



MySCEmployee



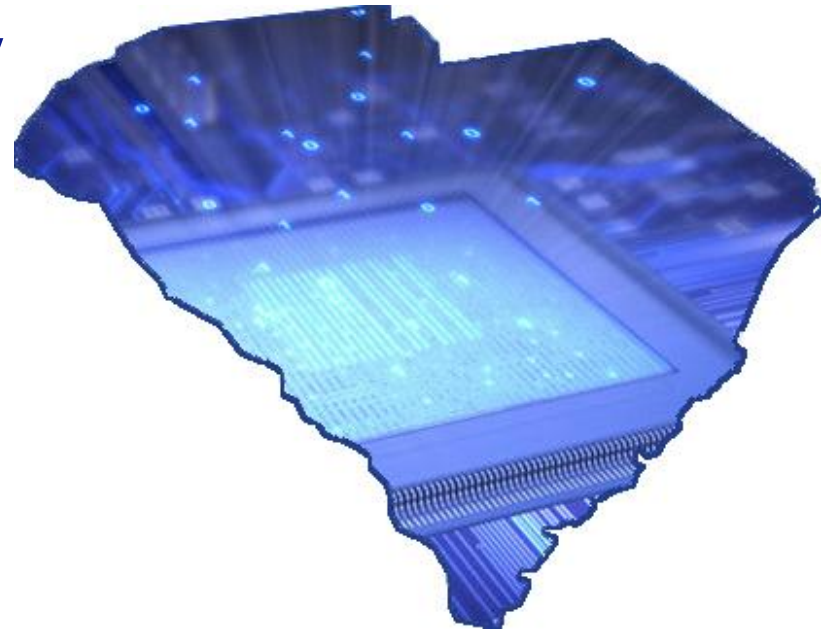
The SC Enterprise Information System is a project of the SC Budget and Control Board, Division of State Information Technology.

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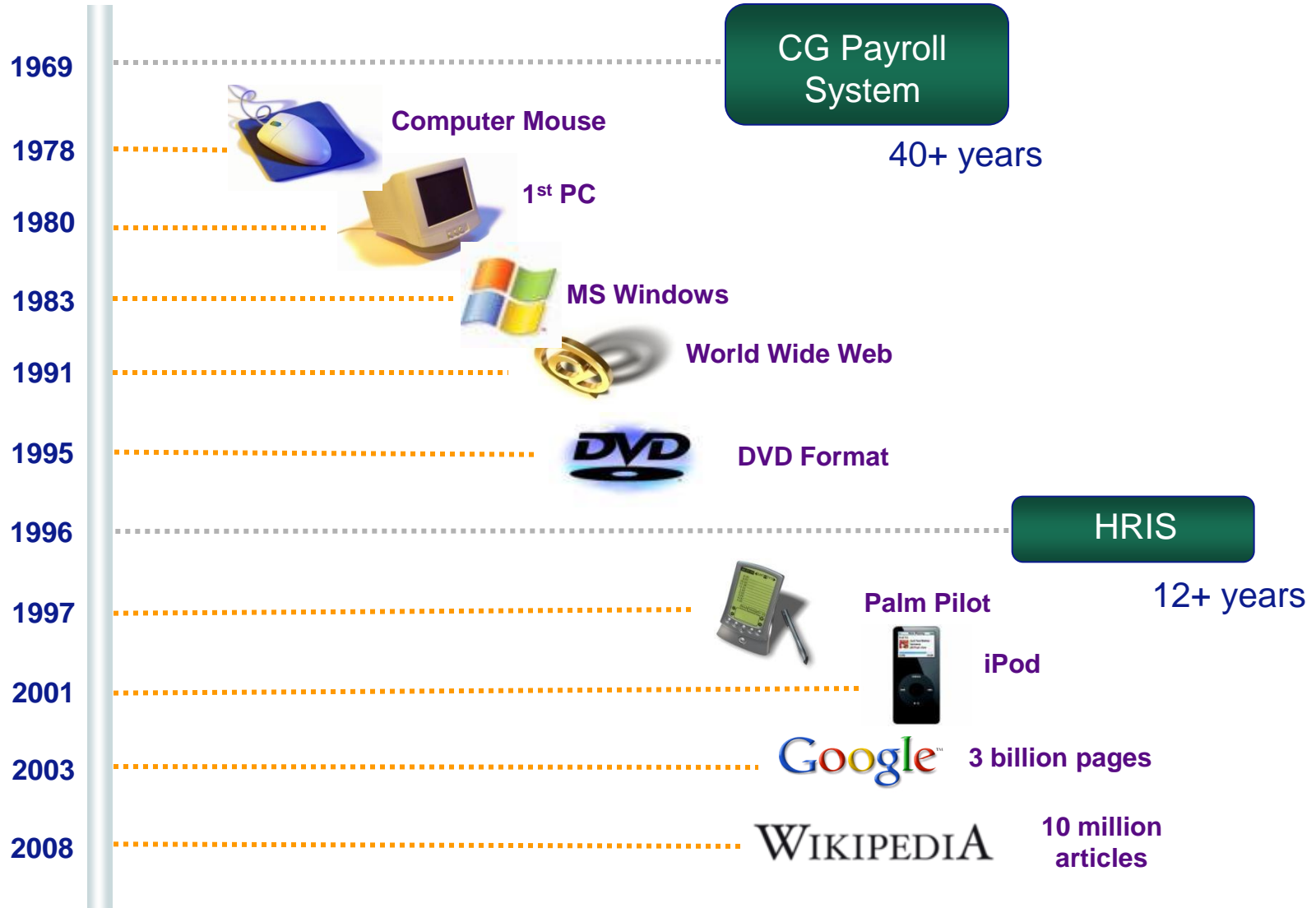
Mission and Purpose

