SCEIS HR/Payroll Agency Implementation Schedule

The rollout of MySCEmployee is aligned with the phased SCEIS HR/Payroll project rollout. The agencies listed below will go live in the second wave. The system will be available on June 2, 2010. Wave 2 employees will be paid out of the system for the first time on July 1, 2010.

Wave Two Agencies:

- Adjutant General's Office
- Alcohol and Other Drug Abuse Services
- Archives and History Department
- Attorney General's Office
- Budget and Control Board
- Criminal Justice Academy
- Commerce Department
- Deaf and Blind School
- Disabilities & Special Needs Department
- Education Department
- Educational Television Network
- Employment Security Commission
- Forestry Commission
- Governor's Office
- Governor's Office - Executive Control
- Health and Human Services Department
- Higher Education Commission
- Housing, Finance and Development Authority
- Juvenile Justice Department
- Labor, Licensing and Regulation Department
- Lieutenant Governor's Office
- Mental Health Department
- Motor Vehicles Department
- Office of Regulatory Staff
- Parks, Recreation and Tourism Department
- Probation, Parole and Pardon Services
- Public Safety Department
- Revenue Department
- Sea Grant Consortium
- Second Injury Fund
- State Law Enforcement Division
- Supreme Court/Judicial Department
- Technical and Comprehensive Education Board
- Tuition Grants Commission
- Vocational Rehabilitation Department

SCEIS Mission Statement

The South Carolina Enterprise Information System (SCEIS) will ***standardize and streamline business processes*** *within the government of South Carolina, using best business practices* ***to achieve cost-effective and efficient delivery of services.***

Timely, accurate and complete information provided through SCEIS will empower decision-makers, ***insuring transparency and improving the way government works*** *for the citizens of South Carolina.*

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SCEIS
South Carolina Enterprise Information System

MySCEmployee

Powered by SCEIS
South Carolina Enterprise Information System

South Carolina Budget and Control Board
Division of State Information Technology

Transforming the Way South Carolina Does Business

The South Carolina Enterprise Information System **(SCEIS)** is revolutionizing the way state government does business. The systems the State uses - some decades old - to manage essential functions such as purchasing, payroll, human resources, travel approvals, and financial management, are aging rapidly and are at risk for failure.

As these systems age, they are getting slower and becoming more and more difficult to fix. The companies that built these systems are increasingly unable to keep them running and the employees who know them best are getting ready to retire.

By combining several of the State's legacy systems into one statewide system, **SCEIS** will improve the accuracy of data by doing away with the need to enter the same data in more than one place. At the same time, the State has the opportunity to improve efficiency by standardizing some of the processes used by the agencies today.

By July 2010, most state agencies will have fully transitioned to **SCEIS** - a single statewide system that will manage all these business processes using state-of-the-art software. Already, 30 agencies are using a key element of the new system to handle purchasing and financial management.

MySCEmployee Powered by SCEIS Helping the State of South Carolina's Employees

What will MySCEmployee do for you?

State employees will have an easy and convenient way to update their personal information and manage work-related transactions. The system will be secure and available from any computer with an internet connection.

Are you moving? Do you need to update your emergency contacts?

On the "My Personal Data" page you can view and change personal information online, including:

- Home address
- Telephone number
- Emergency contact information

Do you need a copy of a past pay stub? Do you have a new bank account?

In the "My Pay" section , you will be able to:

- View and print current and past pay statements
- Update W-4 tax information as needed
- Manage up to two bank accounts for direct deposit

Do you need to request vacation or submit your working time?

In the "My Working Time" section, you will be able to:

- Record and submit your time worked for approval
- Request leave and get approval from your manager
- View your earned leave balances

Are you looking for a colleague's contact information?

Using the "Employee Search" function, you will be able to find other state employees' office contact information, including e-mail address and telephone number.

Does your job require you to travel on state business?

If you travel as a part of your position with the State, you will be able to use the functions on the "My Travel" page to:

- Request approval to take a trip
- Receive electronic notice of approval for travel
- Submit your reimbursement requests when you return

SCEIS will protect your privacy and secure your information

Your privacy will be protected with the introducation of an employee user ID that will serve as your unique identifier in the system. You will use this user ID and a password to log into MySCEmployee to view and maintain your personal data. Your Social Security number will no longer be required to access your payroll or human resources information on file with the State.