



MySCEmployee



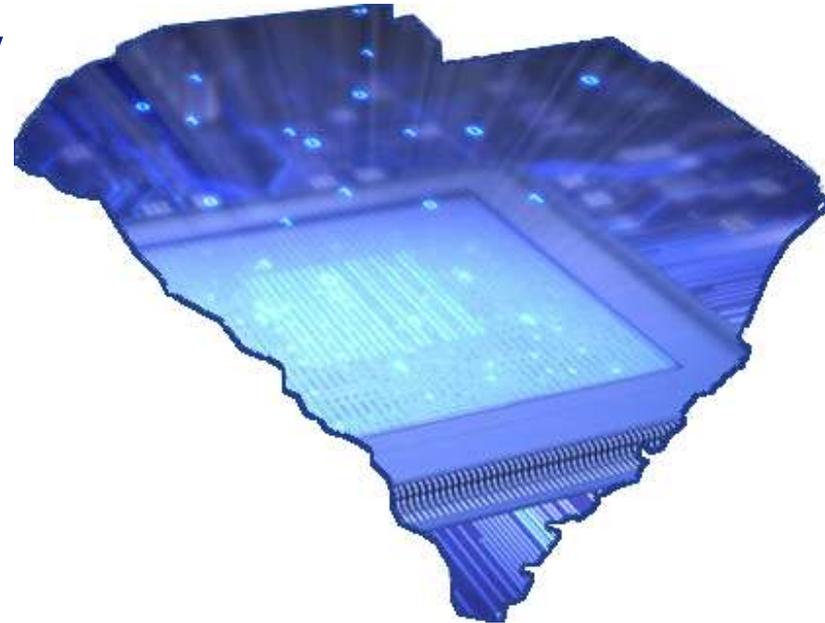
The SC Enterprise Information System is a project of the SC Budget and Control Board, Division of State Information Technology.

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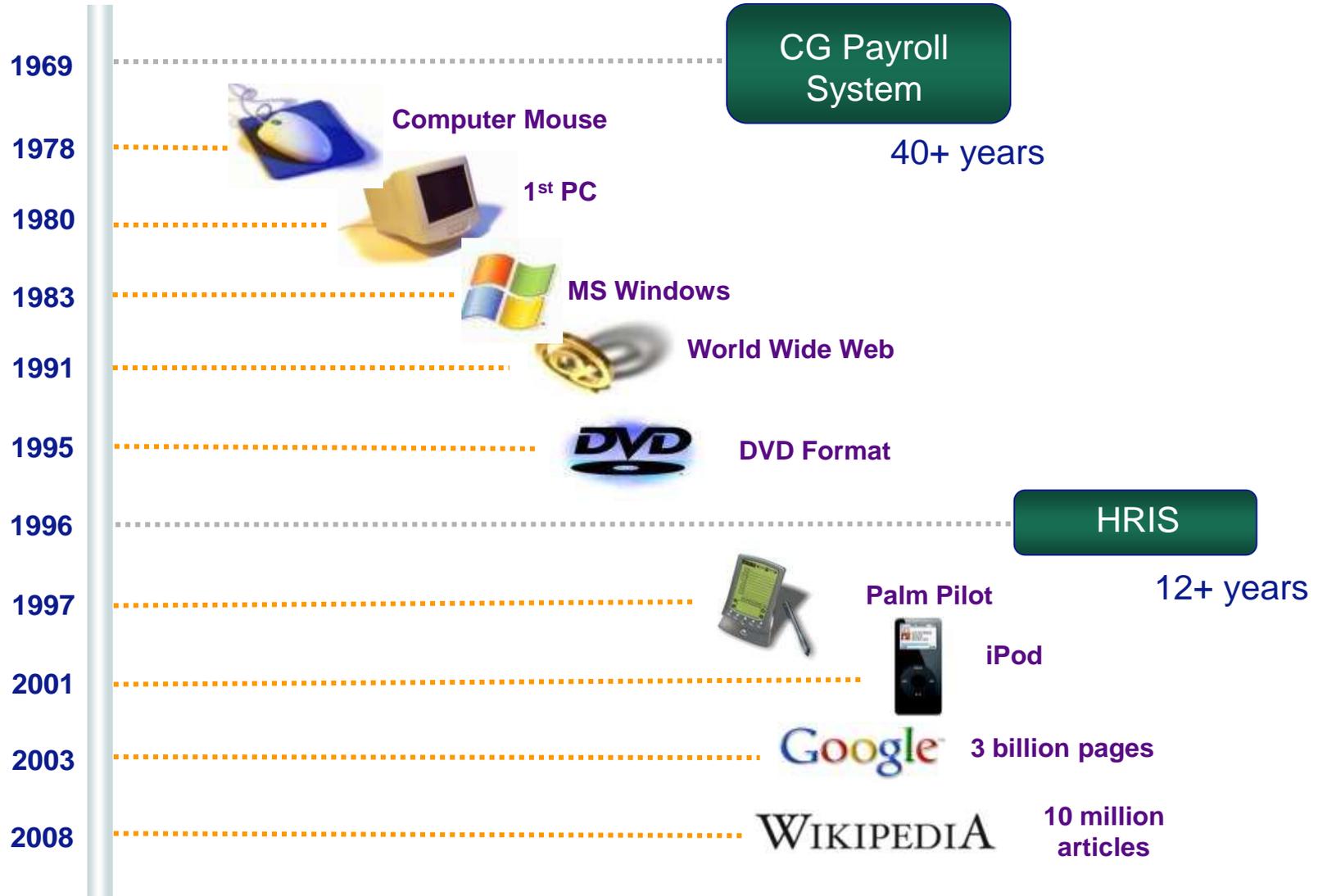
Mission and Purpose

