

Subject: SCEIS Central: My Leave Requests enhancement
Audience: SCEIS Central Users

The SCEIS Team is pleased to announce an enhancement to the My Leave Requests application in SCEIS Central.

When an employee is modifying a request while their manager is simultaneously approving the original request a message will appear that states, “Data is not up to date. Exit and reenter the application.” This will allow the employee to refresh the data to view the recent approval/rejection by the manager and proceed if adjustments are needed.

Managers are encouraged to select the refresh icon within the Inbox before approving a leave request. This will ensure that the most recent data is displayed for review.

This enhancement eliminates the “specify a class name” error that some users have seen in the past.

If you have questions about using this functionality, please contact the SCEIS Help Desk (803-896-0001 and select option 1 for SCEIS help or use the email form available at <http://www.sceis.sc.gov/requests/>).

Thank you,
The SCEIS Team