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**



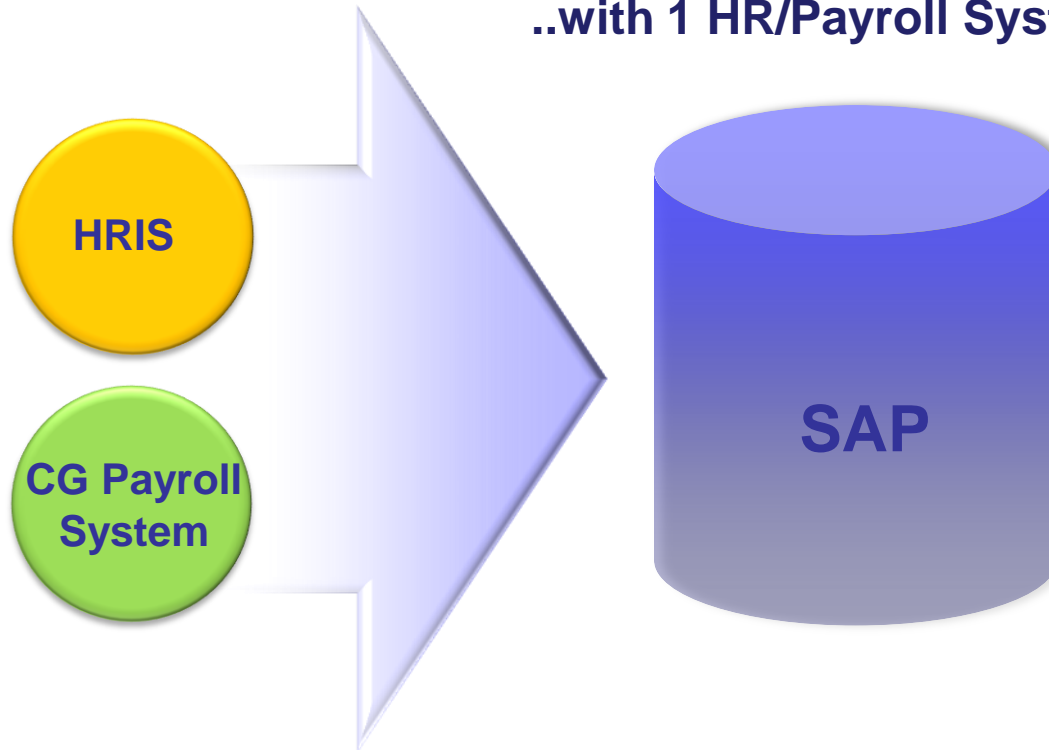
Our Tools Are Outdated



What Is HR/Payroll Implementation About?

Replacing 2 Systems...