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**



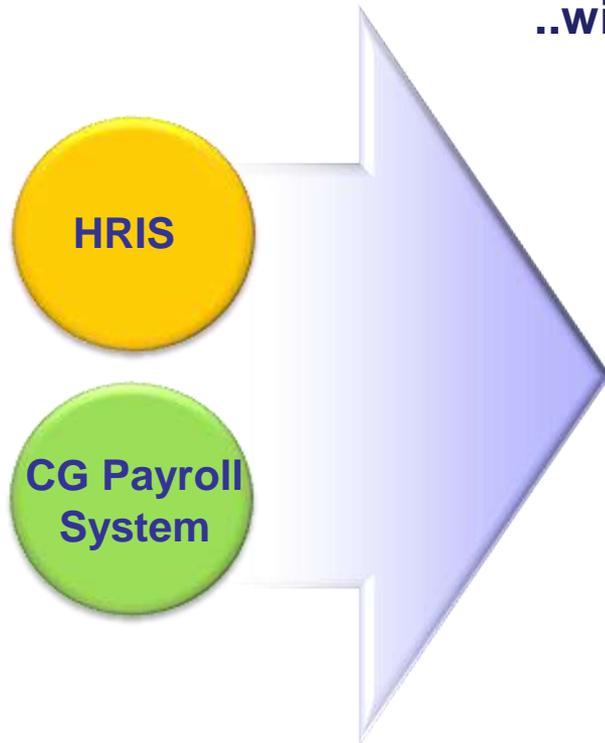
Our Tools Are Outdated



What Is HR/Payroll Implementation About?

Replacing 2 Systems...

..with 1 HR/Payroll System



& MySCEmployee

- Employee Self Service
- Manager Self Service

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



MySCEmployee Login Page

Enter <https://myscemployee.sc.gov> in your web browser.

MySCEmployee

powered by

Welcome South Carolina State Employees

<p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Reset Password Here Password Reset Instructions</p> <p><input type="button" value="Log on"/></p> <p>STATE INFORMATION TECHNOLOGY</p> <p>SC BUDGET AND CONTROL BOARD</p>	
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MySCEmployee Home Page

Welcome *essuser5*, MySCEmployee powered by SCEIS [Help](#) | [Personalize](#) | [Log Off](#)

Welcome Employee Self-Service Alerts and Information | Universal Worklist | History Back Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The **MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166.
- **If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a

Helpful Links

- [SC.Gov](#)
- [Employee Insurance Program \(EIP\)](#)
- [Retirement Systems](#)
- [Office of Human Resources \(OHR\)](#)
- [Employee-E-News](#)
- [State Holidays](#)
- [State Employee Weather Alert](#)
- [SCEIS](#)



Employee Self Service (Main Overview)

Welcome essuser5, **MySCEmployee**
powered by **SC EIS**

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

Employee Self-Service provides South Carolina employees with easy access to information and services.

 <p>My Employee Search *State Employee Directory</p>	 <p>My Working Time *Record Working Time *Holiday Schedule *Leave Requests *Quota Overview *State Employee Leave Package *Time Statements</p>
 <p>My Pay *Pay Statements *Employment Verification *Bank Information (Direct Deposit) *W-4 Tax Withholding *Voluntary Deductions *Savings Bonds</p>	 <p>My Personal Info *Address and Emergency Contacts *Personal Data</p>
 <p>My Benefits *Employee Insurance Program Websites *Retirement Forms</p>	 <p>My Travel and Expenses *Expense Reports *Travel Requests</p>
 <p>My Career *State Jobs *Training and Development</p>	

My Employee Search

Welcome *essuser5*, **MySCEmployee** powered by **SOEIS** [Help](#) | [Perso](#)

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

My Employee Search | [History](#)

My Employee Search

 **Employee Search**
[Who's Who](#)
Search for employees by name and find basic contact information about other state employees.



My Employee Search

Welcome *essuser5*, **MySCEmployee** powered by **SOEIS** [Help](#) | [Perso](#)

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

My Employee Search | [History](#)

My Employee Search

Employee Search

[Who's Who](#)
Search for

Employee Search
[Who's Who](#)
Search for employees by name and find basic contact information about other state employees.

My Employee Search

Who's Who

Please enter the search criteria

Advanced search

Last name:

First name:

Result List

First name	Last name	Middle name	Personnel area	Organizational unit
Test	Jones		ADJUTANT GENERALS OFFICE	
Test	Jones		ADJUTANT GENERALS OFFICE	
Test4	Jones		LEG DEPT-THE SENATE	
Test5	Jones		LEG DEPT-THE SENATE	ACCOUNTING SERVICES DIVIS
Test5	Jones		DEPARTMENT OF AGRICULTURE	CONSUMER SERVICES LAB
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test7	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

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

My Employee Search

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

Employee profile for Test6 Jones	
Communication	
Area Code + Telephone:	<u>803-999-9999</u>
Extension:	
E-mail:	<u>JTEST6@SC.GOV</u>
Department	
Organizational unit:	<u>EXECUTIVE OFFICE</u>
Miscellaneous	
Last name:	Jones
First name:	Test6
Middle name:	
Personnel area:	STATE AUDITOR OFFICE
Back to Result List	

My Pay

Welcome essuser5, **MySCEmployee**
powered by SOEIS

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

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.

