

Subject: Change in the Submission of New Work Schedule Rules: A Message from the Human Resources Division

Audience: HR Directors, AST Leads

As a courtesy, the SCEIS Team is redistributing the following email message from Sam Wilkins at the SC Human Resources Division regarding a change in the submission of new SCEIS work schedule rules.

From: Wilkins, Sam

Sent: Friday, December 20, 2013 2:04 PM

Subject: Change in the Submission of New Work Schedule Rules

Good Afternoon –

In order to better serve the State of South Carolina, the Human Resources Division (HRD) and the SCEIS Team are announcing a change in the process of the development of new work schedule rules. Beginning February 1, 2014, SCEIS help desk ticket requests for the creation of a brand new work schedule will be sent to HRD for approval of the construction of the new work schedule. This new process does not apply to requests to add an existing SCEIS work schedule to an agency's list. A [full list](#) of the existing SCEIS work schedules (i.e., over 4000) are housed on the SCEIS website for your reference.

Tickets requesting a work schedule rule will be submitted to the SCEIS Help Desk as they always have. Requests for the creation of a brand new work schedule must include a justification for the new schedule along with the specific number of hours needed for each day. These requests will be forwarded to HRD for review and approval. Once construction of the new work schedule is approved, HRD will send the ticket back to the SCEIS Time Team in order to build the new work schedule. If the creation of the new work schedule is not approved, HRD will close the help desk ticket.

If you have any questions about this message, 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/>.

Thank you,

The Human Resources Division and the SCEIS Team