..with 1 HR/Payroll System



& MySCEmployee

- Employee Self Service
- Manager Self Service



A screenshot of a web-based login interface. It features two input fields: 'User ID' and 'Password'. Below the password field, there is a link that says 'Reset Password Here' and another link for 'Password Reset Instructions'. At the bottom left of the form is a 'Log on' button.

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 **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

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

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

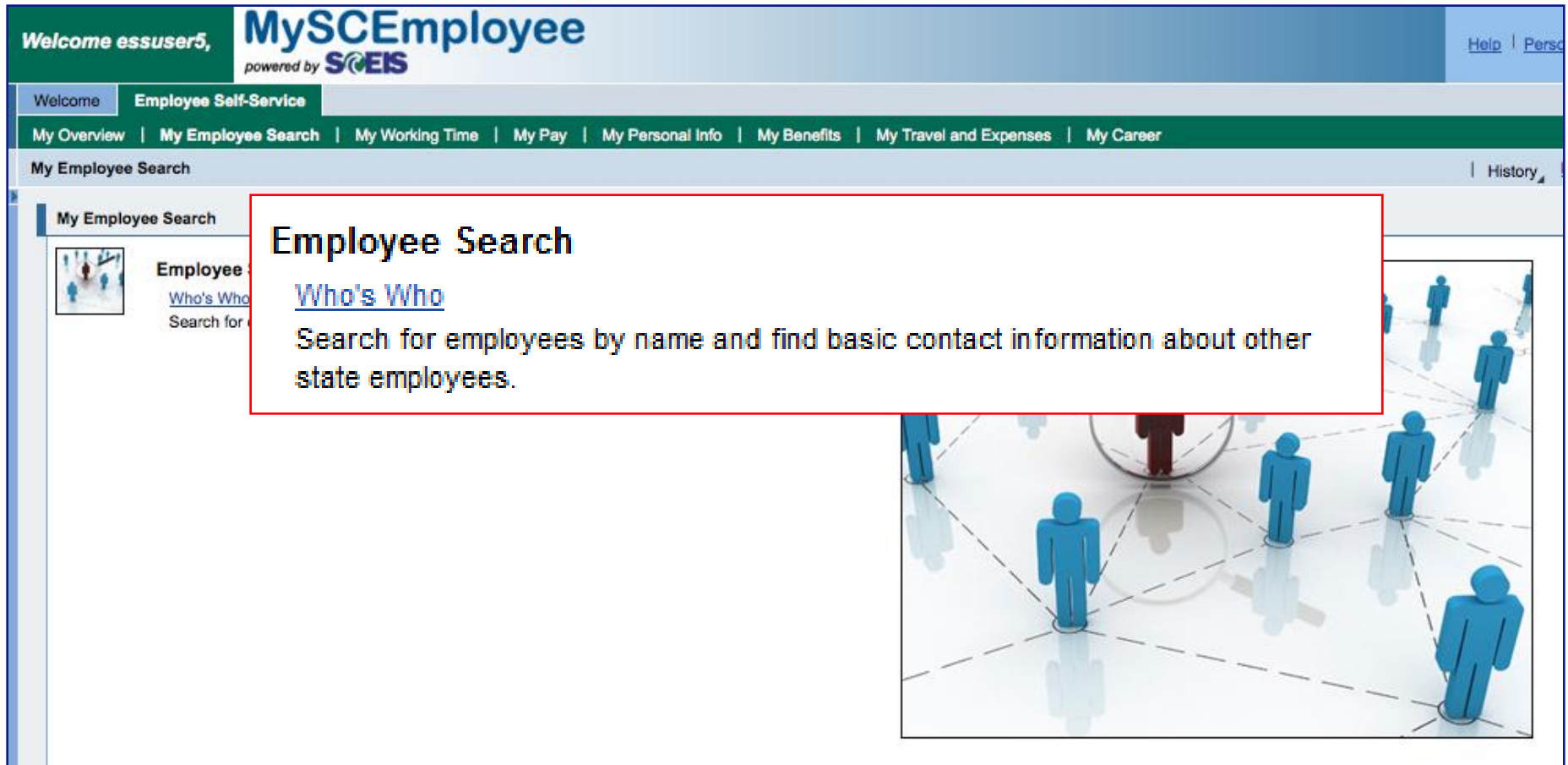
My Employee Search

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



The image shows a network diagram with several blue 3D human figures connected by dashed lines. One figure in the center is highlighted in red and is being viewed through a magnifying glass, symbolizing a search or focus on a specific individual within a larger group.