[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 Deductions \(Recurring\)](#)
Maintain recurring deductions, such as charities, membership dues, credit union, and insurance.
NOTE: Entries made here will be deducted from each paycheck.

[Voluntary Deductions \(One-Time\)](#)
Create a one-time only deduction for a charity organization.
NOTE: Entries made here will be deducted one-time only.

[Savings Bonds](#)
Enroll and make election changes in the state Savings Bond program.



Welcome essuser5, **My** powered

Welcome Employee Self-Service

My Overview | My Employee Search

My Pay

My Pay



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- [Pay Statements](#)
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My Pay

Paycheck Inquiry Service

[Show Overview](#)

◀ Previous Salary Statement
Next Salary Statement ▶
Exit

1 / 4
80.6%

PURSUANT TO WARRANT OF
 RICHAR ECKSTROM
 COMPTROLLER GENERAL

STATE OF SOUTH CAROLINA

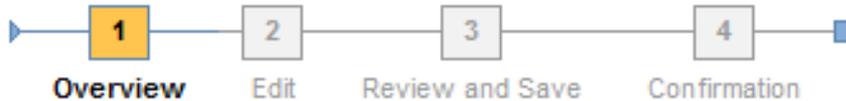
Office Of State Treasurer

CONVERSE A. CHELLIS III, CPA
 STATE TREASURER

Pay Period: 07/02/2009 through 07/16/2009		Name: Stacy remuneration Test		Personnel No: 90000205		
Check Date: 07/21/2009		Organization: E080-SECRETARY OF STATE				
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 5,710.00 -	391.09 -	1,560.06 -	3,758.85	Ben-SCRS EE Pre-tax		1,308.45
YTD: 59,199.67 -	4,709.96 -	22,496.49 -	31,993.22	Ben-DualSCRS EE Pretax		147.85
				Ben-DualPORS EE Pretax		109.00
				Ben-ORPDualEEAIGEEPretax		195.53
				Ben-ORPDualEETIAREEPretax		304.53
				Flexible Benefits Agency	1.00	7.00
				SCRS IPP Pre-tax	2.00	14.00
				PORS IPP Pre-tax	2.00	14.00
				GARS IPP Pre-tax	1.00	6.00
				JSRS IPP Pre-tax	1.00	6.00
				Ben-Adj Loan EE Pre-tax	4.00	24.00
				MoneyPlus BasAdmPeePretax	0.14	0.98
				Ben-Opt Life EE Pre-tax	10.54	73.78
				Ben-Dental Plus Pretax	10.30	72.10
				MoneyPlus AdlAdmPeePretax	3.50	24.50
Earnings	Hours	Current	YTD			
Regular Salary Exempt		1,950.00	13,650.00			
Summer Pay Salaried		1,950.00	13,650.00			
Ex Officio Allowance,Leg		450.00	3,150.00			
Active Retiree Wages		450.00	3,150.00			
Teri Retiree Wages		450.00	3,150.00			
Grandfather Teri Wages		450.00	3,150.00			
Salaried Non-Exempt		10.00	70.00			
On Call/Standby			2,274.60			
Overtime Premium 50%			54.51			
Officer of the Day/Night			70.00			

Bank Information

Bank Information



Main bank

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

Edit

Other bank

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

Edit

Delete

New Other bank

Previous Step

New Other bank

Exit

My Pay

Bank Information



Name:

Bank Key / Routing Number: BANK OF AMERICA,

Bank Account:

Account Type:

Payment Method:

Standard Percentage:

Or

Dollar Amount:

Example Check

YOUR NAME		1001
5555 Street Name City, ST 12345		DATE _____
Pay to the Order of _____	\$ <input type="text"/>	
Financial Institution 1000 Street Name City, ST 12345		Dollars <input type="checkbox"/>
For _____		
⑆004183835⑆	⑆003527942⑆	1001⑈
Routing Number	Account Number	Check Number

My Personal Info

Welcome essuser5, **MySCEmployee** powered by SOEIS Help | Per

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | **[My Personal Info](#)** | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

My Personal Info | History

My Personal Info

 **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, DOB, and marital status). If any of this information is incorrect, please contact your Agency's HR Department.



My Personal Info

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Welcome Employee Self-Service

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My Personal Info

My Personal Info

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My Personal Info

Addresses

1 2 3 4
Overview Edit Review and Save Confirmation

Permanent Residence

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

Emergency Contact 1

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

Emergency Contact 2

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

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

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

My Personal Info

Personal Data

1 Overview → 2 Edit → 3 Review and Save → 4 Confirmation

Name

Title:

First Name: *

Middle Name:

Last Name: *

Known as:

Academic Title:

Suffix:

Data at Birth

Date of Birth: *

Gender: Male Female Unknown

Marital Status

Marital Status:

Other Personal Data

Language:

To access personal information, such as legal name, date of birth and marital status, click the **Personal Data** link from the My Personal Info overview screen.

Note: Employees are encouraged to review this information as soon as possible after go-live to confirm that their information is correct.

