

Subject: New MSS Instructional Documentation Now Available
Audience: HR Directors, All MSS Users

The SCEIS HR/Payroll Team has developed new instructional documentation for existing functionality available to MSS users:

- A new QRC with steps to filter the MSS Universal Worklist (often referred to as the MSS “inbox”)
- A new Mini Guide showing how to get the most out of the Absence Days screen, and other screens that include the rows feature in MSS

These items are described and linked below, and provided on the SCEIS Weekly Updates web page, in conjunction with this message. You can also find them on the [MySCEmployee Tools](#) web page.

Filtering the Universal Worklist

A new MSS QRC provides step-by-step instructions for filtering the Universal Worklist (also known as the “inbox”) to quickly view tasks by type or date. [Click here](#) to view this new QRC.

Change the Number of Rows, Filter, Copy/Paste and Print from the Absence Days Screen

A new Mini Guide showing MSS users how to manipulate the Absence Days screen—and all other MSS screens that include the rows feature—is now available. [Click here](#) to view this new Mini Guide.

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/>.