My Employee Search



The screenshot displays the MySCEmployee web application interface. At the top, a green header contains the text "Welcome essuser5," followed by the "MySCEmployee" logo and "powered by SOEIS". On the right side of the header, there are links for "Help" and "Perso". Below the header is a navigation bar with tabs for "Welcome" and "Employee 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 main content area is titled "My Employee Search" and includes a "History" link. On the left, there is a sidebar with a "My Employee Search" section containing a small icon and the text "Employee Who's Who Search for". The main content area features a large red-bordered box with the following text:

Employee Search

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

Below the text box is a 3D illustration of several blue human figures connected by dashed lines, representing a network or organizational structure.

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	

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 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



Pay Information

- [Pay Statements](#)
View your pay statements
- [Employment Verification](#)
Create an employment and salary verification request
- Direct Deposit and Banking**
 -  [Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.
 - [Bank Information](#)
Maintain your banks for direct deposit.
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Read this prior to maintaining direct deposit.

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Maintain your banks for direct deposit.

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[Savings Bonds](#)

Enroll and make election changes in the state Savings Bond program.



My Pay

Paycheck Inquiry Service

[Show Overview](#)

◀ Previous Salary Statement
Next Salary Statement ▶
Exit

1 / 4
80.6%

PURSUANT TO WARRANT OF
 RICHARD ECKSTROM
 COMPTROLLER GENERAL

STATE OF SOUTH CAROLINA

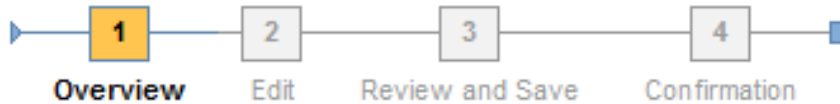
Office Of State Treasurer

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: R080-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
Earnings	Hours	Current	YTD	Ben-ORPDualEEAIGEEPretax		195.53
Regular Salary Exempt		1,950.00	13,650.00	Ben-ORPDualEETIAEEPretax		304.53
Summer Pay Salaried		1,950.00	13,650.00	Flexible Benefits Agency	1.00	7.00
Ex Officio Allowance,Leg		450.00	3,150.00	SCRS IPP Pre-tax	2.00	14.00
Active Retiree Wages		450.00	3,150.00	PORS IPP Pre-tax	2.00	14.00
Teri Retiree Wages		450.00	3,150.00	GARS IPP Pre-tax	1.00	6.00
Grandfather Teri Wages		450.00	3,150.00	JSRS IPP Pre-tax	1.00	6.00
Salaried Non-Exempt		10.00	70.00	Ben-Adj Loan EE Pre-tax	4.00	24.00
On Call/Standby			2,274.60	MoneyPlus BasAdmPeePretax	0.14	0.98
Overtime Premium 50%			54.51	Ben-Opt Life EE Pre-tax	10.54	73.78
Officer of the Day/Night			70.00	Ben-Dental Plus Pretax	10.30	72.10
				MoneyPlus AdlAdmPeePretax	1.50	24.50

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

An example check form with the following fields and values:

- YOUR NAME: YOUR NAME
- Address: 5555 Street Name, City, ST 12345
- DATE: _____
- Pay to the Order of: _____ \$
- Financial Institution: 1000 Street Name, City, ST 12345
- For: _____
- Routing Number: 004183835
- Account Number: 003527942
- Check Number: 1001

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



The screenshot displays the MySCEmployee web application interface. At the top, a green banner reads "Welcome essuser5, MySCEmployee powered by SCEIS". Below this is a navigation bar with "Employee Self-Service" highlighted. 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". On the left, a sidebar menu shows "My Personal Info" selected, with sub-links for "Addresses and Emergency Contact Information" and "Personal Data". The main content area is titled "Personal Information" and contains two sections: "Addresses and Emergency Contact Information" and "Personal Data".

