



MySCEmployee Employee Self Service – ESS100

Course Learning Objectives



Upon completion of this course, learners will be able to:

- Log on and navigate within the MySCEmployee Employee Self Service website
- Perform an employee search to find other South Carolina state employees
- View and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Maintain addresses, emergency contacts and other personal data
- Understand how to access benefits and career information via websites outside of the website
- Understand how to submit a leave request and record sick time in the system through My Working Time

Course Map



- Logging into MySCEmployee Employee Self Service website
- My Employee Search Overview
- My Pay Overview
- My Personal Info Overview
- My Benefits Overview
- My Career Overview
- Submitting Leave Requests and Recording Sick Time
- Review and Summary

Approximate Course Time: 1 hour

Note: This course does not cover Employee Self Service Time Entry or Travel and Expenses because those modules are not used by DOT at this time.



Logging into MySCEmployee Employee Self Service website

Lesson Learning Objectives



Upon completion of this lesson, learners will be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different areas within the Employee Self Service website

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the “Back” and “Forward” buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results

MySCEmployee Login Page

1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password in the areas indicated
3. Click the Log On button to be directed to the MySCEmployee splash page

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the “Back” and “Forward” buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results



MySCEmployee Splash Page

1. In the upper left-hand corner of the page it should read **Welcome** followed by your name.
2. To access the main **Employee Self Service** page, click the blue **Employee Self Service** tab.
3. Be sure to pay attention to the **News of Interest** section for relevant human resources, payroll and system information and updates.
4. In the upper right-hand corner of the page is the **Log Off** button. Underneath the **Log Off** button are the **Back** and **Forward** links which allow you to move back and forth between the different areas of the website you have visited.

The screenshot displays the MySCEmployee splash page. On the left, a vertical column of callout boxes points to specific elements on the page:

- Log Off**: Points to the 'Log Off' link in the top right corner.
- Personal Greeting**: Points to the 'Welcome esstrain5,' text in the top left.
- Employee Self Service**: Points to the 'Employee Self-Service' tab in the navigation bar.
- Welcome Message**: Points to the 'Welcome to MySCEmployee' section.
- News of Interest**: Points to the 'News Of Interest' section.
- Helpful Links**: Points to the 'Helpful Links' section.
- Navigate Back and Forward**: Points to the 'History', 'Back', and 'Forward' links.

The page content includes:

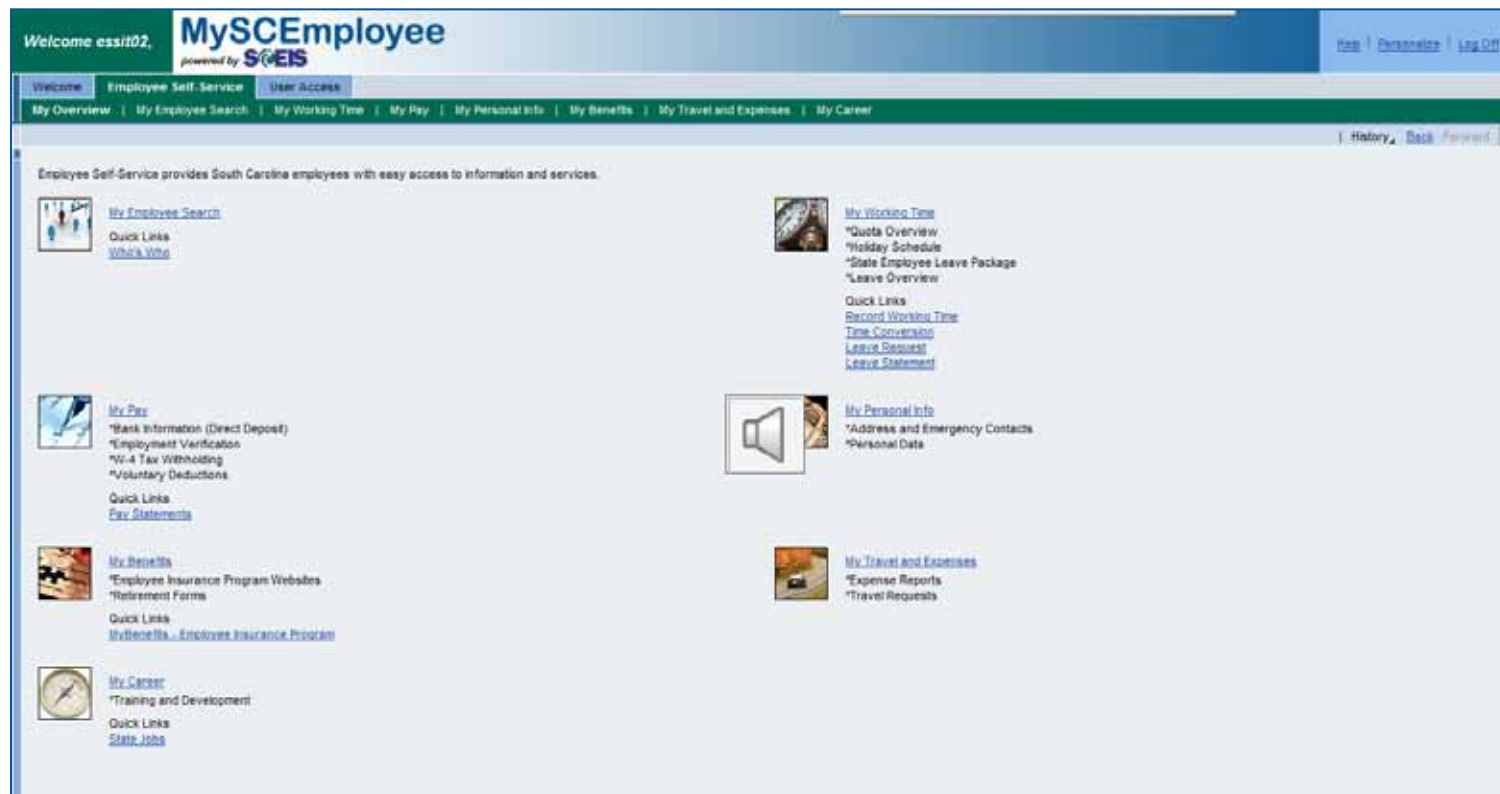
- Header**: 'Welcome esstrain5,' and 'MySCEmployee powered by SCEIS'.
- Navigation Bar**: 'Welcome', 'Employee Self-Service', 'Alerts and Information', and 'Universal Worklist'.
- Welcome to MySCEmployee**: A blue box with text explaining the system's purpose: 'MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities directly in their hands. Through MySCEmployee state employees can, among other activities, enter and submit time for manager approval, access pay statements, maintain bank details for direct deposit, submit leave requests, view various quota balances, update mailing addresses, and search for other state employee's contact information.'
- News Of Interest**: A green box containing three bullet points:
 - Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
 - Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, such as addresses, emergency contacts, social security number and date of birth soon after go-live.
 - Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not yet supported by the system.
- Helpful Links**: A green box with a list of links:
 - SC Gov
 - Employee Insurance Program (EIP)
 - Retirement Systems
 - Office of Human Resources (OHR)
 - Employee E-News
 - State Holidays
 - SCEIS
- Footer**: A collage of images including the South Carolina State Capitol, a beach with palm trees, and sailboats.

MySCEmployee Employee Self Service – Area Page (Main Overview)



From the Employee Self Service Overview Page, you can perform many of your own human resources and payroll related administrative activities.

1. Notice that the Employee Self Service tab turned green because it is now active.
2. You can access any of the seven Employee Self Service links (My Employee Search, My Pay, My Benefits, My Career, My Working Time, My Personal Info and My Travel and Expenses) either from the submenu or from the main body of the page.
3. Notice some sections of the main body of the page have Quick Links. Quick Links allow users to access some of the commonly used Employee Self Service features faster.



Lesson Summary

You should now be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different links within the MySCEmployee Employee Self Service website



South Carolina Enterprise Information System

My Employee Search

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Access My Employee Search
- Conduct an employee search
- Review the search results

MySCEmployee Employee Self Service – My Employee Search



From the Employee Self Service overview page, click on the **My Employee Search** link either from the submenu or from the main overview area to access this function.

