

## Weekly Update

*Week of June 19, 2017*

**Subject:** Timeframe Adjusted for Work Schedule Rule (WSR) Creation

**Audience:** HR Directors, HR Users

Due to required system upgrades in SCEIS, new Time Management WSRs will be processed between June 19, 2017 and July 21, 2017 rather than during the month of August. **This adjusted timeframe is the last opportunity to create new WSR's in 2017.**

If your agency has new WSR requests, please submit a ticket to the SCEIS Help Desk to ensure your changes are placed in production prior to the July 21 deadline.

Please note that for the remainder of the year, you can still maintain employee WSR assignment, and the SCEIS Team can still add existing WSRs to your agency's drop down box. [Click here](#) for a list of over 4,000 existing WSRs.

If you have any questions about this message, contact the SCEIS Help Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or by email at [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov).