

Subject: A new analytics feature for My Timesheet is now available

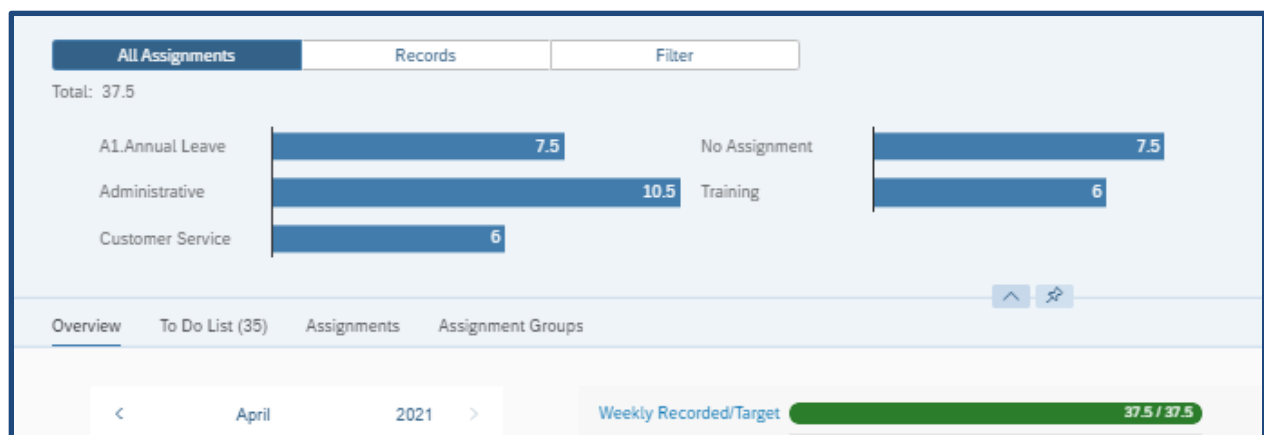
Audience: All SCEIS users

A new analytics feature has been added to My Timesheet in SCEIS Central. This tool provides insight into hours worked by Assignments, reflecting an employee's attendance, as well as any approved and posted leave requests.

Both the attendances and absences are graphically represented, and a user can drill down into the details or use a filter to show only certain data. The filter can be set based on the Assignment values or by the attendance/absence attributes.

The analytics feature is located on the Overview screen, under the employee name section.

The following image shows an analytics example with different types of Assignments recorded by an employee in the Timesheet application, as well as an annual leave request that has been approved and processed in the system.



Employees will be able to “pin” the analytics to the top of the screen, which allows the graphics to remain visible as they scroll. The analytics can also be hidden or unpinned.

Managers can access My Timesheet analytics while using the Act as function.

A Quick Reference Card (QRC) has been created and is available in MySCLearning. Search for **Additional Time Entry Functions Collection**.

Please share this information with your employees.

If you have any questions, please contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <http://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team