Welcome essit02, **MySCEmployee**
powered by SCEIS

Home | Personalize | Log Off

Employee Self-Service | User Access

My Overview | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search
Quick Links
[Who's Who](#)

My Working Time
*Ouster Overview
*Holiday Schedule
*State Employee Leave Package
*Leave Overview
Quick Links
[Record Working Time](#)
[Time Conversion](#)
[Leave Request](#)
[Leave Statement](#)

My Pay
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
Quick Links
[Pay Statements](#)

My Personal Info
*Address and Emergency Contacts
*Personal Data

My Benefits
*Employee Insurance Program Websites
*Retirement Forms
Quick Links
[MyBenefits - Employee Insurance Program](#)

My Travel and Expenses
*Expense Reports
*Travel Requests

My Career
*Training and Development
Quick Links
[State Jobs](#)

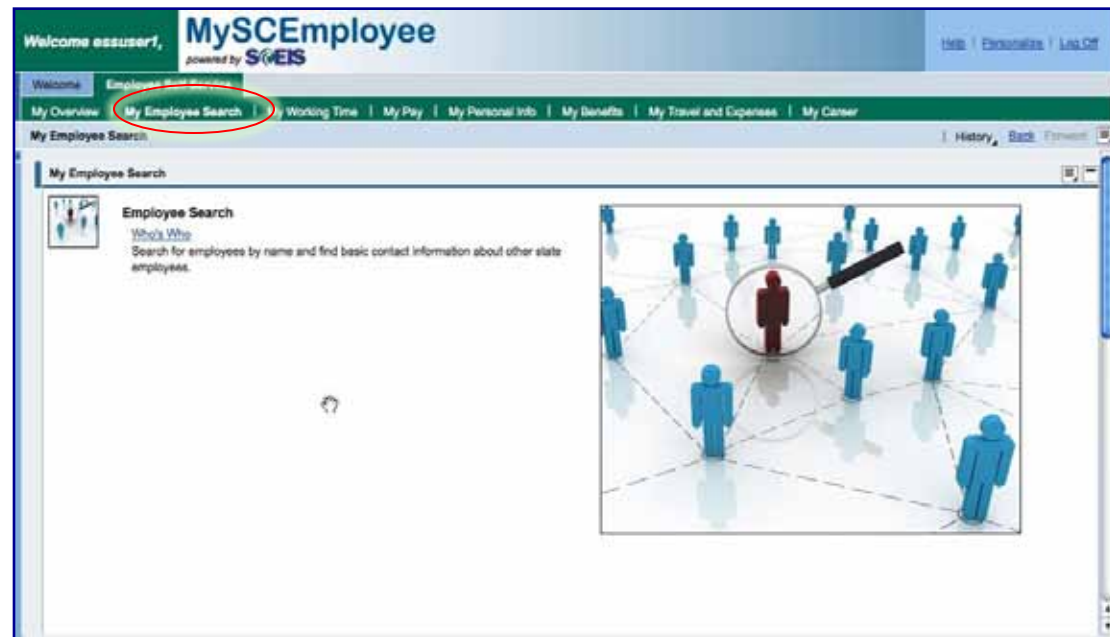
MySCEmployee Employee Self Service

My Employee Search (cont.)



From the My Employee Search overview page select **Who's Who** to begin searching for a state employee. Using the Who's Who link, you can find an employee's:

- Contact information including work e-mail address and phone number
- Personnel area (Agency)
- Organizational unit (Division or Department)



Note: No sensitive data, such as pay information, is available through My Employee Search

MySCEmployee Employee Self Service – My Employee Search (cont.)



Employees can search for other state employees by name or organizational unit. Wild card (*), also known as an asterisk, searches can be used in any field. To use the Who's Who link, enter a last name, first name, or organizational unit (also known as their department or division) in the appropriate field. It is important to note that the less information you provide (e.g. only providing a letter, such as J*) the longer the search will take because the system will generate results for every state employee whose last name starts with the letter J, for instance.

Who's Who

Who's Who

Please enter the search criteria

[Advanced search](#)

Last name:

First name:

Search for an employee with the last name Jones.

Use an asterisk (*) in the first name field to search for all employees with the last name Jones and whose first name starts with a T.