My Benefits

Welcome essuser5, **MySCEmployee** powered by **SOEIS** [Help](#) | [Per](#)

Welcome **Employee 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](#)

My Benefits

 **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 SC Retirement System 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](#)



My Benefits

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My Travel and Expenses

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Welcome **Employee Self-Service**

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My Travel and Expenses | [History](#)

My Travel and Expenses

 **Travel Requests and Expense Reports**

Travel Regulations

- [Comptroller General Travel Regulations](#)
REGULATIONS FOR REIMBURSEMENT FOR TRAVEL AND SUBSISTANCE EXPENSES
- [US General Services Administration](#)
GSA-Domestic Per Diem Rates
- [Budget and Control Board Travel Regulations](#)
South Carolina Legislature - Code of Regulations

Personal Information

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



My Travel and Expenses

Welcome essuser5,

Welcome | Employee S

My Overview | My Emp

My Benefits

My Benefits

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

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[US General Services Administration](#)

[Budget and Control Board Travel Regulations](#)

Personal Information

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Show trips and expense reports that have alerts.

Help | Per

History

Dental
Savings
MoneyPlus
Retir

My Career

Welcome **essuser5**, **MySCEmployee** powered by **SCEIS** [Help](#) | [Per](#)

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | **My Career**

My Career | [History](#)

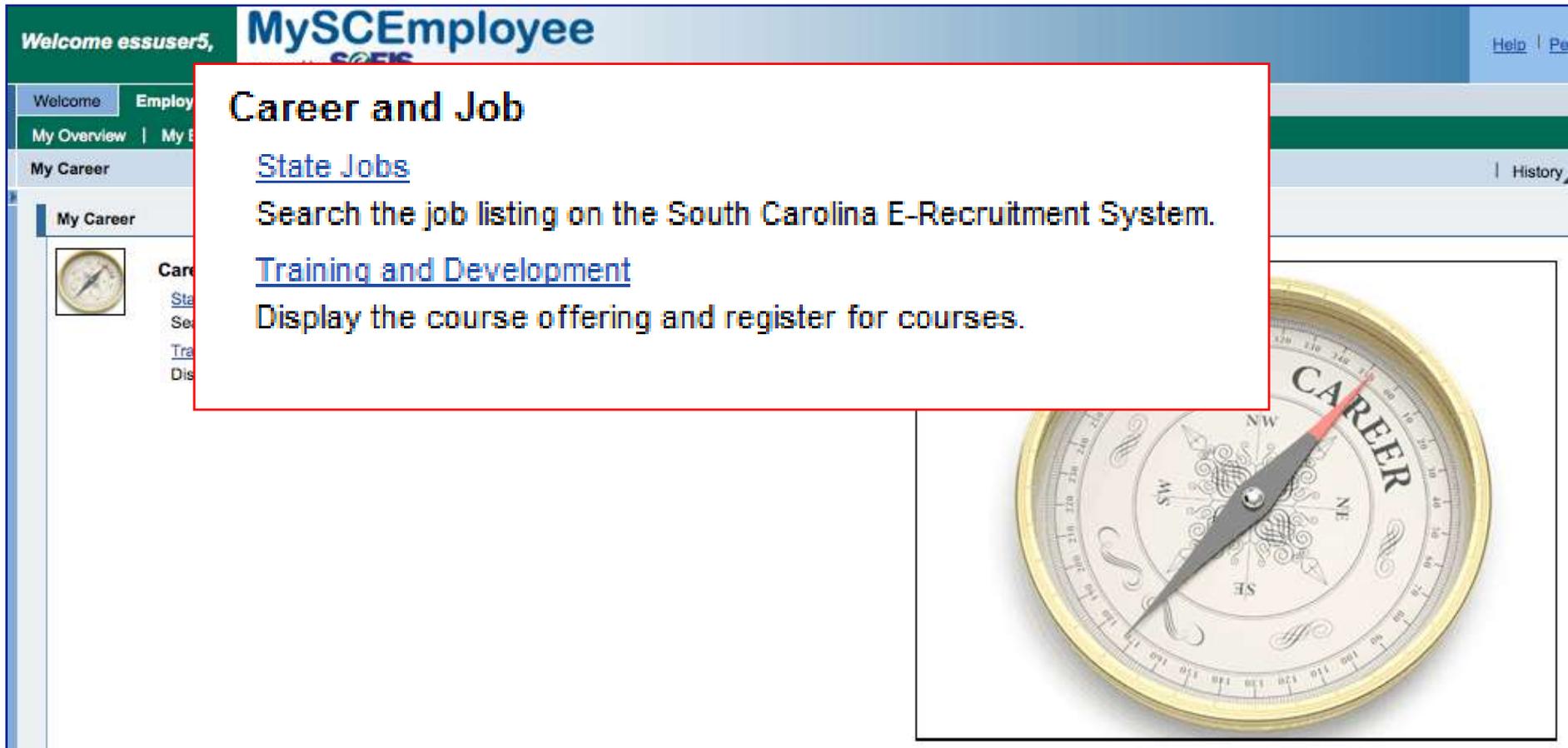
My Career

 **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.



My Career



The screenshot shows the MySCEmployee web application interface. At the top, it says "Welcome essuser5, MySCEmployee" and "SCEIS". On the right, there are links for "Help" and "Per". The left sidebar contains a navigation menu with "Welcome", "Employ", "My Overview", "My Career", and "My Career" (repeated). Below the sidebar, there is a small clock icon and a list of menu items: "Care", "Sta", "Se", "Tra", and "Dis". 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.

At the bottom right of the screenshot, there is a large image of a gold compass with the word "CAREER" written on its face.

My Working Time

Welcome essuser5,

MySCEmployee
powered by **SCoEIS**

Welcome **Employee Self-Service**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

My Working Time

My Working Time



Working Time

[Record Working Time](#)

[Time Conversion](#)

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[Holiday Schedule](#)

Leave Requests

[Leave Request](#)

Request leave and other types of absences.