MySCEmployee
powered by SCEIS

Welcome | **Employee Self-Service** | Help | Per

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

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

Edit

Emergency Contact 1

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

Edit Delete

Emergency Contact 2

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

Edit Delete

Previous Step New Temporary Residence New Mailing New Emergency Contact 3 Exit

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: [dropdown]

First Name: * Jonathon

Middle Name: P

Last Name: * Brady

Known as: [text box]

Academic Title: [dropdown]

Suffix: [dropdown]

Data at Birth

Date of Birth: * 1/1/1977 [calendar icon]

Gender: Male Female Unknown

Marital Status

Marital Status: Single [dropdown]

Other Personal Data

Language: English [dropdown]

◀ Previous Step Exit

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 **SC EIS**

[Help](#) | [Personalize](#) | [Log Off](#)

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](#) | [Back](#) | [Forward](#)

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.

[SC 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

Welcome essuser5, | [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee**

[My Overview](#) | [My Em](#)

My Benefits

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[Form 1102 - Beneficiary Designation](#)

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

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

My Career

[History](#) | [Back](#) | [Forward](#)



My Travel and Expenses

Welcome **essuser5**, **MySCEmployee**
powered by **SOEIS**


[Help](#) | [Personalize](#)

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 Travel and Expenses | [History](#) | [Back](#) | [F](#)

My Travel and Expenses



Travel Requests and Expense Reports

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

[Create Travel Request](#)
Create a Travel Request if a prior approval for Travel is required.

[Create Expense Report](#)
Create an expense report for a trip. You can also create expense report for trips with existing travel requests.

