

MySCEmployee Becomes SCEIS Central this fall.



My **Leave Requests** displays leave information and provides the ability to create leave requests

My Leave Requests
Manage my leave re...

Entitlement

Items (3)

Leave Type	Validity	Available
Annual Leave	12/02/2009 – 12/31/99	356.88 Hours
Sick Leave	12/02/2009 – 12/31/99	1,059.63 Hours
Comp time	12/02/2009 – 12/31/9999	0 Hours

Request Overview

Calendar Items (3)

Select a start and end date to create a new request; click an existing request to display

May – June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon		
18	29	30	1	2	3	4	5	22	27	28
19	6	7	8	9	10	11	12	23	3	4
20	13	14	15	16	17	18	19	24	10	11
21	20	21	22	23	24	25	26	25	17	18
22	27	28	29	30	31	1	2	26	24	25

Legend: Today, Selected, Working Day, Non-Working Day, Approved / Informed, Sent, Rejected, Public Holiday

Create Request

- Entitlement lists available and planned leave hours.
- The Request Overview offers:
 - Calendar and list views of leave with corresponding statuses (approved, sent, rejected, etc.)
- Create Request leads to the screen where leave requests are created and saved/submitted to the Approver.

Detailed training will be available in MySCLearning beginning August 1.