[Quota Overview](#)

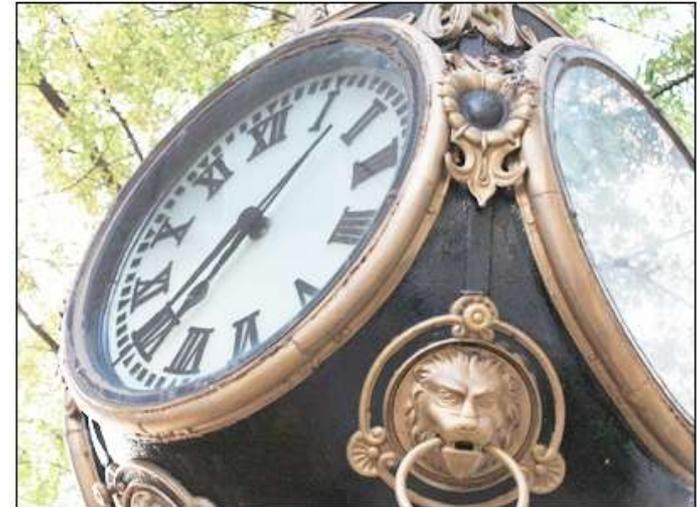
Display your quota balances.

[State Employee Leave Package](#)

Time Statements

Time Statement for a Chosen Period

This service is currently not available, as updates are still being made to the system.



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My Working Time

Welcome essuser5 **MySCEmployee**

Welcome Employee

My Overview | My Employee | My Working Time

My Working Time

Working Time

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My Working Time (Display Weekly View)

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

[Welcome](#) | [Employee Self-Service](#) | [Manager Self-Service](#) | [HR Administrator](#) | [Content Administration](#) | [User Administration](#) | [System Administration](#) | [SRM](#)

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

Record Working Time

31	27	28	29	30	31	1	2	35	24	25	26	27	28	29	30	40	28	29	30	1	2	3	4
32	3	4	5	6	7	8	9	38	31	1	2	3	4	5	6	41	5	6	7	8	9	10	11

Rejected Excess Time Recorded

[Display Weekly Time](#) [Enter Daily Time](#)

Week from to

Working Times Recorded from Monday, September 21, 2009 to Sunday, September 27, 2009.

	Att./abs. type	Wage Type	Total	MO, 09/21	TU, 09/22	WE, 09/23	TH, 09/24	FR, 09/25	SA, 09/26	SU, 09/27
		Act	27	9	9	9				
	Attendance ho...	<input type="checkbox"/>	12	4	4	4				
	Attendance ho...	<input type="checkbox"/>	15	5	5	5				
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

My Working Time (Enter Daily)

Record Working Time

1 Edit → 2 Review and Save → 3 Completed

October 2009 November 2009 December 2009

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
40	28	29	30	1	2	3	4	44	26	27	28	29	30	31	1	49	30	1	2	3	4	5	6
41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8	50	7	8	9	10	11	12	13
42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15	51	14	15	16	17	18	19	20
43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22	52	21	22	23	24	25	26	27
44	26	27	28	29	30	31	1	48	23	24	25	26	27	28	29	1	28	29	30	31	1	2	3
45	2	3	4	5	6	7	8	49	30	1	2	3	4	5	6	2	4	5	6	7	8	9	10

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date: 12/14/2009 Go

Working Times Recorded on Monday, December 14, 2009

Att./abs. type	Wage Type	Hours	Start time	End time	
	Act	7.500	00:00	00:00	
Attendance hou...	<input type="checkbox"/>	4	08:00	12:00	Details
Attendance hou...	<input type="checkbox"/>	3.50	13:00	16:30	Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details
	<input type="checkbox"/>				Details

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Attendance Types

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Leave Request

Leave Request

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Calendar ▶ Show Time Accounts ▶ Show Overview of Leave

January 2010							February 2010							March 2010									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
1	27	28	29	30	31	1	2	8	31	1	2	3	4	5	6	10	26	1	2	3	4	5	6
2	3	4	5	6	7	8	9	7	7	8	9	10	11	12	13	11	7	8	9	10	11	12	13
3	10	11	12	13	14	15	16	8	14	15	16	17	18	19	20	12	14	15	16	17	18	19	20
4	17	18	19	20	21	22	23	9	21	22	23	24	25	26	27	13	21	22	23	24	25	26	27
5	24	25	26	27	28	29	30	10	28	1	2	3	4	5	6	14	28	29	30	31	1	2	3
6	31	1	2	3	4	5	6	11	7	8	9	10	11	12	13	15	4	5	6	7	8	9	10

■ 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:

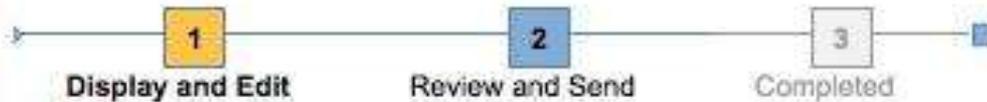
Note for Approver:

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

Time Accounts

Leave Request

Leave Request



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

Personnel Assignment	Personnel Assignment Text	Time Account	Deductible from	Deductible to	Entitlement	Remainder
00008887	61000122 00008887	Annual Leave	1/15/2009	12/31/9999	112.50 Hours	90.00 Hours
00008887	61000122 00008887	Sick Leave	1/15/2009	12/31/9999	112.50 Hours	112.50 Hours