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

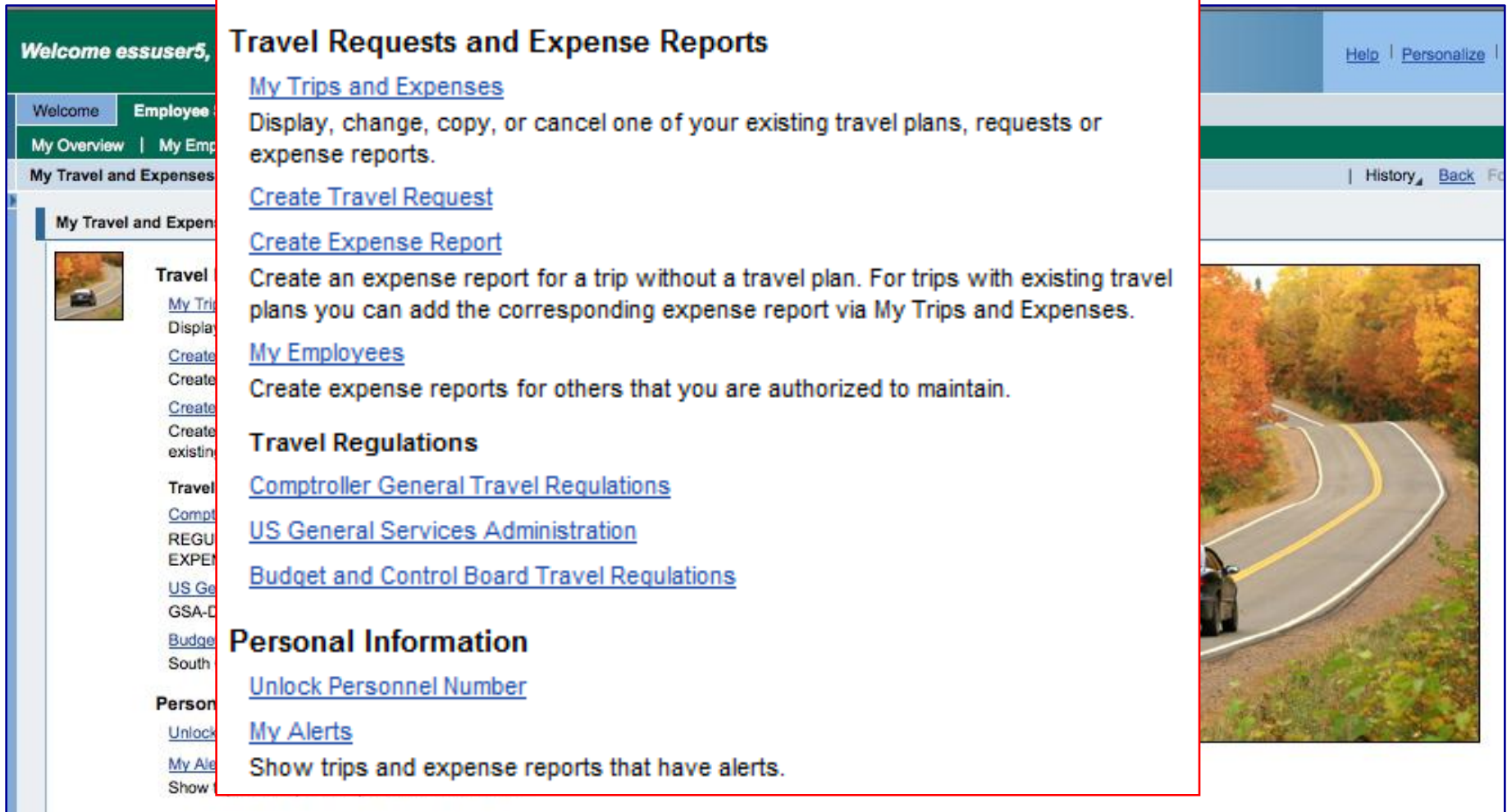
Personal Information

[Unlock Personnel Number](#)

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



My Travel and Expenses



Welcome essuser5,

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

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Show trips and expense reports that have alerts.

Help | Personalize |

| History | Back | Fo



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** | [History](#)

My Career

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 left, it says "Welcome essuser5," followed by the "MySCEmployee" logo. A navigation menu on the left includes "Welcome", "Employ", "My Overview", and "My Career". The "My Career" section is expanded, showing a sub-menu with "My Career" and a clock icon. 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, detailed graphic of a compass. The compass face is white with gold-colored markings and a gold rim. The word "CAREER" is written in a large, bold, serif font across the top of the compass face. The compass needle is black with a red tip, pointing towards the top-right. The compass face also features cardinal directions (N, S, E, W) and intermediate directions (NE, SE, SW, NW) with decorative flourishes.

My Working Time

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 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

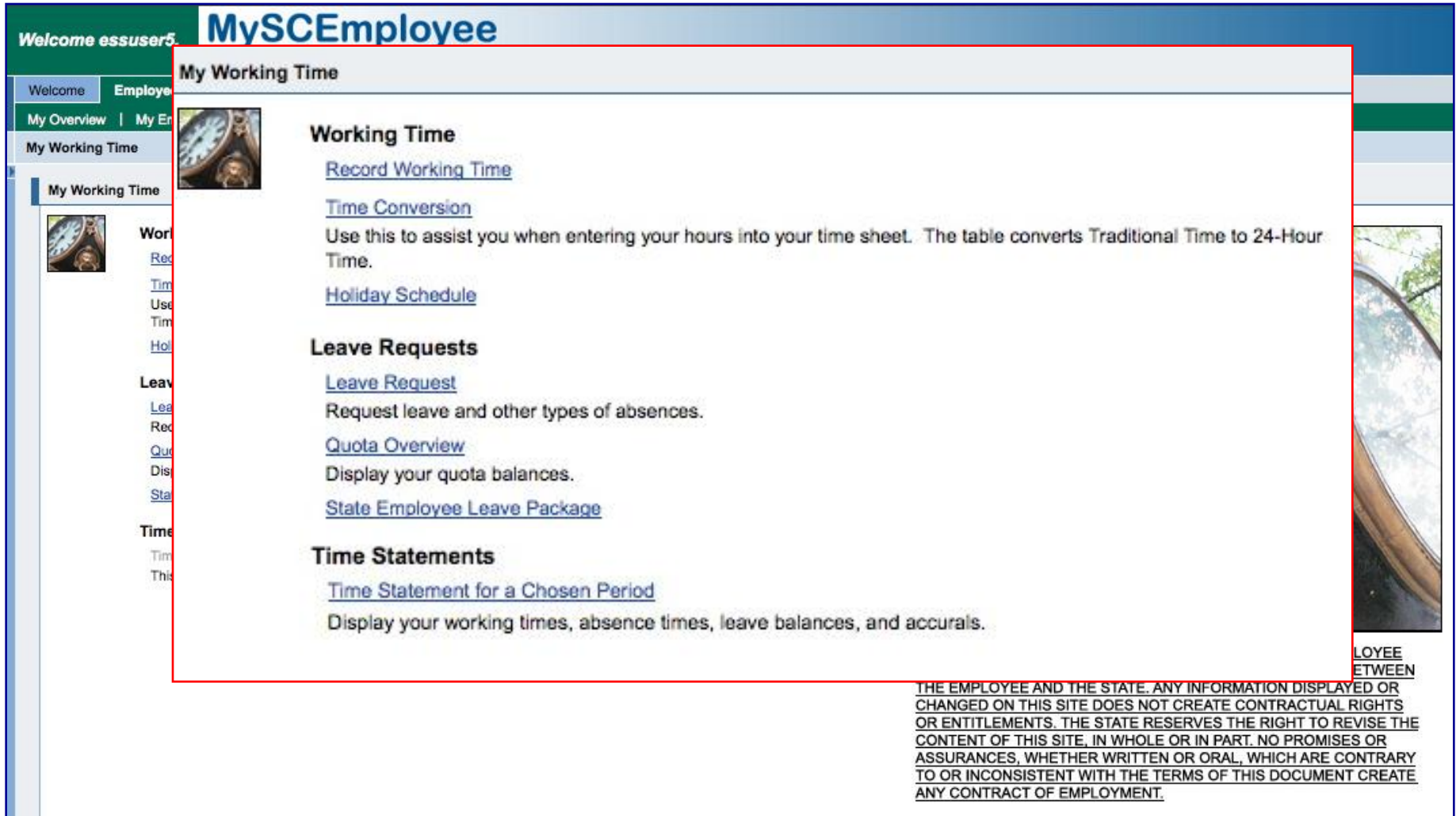
[Time Statement for a Chosen Period](#)

