the word "CAREER" written across it.

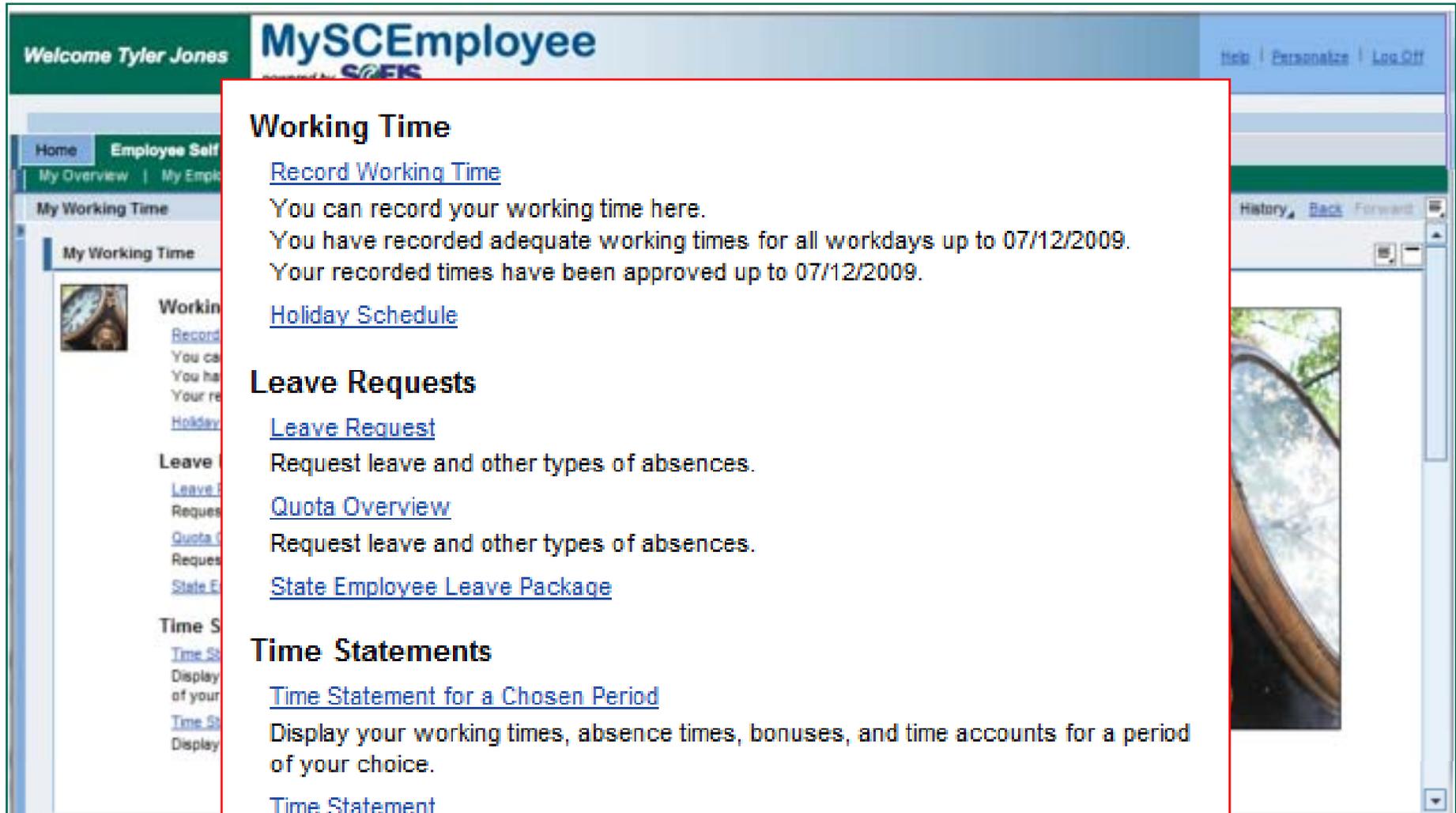
# ESS – My Working Time

The screenshot displays the MySCEmployee web application interface. At the top, a green header bar contains the text "Welcome Tyler Jones" on the left, the "MySCEmployee" logo in the center (with "powered by SC EIS" below it), and "Help | Personalize | Log Off" on the right. Below this is a navigation bar with tabs for "Home", "Employee Self Service", and "Manager Self Service". A secondary navigation bar lists various menu items: "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The main content area is titled "My Working Time" and includes a "History" link, "Back", and "Forward" buttons. The primary section is "My Working Time", which features a small clock icon and the following content:

- Working Time**
  - [Record Working Time](#)  
You can record your working time here.  
You have recorded adequate working times for all workdays up to 07/12/2009.  
Your recorded times have been approved up to 07/12/2009.
  - [Holiday Schedule](#)
- Leave Requests**
  - [Leave Request](#)  
Request leave and other types of absences.
  - [Quota Overview](#)  
Request leave and other types of absences.
  - [State Employee Leave Package](#)
- Time Statements**
  - [Time Statement for a Chosen Period](#)  
Display your working times, absence times, bonuses, and time accounts for a period of your choice.
  - [Time Statement](#)  
Display your working times, absence times, bonuses, and time accounts.

To the right of the text is a large image of an ornate, antique clock face with Roman numerals and a lion's head at the bottom.

