

Subject: New Online Course Available: ESS110U - Time and Leave Entry in MySCEmployee Employee Self Service

Audience: All MySCEmployee Users

The SCEIS Team is pleased to announce a new online course, ESS110U - Time and Leave Entry in MySCEmployee Employee Self Service. This course is designed to familiarize MySCEmployee users with recording working time (with and without charge objects), submitting leave requests, displaying quota (leave) balances, and viewing leave statements in Employee Self Service. ESS110U is replacing the ESS110 online course previously available on the SCEIS website.

Below, you will find details about the online course including course navigation and suggestions for completing the course. The link to ESS110U is also below.

ESS110U Time and Leave Entry in MySCEmployee Employee Self Service Online Course

Description: ESS110U familiarizes users with recording working time (with and without charge objects), submitting leave requests, displaying quota (leave) balances, and viewing leave statements in MySCEmployee Employee Self Service.

Course Lessons and Timing:

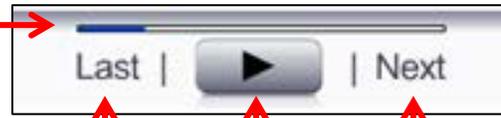
Lesson:	Length of Lesson in Minutes:
Course Introduction	(1:16)
Lesson 1 - Log into the MySCEmployee Website	(1:51)
Lesson 2 - Record Working Time (without Charge Objects)	(14:26)
Lesson 3 - Record Working Time (with Charge Objects)	(6:06)
Lesson 4 - Submit a Leave Request	(9:42)
Lesson 5 - Display Quota Balances	(1:12)
Lesson 6 - View Leave Statements	(2:07)
Total:	37 Minutes (36:40)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: In the ESS110U Course Index, participants will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the ESS110U Course Index.

Within the course, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide Pause/Play Button Next Slide

Suggestions for Completing the Course: To get the best out of the ESS110U online course, the SCEIS Team has provided the following suggestions for completing the course:

- Have paper available to take notes, or print the Power Point version of the course found on the Links page within the online course. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Visit the Links page of the course to print the course script and get links to additional resources such as the SCEIS uPerform site and the MySCEmployee Tools webpage.

Accessing the Course: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation, then click “MySCEmployee Training” in the menu that appears. The direct link is below:

<http://sceis.sc.gov/courses/ESS110U/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.