Display your working times, absence times, leave balances, and accruals.



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My Working Time



Welcome essuser5

MySCEmployee

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- [Quota Overview](#)
Display your quota balances.
- [State Employee Leave Package](#)

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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

40	28	29	30	1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	1
45	2	3	4	5	6	7	8

44	26	27	28	29	30	31	1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
49	30	1	2	3	4	5	6

49	30	1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
1	28	29	30	31	1	2	3
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
	<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	6	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:

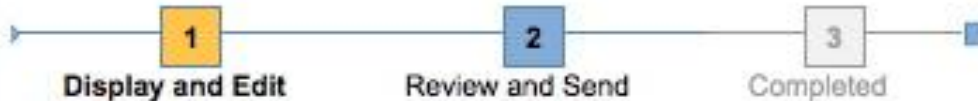
Note for Approver:

- 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

The screenshot shows the MySCEmployee web application interface. At the top left, it says "Welcome msstrain5," followed by the "MySCEmployee" logo, which is "powered by SCEIS". On the top right, there are links for "Help" and "Log Off". Below the header, there is a navigation bar with "Welcome", "Employee Self-Service", and "Manager Self-Service" tabs. Underneath, there are links for "Alerts and Information" and "Universal Worklist". A breadcrumb trail shows "History", "Back", and "Forward". The main content area is divided into two columns. The left column has a blue header "Welcome to MySCEmployee" and a paragraph explaining the system's purpose. Below this is a section titled "MySCEmployee Updates" with a list of five items. The right column has a green header "Helpful Links" with a list of seven items. At the bottom right, there is a collage of images including the South Carolina State Capitol building, a white plantation house, and a beach scene with palm trees and sailboats.

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

Welcome Employee Self-Service Manager 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 System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- **Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- **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.

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](#)



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-Service
[Record](#)
[Maintain](#)
[Address](#)
[Maintain your en](#)
[Person](#)

Manager Self Service (Display Employee Information)

Welcome msstrain5, My power

Welcome Employee 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
 - ▾ 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.

[Display Quota Balances](#)
Display the quota balances for your employees.

[Enter Leave Request](#)
Enter a leave request for your employees.
NOTE: You will still need to approve the leave request as a separate process.

Customizes Layout Filter On

	Organizational Unit	Cost Center
OR II	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
LIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
LIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
LIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
	POULTRY & 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_NOTIFY@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

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)
 Minimum Salary: 16,806.00
 Reference Salary: 23,950.00
 Maximum Salary: 31,095.00

Employee Data
 Salary: 27,000.00
 Compa-Ratio to Reference Salary: 1.13
 Position within Salary Range: 71 %

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

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

Data as of 12/16/2009, 8:48:55 AM Refresh

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

Personnel Structure
 Personnel Area: DEPARTMENT OF AGRICULTURE
 Pers. Subarea: ADM-ADM/PG MGMT
 EE Group: CLASSIFIED FTE

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:

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 manager can choose to:

