

Revision 1

Overview

If you need to request a new customer or make any changes to an existing customer's information, go to: <u>https://myscemployee.sc.gov</u> and log in using your current MYSCEmployee User ID and password.



After signing in, you will see the following screen. Click on the Customer

MySCEmployee Welcome SCEIS User Help | Personalize | Log Off powered by SCEIS Employee Se Alerts and Helpful Links Welcome to MySCEmployee MySCEmployee is the place where state employees can manage their human resources and payroli information on file with the State, Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool. SC.Gov Employee Insurance Program (EIP) Retirement Systems Office of Human Resources (OHR) Employee E-News State Holidavs State Employee Weather Alert MySCEmployee Updates MySCEmployee System Availability: The Comptroller General's Office Central State Payroll must complete a series of steps to prepare each payroll for State employees. During some of these steps certain MySCEmployee functions in My Pay and My Personal Information an not available. If you are not able to access My Pay and My Personal Information, please click on the following link to the payroll calendar http://sceis.sc.gov/page.aspx?id=207. · Effective Monday, May 17 MySCEmployee users have the ability change passwords from within the portal. Password reset Note Passwords require at least 1 Number, 1 Letter and a minimum of 6 characters. Passwords will expire every 90 days. • The MySCEmployee Reference Guide and other support materials are available at www.sceis.sc.gov/page.aspx?id=166. Reminder: MySCEmployee currently supports Internet Explorer versions 6, 7 and 8

tab.

Customer Master Guide

Customer - Agency Administration screen

First, do a search on the customer you want to add to make sure it isn't already in the system. If the customer is in SAP, you will see all related results from your search. You can double click on any of the accounts to review to see if this is the one you need. If your customer is not in SAP, click the "New Customer" button.

Customer Master - Search 2010.11.04.0002		<u>E</u>)
Customer Search Parameters (maximum results: 300 records)		
Customer Number:	Corporate Group:	
Name:	City:	
Corporate Groups only? 🔲 (Check to return only those	e records whose Corporate Group matches Customer Number)	
Search	Clear New Customer	
 Ever use a wildcard search? <u>Click here for help.</u> Don't know what a <i>Corporate Group</i> is? <u>Click here</u> Please only submit a New Customer request if the If an update needs to be made to an existing custor 		
	mer record, click the link on the name of the applicable record.	

Create Customer Request - Introduction

The first screen you will see is an introduction screen. Please read through this so that you understand the process. Then click the "Continue" button.

'Create Customer' Request - Introduction	<u>Exit</u>
The 'Create Customer' process consists of 4 basic steps, some of which are optional. You may want to review and have 'at hand' the data elements listed below before starting the process.	-
 Step 1 - The customer's name and corporate group number. Step 2 - The name and phone of the primary contact for this customer. Step 3 - The customer's mailing address. Step 4 - Any additional message you would like to send to the administrator. 	
Please remember that if you close your browser or leave the registration application before clicking the Finish button in Step 4, you'll have to start the process over from the beginning. Use the buttons provided at the bottom of each step to navigate through the processyour browser's 'Back' button will not transmit your data to our server.	
Sincerely,	
The Customer Master Administrative staff	
Cancel Continue	

Create Customer Request - Identification

You will need to complete the Customer Name (Line 1). You may use the additional name lines if needed. If you know the corporate group, enter that in the Corporate Group text box. If you don't know the corporate group, click the New Corporate Group check box. Next, click the Account Group drop down box and select the correct type. Please note that ZCCD (Other Government Agencies SC) refers to Counties, local governments and cities. ZGNR (General Customers) are non-state entities. When you have made your selection, click the "Next Step" button.

'Create Customer' Request - Identification	<u>Exit</u>
Customer Name	
*Name Line 1:	
Name Line 2:	
Name Line 3:	
Name Line 4:	
Customer Identification *Corporate Group: - OR -	
*New Corporate Group? 🔲 (Check to designate eventual Customer Numb	per as Corporate Group)
*Account Group:Select	•
Step 1 of 4 Previous Step Cancel	Next Step

Primary Customer Contact

The next step is to provide the Customer Contact information, including the name and telephone number. Enter your email address instead of the customer's in the Email Address text box. When completed, click the "Next Step" button. *Please note the format of the telephone number (803) XXX-XXXX.

'Create Customer' Request - Custome	r Contact Exit
Primary Customer Contact	
*Customer First Name:	
*Customer Last Name:	
*Customer Telephone Number:	Extension:
*Requestor E-Mail Address:	
Step 2 of 4 Previous Step	Cancel Next Step

Customer Master Guide

Next, you will enter the new customer's address information. You may use either a street address, a PO Box or both if needed. When completed, click the "Next Step" button.

'Create Custome	er' Request - Address	<u>cit</u>
*Please supply a Str	eet Address or a PO Box for: test	
Building:	Room: Floor:	
Street Address:	(for example: 10263 Main St)	
PO Box:	(for example: 1242)	
	Only enter the PO Box number in this field (do not enter the text "PO Box"). The text "PO Box" is provided by our system when the address is printed.	
*City:		
*Country:		
*State/Province:	-None- 💌	
*Postal Code:		
PO Box City:	(if different than Street Address City entered above)	
PO Box Postal Code:	(if different than Street Address Postal Code entered above)	
Step 3 of 4	Previous Step Cancel Next Step	

The next screen gives the requester the option to include any special notes or instructions. This is an optional screen. When completed, or if you prefer to skip the message, click the "Finish" button.

'Create Customer' Request - Finish	<u>Exit</u>
Message to Administrator Please provide any remarks describing this request that may be helpful to the administrators in processing this transaction.	
Click the Previous Step button if you would like to review any of the information entered in the previous steps. Click the Finish button to submit your request.	
Step 4 of 4 Previous Step Cancel Finish	

You are done. You will be notified via email of the new account number when your requested changes have been completed by the SCEIS team.