

Weekly Update

Week of April 16, 2018

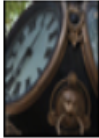
Subject: ESS Time and Payroll Features – SCEIS Central Readiness
Audience: All SCEIS Users

SCEIS Central will offer the same functionality provided by MySCEmployee. As we prepare for the transition to SCEIS Central we want to highlight certain MySCEmployee features that can help with improving payroll processing today and in the future. We encourage you to take advantage of the following ESS time and payroll features.

1. **Pay statements** – review yours for accuracy.
2. **Leave statements** – review yours for accuracy.
3. **Leave and working time processing** – if you enter leave and work hours in ESS, enter it timely.
4. **Missing time processing** – when you access “My Working Time,” ESS has several features to help employees with missing time.

a. Below the Working Time title, a message appears that includes your working time that has been recorded and approved.

My Working Time



Working Time

[Record Working Time](#)

You can record your working time here.

You have recorded adequate working times for all workdays up to 03/28/2018.

Your recorded times have been approved up to 03/26/2018.

b. In My Working Time, the calendar shows the working hours that your supervisor approved. They are displayed with a green highlight.

1
2
3

Display and Edit
Review and Send
Completed

Hide Calendar
Show Time Accounts
Show Overview of Leave

March 2018

Su	Mo	Tu	We	Th	Fr	Sa
9	25	26	27	28	1	2
10	4	5	6	7	8	9
11	11	12	13	14	15	16
12	18	19	20	21	22	23
13	25	26	27	28	29	30
14	1	2	3	4	5	6

April 2018

Su	Mo	Tu	We	Th	Fr	Sa
13	25	26	27	28	29	30
14	1	2	3	4	5	6
15	8	9	10	11	12	13
16	15	16	17	18	19	20
17	22	23	24	25	26	27
18	29	30	1	2	3	4

May 2018

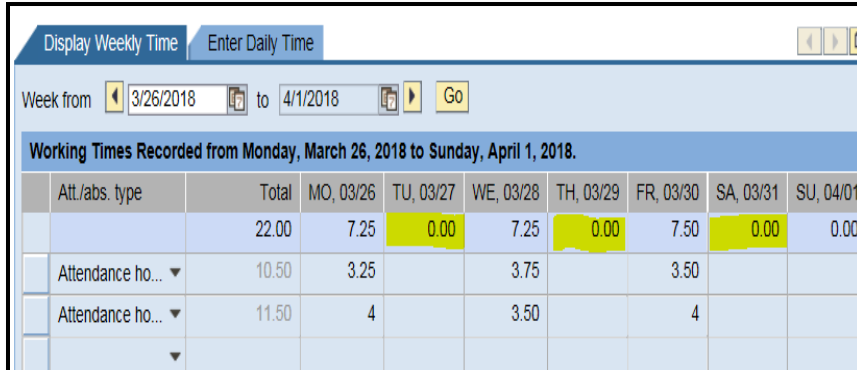
Su	Mo	Tu	We	Th	Fr	Sa
18	29	30	1	2	3	4
19	6	7	8	9	10	11
20	13	14	15	16	17	18
21	20	21	22	23	24	25
22	27	28	29	30	31	1
23	3	4	5	6	7	8

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Approved Working Hours

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- c. A Display Weekly Time tab is available to help you identify work days that still need working hours to be entered or approved.



The screenshot shows a web interface with two tabs: "Display Weekly Time" (selected) and "Enter Daily Time". Below the tabs is a date range selector: "Week from 3/26/2018 to 4/1/2018" with a "Go" button. The main content is a table titled "Working Times Recorded from Monday, March 26, 2018 to Sunday, April 1, 2018." The table has columns for "Att./abs. type", "Total", and days of the week from Monday to Sunday. The data shows a total of 22.00 hours, with 7.25 hours on Monday, 0.00 on Tuesday, 7.25 on Wednesday, 0.00 on Thursday, 7.50 on Friday, 0.00 on Saturday, and 0.00 on Sunday. Two rows for "Attendance ho..." show 10.50 and 11.50 total hours, with specific values for Monday, Wednesday, and Friday.

Att./abs. type	Total	MO, 03/26	TU, 03/27	WE, 03/28	TH, 03/29	FR, 03/30	SA, 03/31	SU, 04/01
	22.00	7.25	0.00	7.25	0.00	7.50	0.00	0.00
Attendance ho... ▼	10.50	3.25		3.75		3.50		
Attendance ho... ▼	11.50	4		3.50		4		

If you have questions about this information, 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/>.