- Approve the time
- Reject the time
- Resubmit the time (time stays in the manager's time approval queue for later approval)

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 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

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

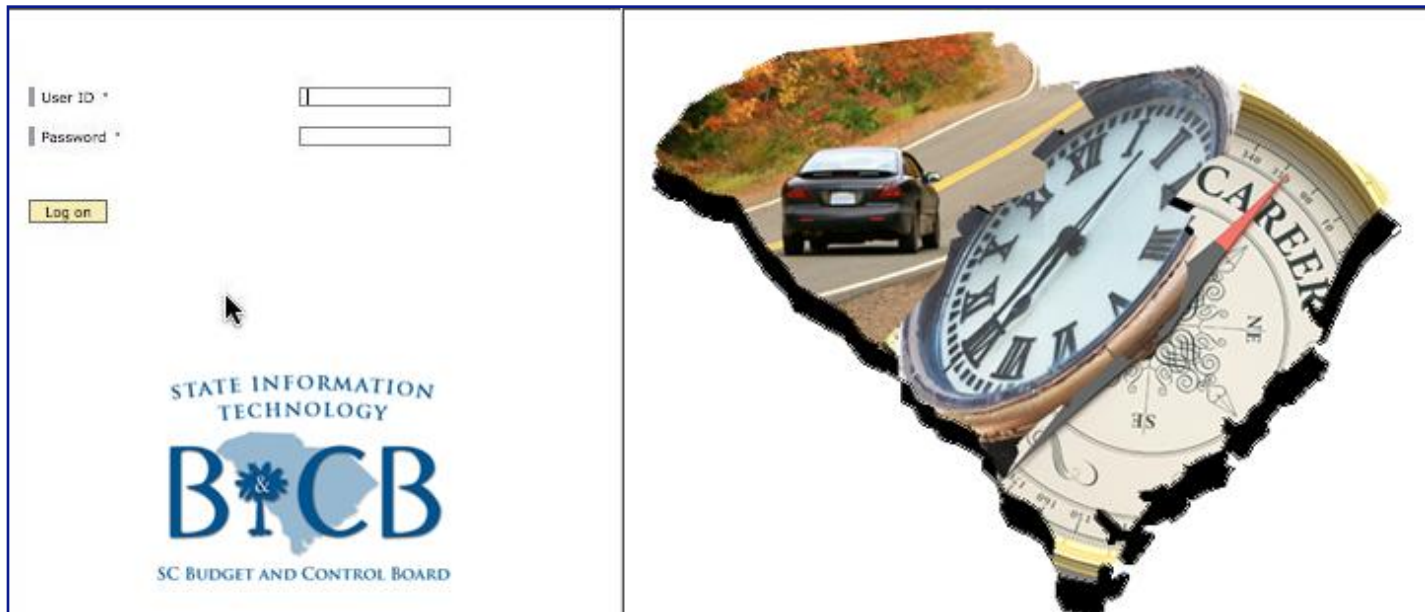
2009 October																																																													
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat																															
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	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.



Home » MySCEmployee

About SCEIS

Cutover

Organization Technical
Infrastructure
Readiness Guide

Agency Support Teams

Training

Finance

HR & Payroll

Materials Management

Reporting

Imaging

Technical

MySCEmployee

MySCEmployee will provide State employees with an easy and convenient way to update their personal information and manage work-related transactions. Using any computer with an Internet connection, users will access MySCEmployee's Employee Self Service functionality to:

- Enter and Submit Time for Manager Approval
- Submit Leave Requests
- View Vacation and Sick Leave Balances
- Access Pay Statements
- Maintain Bank Details for Direct Deposit
- Manage Addresses and Emergency Contact Information
- Manage Travel Requests



MySCEmployee



FRAUD PREVENTION

Click the links below to access MySCEmployee information and materials:

- [MySCEmployee Overview Presentations Schedule](#)
- [MySCEmployee Overview Presentation Video](#)
- [FAQs](#)
- [Log into MySCEmployee](#)
- [Online Training](#)
- [Tools](#)

MySCEmployee Courses

- [Employee Self Service Overview](#)
- [Time Entry](#)
- [Manager Self Service Overview](#)
- [Travel Management Overview](#)

Questions



My Time



My Pay



My Career



My Personal Information



My Employee Search



My Travel



My Benefits