Overview of Leave

Leave Request

1 **Display and Edit** 2 **Review and Send** 3 **Completed**

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

Leave Since:

Type of Leave	From	To	Status	Used
A. Annual Leave	12/29/2009	12/29/2009	Sent	7.50 Hours
A. Annual Leave	10/1/2009	10/2/2009	Rejected	
A. Annual Leave	9/21/2009	9/22/2009	Sent	15 Hours

Row 1 of 3

You have selected the following leave request:

Type of Leave:

Date:

Duration: Hours

Used: Annual Leave: 7.50 Hours

Approver:

Manager Self Service

Welcome msstrain5, **MySCEmployee** powered by SCEIS [Help](#) | [Personalize](#) | [Log Off](#)

Welcome Employee Self-Service Manager Self-Service

Alerts and Information | Universal Worklist | History Back 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.

Helpful Links

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

News Of Interest

- **Note:** Employees who are new to MySCEmployee are encouraged to take the 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.



Manager Self Service (Tasks and Alerts)

Welcome *msstrain5*, **MySCEmployee**
powered by SOEIS

Help | Personalize | Log Off

Welcome Employee Self-Service **Manager Self-Service**

Overview

Tasks and Alerts | History | Back | Forward

Detailed Navigation

- My Work Overview
 - Tasks and Alerts**
- My Team
- My Organization
- My Reports

Universal Worklist

Tasks (6 / 6) Alerts Notifications Tracking

Show: **New and In Progress Tasks (6 / 6)** Select a Subview... All [Create Task](#) [Show Filters](#) [Hide Preview](#)

Subject	From	Sent	Priority	Due	Status
Approve expense report of John D. Anderson	esstrain5,	Today	Normal	Sep 27, 2009	New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal		New
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal		New

Row 1 of 6

Manager Self Service (Display Employee Information)

Welcome msstrain5, **MySCEmployee**
powered by SCEIS

Welcome | Employee Self-Service | **Manager Self-Service**

Overview

General Information

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
 - General Information**
 - Compensation Information
- Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Team Calendar
- My Organization
 - Organizational Profiles
 - Start Organizational Process
 - Search Organizational Process
- My Reports
 - Reporting

Employee Search

Employee Selection: Direct Reports

Display: Organizational Information

Customizes Layout | Filter On

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Dickerson S. Michelle	00008895	Michael M. Carroll	PROGRAM COORDINATOR II	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
John D. Anderson	00008896	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
Mary Ann Simons	00008897	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
William J. Salvatore	00008898	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
Theodore Moore	00001131	Michael M. Carroll	FIELD SPECIALIST I	POULTRY & EGG DEPARTMENT	COMMISSIONER'S OFFIC

Row 1 of 5

Data as of 9/22/2009, 1:57:13 PM Refresh

General Data

John D. Anderson 00008896

General Info.

Grievance Status: Covered
Start Date: 1/1/2009

Communication Data

Work E-Mail: SCEIS_NOTIF@SCEIS.SC.GOV
Work Office: 803-832-1000/X19348

Organizational Assignment [Organizational Assignments](#)

Org. Unit: AGRICULTURAL SERVICES DIVISION
Position: ADMINISTRATIVE SPECIALIST
Cost Center: COMMISSIONER'S OFFIC
Payroll Area: SC Semi-monthly

Personnel Structure

Personnel Area: DEPARTMENT OF AGRICULTURE
Pers. Subarea: ADM-ADM/PG MGMT
EE Group: CLASSIFIED FTE
EE Subgroup: FT-EX W/INS & LV

Compan...
No data...
Related...
Self-Se...
[Record](#)
[Maintain](#)
[Address](#)
[Maintain your en](#)
[Person](#)

Manager Self Service (Display Employee Information)

Welcome msstrain5, **MySCEmployee**
powered by SCEIS

Welcome | Employee Self-Service | **Manager Self-Service**

Overview

General Information

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
 - Employee Information
 - General Information**
 - Compensation Information
 - Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Request
 - Team Calendar
 - Travel Management
 - HCM Processes and Forms
- My Organization
- My Reports

Related Activities

Self-Service for My Employees

Record Working Time
Maintain or display time sheets for your employees.

Addresses and Emergency Contact Information
Maintain or display addresses and emergency contacts for your employees.

Personal Data
Display personal data for your employees.

Organizational Unit	Cost Center
CULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
RY & EGG DEPARTMENT	COMMISSIONER'S OFFIC

Data as of 9/22/2009 1:57:13 PM Refresh

General Data

John D. Anderson 00008896

General Info.

Grievance Status: Covered
Start Date: 1/1/2009

Communication Data

Work E-Mail: SCEIS_NOTIF@SCEIS.SC.GOV
Work Office: 803-832-1000/X19348

Organizational Assignment [Organizational Assignments](#)

Org. Unit: AGRICULTURAL SERVICES DIVISION
Position: ADMINISTRATIVE SPECIALIST
Cost Center: COMMISSIONER'S OFFIC
Payroll Area: SC Semi-monthly

Personnel Structure

Personnel Area: DEPARTMENT OF AGRICULTURE
Pers. Subarea: ADM-ADM/PG MGMT
EE Group: CLASSIFIED FTE
EE Subgroup: FT-EX W/INS & LV

Compan
No data
Related
Self-Service
[Record](#)
[Maintain](#)
[Address](#)
[Maintain](#)
[your en](#)
[Person](#)

Manager Self Service (Display Employee Compensation)