# ESS – My Working Time



**Working Time**

[Record Working Time](#)  
You can record your working time here.  
You have recorded adequate working times for all workdays up to 07/12/2009.  
Your recorded times have been approved up to 07/12/2009.

[Holiday Schedule](#)

**Leave Requests**

[Leave Request](#)  
Request leave and other types of absences.

[Quota Overview](#)  
Request leave and other types of absences.

[State Employee Leave Package](#)

**Time Statements**

[Time Statement for a Chosen Period](#)  
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

[Time Statement](#)  
Display your working times, absence times, bonuses, and time accounts.

# ESS – My Working Time

**Record Working Time**

1
2
3

Edit
Review and Save
Completed

[Hide Calendar](#)
[Show Worklist](#)

◀
May 2009
June 2009
July 2009
▶

May 2009							June 2009							July 2009									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
18	27	28	29	30	1	2	3	22	25	26	27	28	29	30	31	27	29	30	1	2	3	4	5
19	4	5	6	7	8	9	10	23	1	2	3	4	5	6	7	28	6	7	8	9	10	11	12
20	11	12	13	14	15	16	17	24	8	9	10	11	12	13	14	29	13	14	15	16	17	18	19
21	18	19	20	21	22	23	24	25	15	16	17	18	19	20	21	30	20	21	22	23	24	25	26
22	25	26	27	28	29	30	31	26	22	23	24	25	26	27	28	31	27	28	29	30	31	1	2
23	1	2	3	4	5	6	7	27	29	30	1	2	3	4	5	32	3	4	5	6	7	8	9

■ Rejected

Weekly View
Daily View
◀ ▶ ☰

Week from 8/17/2009 to 8/23/2009 Go

**Working Times Recorded from Monday, August 17, 2009 to Sunday, August 23, 2009.**

Att./abs. type	Wage Type	Int. meas. unit	Total	MO, 08/17	TU, 08/18	WE, 08/19	TH, 08/20	FR, 08/21	SA, 08/22	SU, 08/23
		Act								
	▼ □	□								
	▼ □	□								
	▼ □	□								
	▼ □	□								
	▼ □	□								
	▼ □	□								
	▼ □	□								

Delete Row
Save as Template
Refresh

◀ Previous Step
Review ▶
Cancel

# ESS – My Working Time

**Leave Request**

1 Display and Edit    2 Review and Send    3 Completed

[Show Team Calendar](#)   [Hide Calendar](#)   [Show Time Accounts](#)   [Show Overview of Leave](#)

August 2009							September 2009							October 2009									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
31	26	27	28	29	30	1	36	30	31	1	2	3	4	5	40	27	28	29	30	1	2	3	
32	2	3	4	5	6	7	8	37	6	7	8	9	10	11	12	41	4	5	6	7	8	9	10
33	9	10	11	12	13	14	15	38	13	14	15	16	17	18	19	42	11	12	13	14	15	16	17
34	16	17	18	19	20	21	22	39	20	21	22	23	24	25	26	43	18	19	20	21	22	23	24
35	23	24	25	26	27	28	29	40	27	28	29	30	1	2	3	44	25	26	27	28	29	30	31
36	30	31	1	2	3	4	5	41	4	5	6	7	8	9	10	45	1	2	3	4	5	6	7

Absent    Multiple Entries    Sent    Deletion Requested

**To request or report leave, enter the required data and choose Review.**

Type of Leave:

Date:  To

Time:  To

Duration:  Hours

Approver:

Note for Approver:

- Employees will use this to request all absences (Annual Leave, Comp Time, Sick Time, etc.)
- Managers will approve the requests in MSS

# Manager Self Service

- MSS allows managers and supervisors to:
  - View employee attendance
  - Approve timesheets
  - Approve employee leave requests
  - View relevant direct report information
    - Work schedule
    - Salary
    - Vacation balances
    - Working times
    - Absences



# Key Portal Facts

- Prior to go-live, all employees will receive a system login name and password.
- The MySCEmployee portal is a **secured website** accessible from any computer with an internet connection.
- MySCEmployee offers a user-friendly interface that walks employees through each step of every transaction.



# Questions?

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**Agency Support Team Leads Meeting**  
**PRESENTATION SCHEDULING PROCESS**  
Tyler Jones, EC&C Consultant

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# Schedule a Presentation

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- ④ Sessions are scheduled on a first come/first served basis
- ④ We will work with you to select a mutually agreeable time
- ④ Contact **Tyler Jones** to request a presentation.
  - 803-832-8055 or *myscemployee@sceis.sc.gov*
- ④ If requesting via e-mail or voice mail, please include the following information:
  - Agency name
  - Contact person's phone number and e-mail address
  - Requested meeting time and location
  - Anticipated number of attendees

# Schedule a Presentation

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We ask that you do the following:

- Assure a minimum of 20 employees per session
- Provide an appropriately-sized room to handle the expected participants
- Provide a projector and a screen or display wall, plus a microphone if appropriate. (SCEIS will supply the presentation computer.)

# For More Information

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- Visit the project website at [www.sceis.sc.gov](http://www.sceis.sc.gov).
- Contact your Agency Advocate
- E-mail your questions to [MySCEmployee@sceis.sc.gov](mailto:MySCEmployee@sceis.sc.gov)

*Note: Please complete and return the evaluation for today's meeting.*