



## Weekly Update

October 10, 2011

**Subject:** Updates to the MySCEmployee MSS100 Training Course Now Available Online  
**Audience:** Agency Training Coordinators, HR Directors, Agency Managers

The SCEIS Training Team recently updated Lesson 6 in the MySCEmployee MSS100 Manager Self Service Training Course. (Please note this update does not affect the special version of MSS100 for SCDOT users.)

This update modified MSS100 Lesson 6 – Substitutions to indicate that a manager who is going to be absent can assign his or her time and leave approval duties to a substitute manager while he or she is out of the office. Previously the lesson indicated that an absent manager could assign a substitute manager to approve leave requests only.

The MSS100 Training course and printable course guide for all agencies except SCDOT is located near the bottom of the web page that resides at the following link: <http://www.sceis.sc.gov/page.aspx?id=158>. To navigate to this page from the SCEIS homepage ([www.sceis.sc.gov](http://www.sceis.sc.gov)), point your mouse to the training button in the left-hand navigation bar, then click on “MySCEmployee Training” from the dropdown menu that appears.

If you have viewed the MSS100 course on your computer previously, and would like to view it again to see the updates, please delete cookies and temporary internet files through your web browser, to ensure that the most recent version of the course loads. If you need help clearing temporary internet files, contact your agency’s IT staff for assistance.

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