Welcome msstrain5, MyS powered by

Welcome Employee Self-Service

Overview

Compensation Information

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
 - General Information
 - Compensation Information**
- Employee Working Times
- My Organization
- My Reports

Salary Data

Pay Grade Structure

Pay Grade Type: CLASSIFIED
 Pay Grade Area: BANDED
 Pay Grade: BAND 02
 Pay Grade Level: 00

Enterprise Data (Pay Grade)	Employee Data
Minimum Salary: 16,806.00	Salary: 27,000.00
Reference Salary: 23,950.00	Compa-Ratio to Reference Salary: 1.13
Maximum Salary: 31,095.00	Position within Salary Range: 71 %

Category	Minimum	Reference	Maximum
Enterprise	16806.00	23950.00	31095.00
Employee	0.00	27000.00	0.00

Customizes Layout Filter On

Organizational Unit	Cost Center
AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
FRUIT & VEGETABLE DEPARTM	COMMISSIONER'S OFFIC

Data as of 12/16/2009, 8:48:55 AM [Refresh](#)

Salary Data

Pay Scale Structure

Pay Scale Type: CLASSIFIED
 Pay Scale Area: BANDED
 Pay Scale Group: SALES
 Pay Scale Level: 02

Enterprise Data (Pay Grade)

Standard Salary:

Grievance Status: Covered	Work E-Mail: SCEIS_NOTIF@SCEIS.SC.GOV
Start Date: 1/1/2009	Work Office: 803-832-1000/X19348
Organizational Assignment Organizational Assignments	Personnel Structure
Org. Unit: AGRICULTURAL SERVICES DIVISION	Personnel Area: DEPARTMENT OF AGRICULTURE
Position: ADMINISTRATIVE SPECIALIST	Pers. Subarea: ADM-ADM/PG MGMT
Cost Center: COMMISSIONER'S OFFIC	EE Group: CLASSIFIED FTE

Manager Self Service (Approve Time Sheet Data)

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
 - General Information
 - Compensation Information
- Employee Working Times
 - Approve Time Sheet Data

- Click the Approve Time Sheet Data Link
 - A new window will appear
- The Default View to **Simple View – Weekly**
- The Number column indicates hours submitted for the week
 - Notice the area highlighted in **red**

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Simple View - Weekly

Collective Approval								
Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8898	William J. Salvatore	09/21/2009	09/27/2009	!	35.250 H	37.50 H	Approve All	

Previous Step Review

Manager Self Service (Approve Time Sheet Data)

After clicking on the number of hours (35.250 in this example) you will see a breakdown of how the hours were submitted. As the manager, you can choose to:

- Approve the time
- Reject the time
- Resubmit the time, time stays in your time approval queue for later approval

Approve Time by Manager



[Show Approved Working Times](#)

Indiv. Approval for Pers. No. 8898, Period From 09/21/2009 To 09/27/2009 Recorded 35.250 H Target Time: 37.50 H

Date	Pers. No.	Employee Name	Number	Approval	RejectionReason	Message
09/21/2009	8898	William J. Salvatore	3.500 H	Approve ▼	▼	
09/21/2009	8898	William J. Salvatore	3.830 H	Approve ▼	▼	
09/22/2009	8898	William J. Salvatore	3.250 H	Approve ▼	▼	
09/22/2009	8898	William J. Salvatore	4 H	Approve ▼	▼	
09/23/2009	8898	William J. Salvatore	2.750 H	Approve ▼	▼	
09/23/2009	8898	William J. Salvatore	3.750 H	Approve ▼	▼	
09/24/2009	8898	William J. Salvatore	4 H	Approve ▼	▼	
09/24/2009	8898	William J. Salvatore	3.170 H	Approve ▼	▼	
09/25/2009	8898	William J. Salvatore	3 H	Approve ▼	▼	
09/25/2009	8898	William J. Salvatore	4 H	Approve ▼	▼	

[Previous Step](#) [Transfer](#)

Manager Self Service (Approve Leave Requests)

Approve Leave Requests

Detailed Navigation

- ▾ My Work Overview
 - Tasks and Alerts
- ▾ My Team
 - Team Overview
- ▾ Employee Information
 - General Information
 - Compensation Information
- ▾ Employee Working Times
 - Approve Time Sheet Data
 - **Approve Leave Requests**
 - Team Calendar
- ▾ My Organization
 - Organizational Profiles
 - Start Organizational Process
 - Search Organizational Process
- ▾ My Reports
 - Reporting

Approve Leave Requests

▶ [Show Team Calendar](#) ▼ [Hide Worklist](#)

Requests waiting for approval

	Date of Request	Requester	Type of Leave	From	To	Used
	9/16/2009	Mary Ann Simons	A. Annual Leave	10/19/2009	10/19/2009	3 Hours
	9/16/2009	Mary Ann Simons	A. Annual Leave	9/21/2009	9/23/2009	19 Hours
	9/22/2009	John D. Anderson	A. Annual Leave	11/16/2009	11/20/2009	37.50 Hours
	9/22/2009	John D. Anderson	A. Annual Leave	9/29/2009	9/29/2009	2 Hours
	9/22/2009	John D. Anderson	A. Annual Leave	9/25/2009	9/25/2009	9 Hours

Row 1 of 5

Mary Ann Simons has requested the following leave:

Type of Leave:

Date:

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	6/29/2009	12/31/9999	37.50 Hours	18.50 Hours
Sick Leave	6/29/2009	12/31/9999	37.50 Hours	37.50 Hours

◀ Previous Step
Approve
Reject

Manager Self Service (Team Calendar)

Team Calendar
History

Detailed Navigation

- ▼ My Work Overview
 - Tasks and Alerts
- ▼ My Team
 - Team Overview
 - ▼ Employee Information
 - General Information
 - Compensation Information
 - ▼ Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - **Team Calendar**
- ▼ My Organization
 - Organizational Profiles
 - Start Organizational Process
 - Search Organizational Process
- ▼ My Reports
 - Reporting

Team Calendar

Display Data for: Directly Subordinate Employees for: October in: 2009 Start

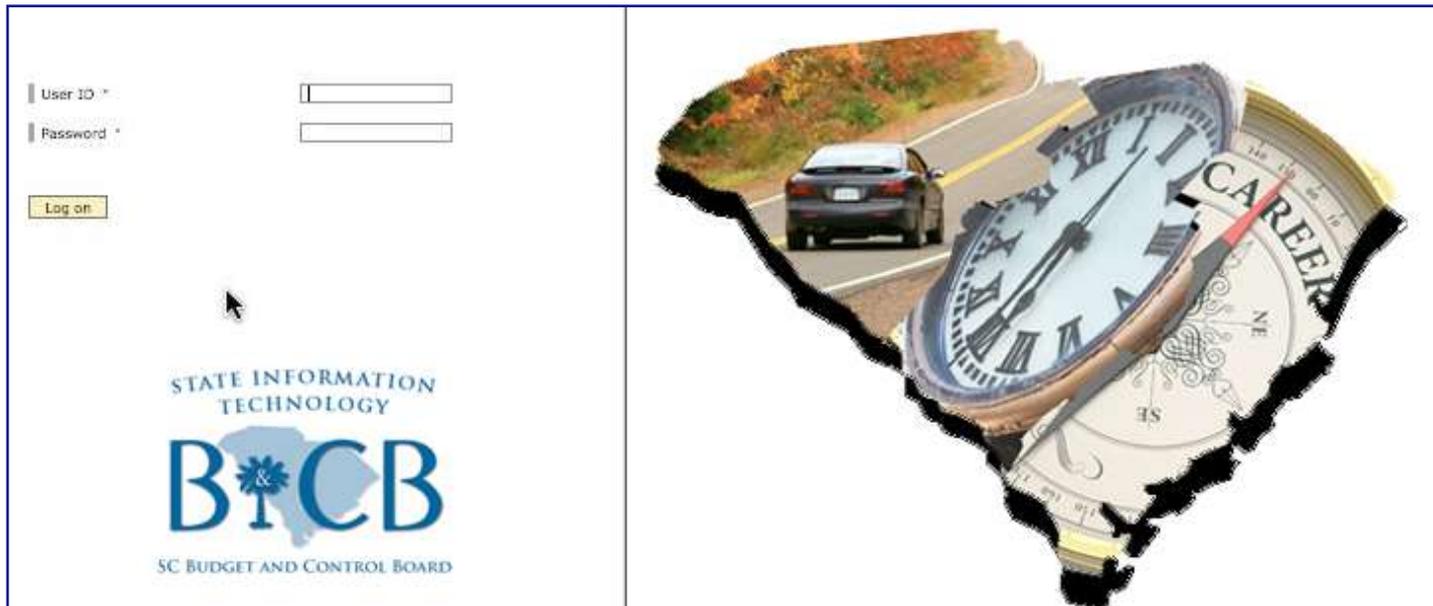
2009 October																																																					
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																							
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																							
																										John D. Anderson		Michelle S. Dickerson		Theodore Moore		William J. Salvatore		Mary Ann Simons																			

■ Absent
 ■ Multiple Entries
 ■ Sent
 ■ Deletion Requested

Data of 10/27/2009 6:06:18 PM [Refresh](#)

Key MySCEmployee Facts

- ☉ Prior to go-live, all employees will receive a system login name and password.
- ☉ MySCEmployee 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.



Training

- ☉ **MySCEmployee Courses**
 - ☉ Employee Self Service Overview
 - ☉ Time Entry
 - ☉ Manager Self Service Overview
 - ☉ Travel Management Overview

South Carolina
Enterprise Information System
SC Budget and Control Board

[Site Map](#) | [Privacy](#) | [Disclaimer](#)

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Home » Training

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HR & Payroll

Materials Management

Reporting

Imaging

Technical

Training

SCEIS develops, coordinates and delivers training courses targeted to end users, agency staff members who conduct work in SCEIS, based on the type of work they perform in SCEIS. Training courses that each individual will need are:

- Determined based on the type of work their agency indicates they will perform in SCEIS

MySCEmployee Training	ats which vary from instructor led classroom/computer lab session to session
SCEIS Training Guides and Tools	ents
Blackboard	elp Agency employees who wish to learn more about SCEIS as they
SCEIS uPerform	mplementation. These handouts provide a high-level SCEIS overview, and offer a quick reference list to help everyone become familiar with

commonly used abbreviations.

[Introduction and Overview of SCEIS](#) - (220kb MS Word)

[Common Acronyms](#) - (885kb MS Word)

[FAQs for Finance and Material Management](#) - (885kb MS Word)

Questions



My Time



My Pay



My Career



My Personal Information



My Employee Search



My Travel



My Benefits

For More Information

- ④ Visit the project website at www.sceis.sc.gov.
- ④ Contact your agency support team representative.
- ④ Send an e-mail to myscemployee@sceis.sc.gov with your request.