Result List

First name	Last name	Middle name	Personnel area	Organizational unit
Test	Jones		ADJUTANT GENERALS OFFICE	
Test	Jones		ADJUTANT GENERALS OFFICE	
Test4	Jones		LEG DEPT-THE SENATE	
Test5	Jones		LEG DEPT-THE SENATE	ACCOUNTING SERVICES DIVIS
Test5	Jones		DEPARTMENT OF AGRICULTURE	CONSUMER SERVICES LAB
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test7	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

A list of employees who meet the search criteria are listed. Select the person you are looking for to see contact information.

MySCEmployee Employee Self Service— My Employee Search (cont.)



- From our example, we are displaying contact information for an employee named **Test6 Jones**.
- The employee profile displays basic organizational information and state contact information.

Employee profile for Test6 Jones	
Communication	
Area Code + Telephone:	
Extension:	<u>803-999-9999</u>
E-mail:	<u>JTEST6@SC.GOV</u>
Department	
Organizational unit:	DEF-SUP-000052403
Miscellaneous	
Last name:	Jones
First name:	Test6
Middle name:	
Personnel area:	STATE AUDITOR OFFICE
Back to Result List	

Lesson Summary

The topics covered in this module were:

- Accessing the My Employee Search
- Conducting an employee search
- Reviewing the search results



South Carolina Enterprise Information System

My Pay

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction

MySCEmployee Employee Self Service – My Pay



From the Employee Self Service overview page, click on the **My Pay** link either from the submenu or from the main overview area to access this function.

Welcome essit02, MySCEmployee powered by SCEIS


Help | Personalize | Log Off

Welcome | Employee Self-Service | User Access

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward


Employee Self-Service provides South Carolina employees with easy access to information and services.



[My Employee Search](#)

Quick Links

[Who's Who](#)




[My Working Time](#)

*Quota Overview
*Holiday Schedule
*State Employee Leave Package
*Leave Overview

Quick Links

[Record Working Time](#)
[Time Conversion](#)
[Leave Request](#)
[Leave Statement](#)




[My Pay](#)

*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions


Quick Links

[Pay Statements](#)



[My Personal Info](#)

*Address and Emergency Contacts
*Personal Data




[My Benefits](#)

*Employee Insurance Program Websites
*Retirement Forms


Quick Links

[MyBenefits - Employee Insurance Program](#)



[My Travel and Expenses](#)

*Expense Reports
*Travel Requests



[My Career](#)

*Training and Development

Quick Links

[State Jobs](#)

MySCEmployee Employee Self Service

– My Pay Overview Screen



From the **My Pay** overview page, you will be able to view and print pay statements, create an employment and salary information request, maintain bank account information for direct deposit, maintain federal and state tax withholdings, enter a voluntary recurring deduction or a one-time voluntary deduction.

Pay Statement

Employment Verification

Bank Information

W-4 Tax Withholding

Voluntary Recurring Deduction

One-Time Voluntary Deduction

Welcome essuser1, MySCEmployee powered by SCEIS

Welcome

Employee Self-Service

My Overview

My Employee Search

My Working Time

My Pay

My Personal Info

My Benefits

My Travel and Expenses

My Career

My Pay

History

Back

Forward

My Pay

Pay Information

[Pay Statements](#)

View your pay statements (current or historical).

[Employment Verification](#)

Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)

Read this prior to maintaining direct deposit.

[Bank Information](#)

Maintain your banks for direct deposit.

NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

[W-4 Tax Withholding](#)

Maintain your tax withholdings for Federal and State.

NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Recurring Deduction](#)

This link allows you to enter Voluntary Recurring Deduction

[One Time Voluntary Deduction](#)

This link allows you to enter One Time Voluntary Deduction

20

MySCEmployee Employee Self Service

– My Pay (Pay Statement)



To generate a pay statement, click on the **Pay Statements** link from the My Pay overview screen. The pay statement is generated in pdf format and can be **printed** or **saved**.

Print Pay Statement

Save Pay Statement

Paycheck Inquiry Service

[Show Overview](#)

◀ Previous Salary Statement Next Salary Statement ▶ Exit

1 / 4

80.6%

PURSUANT TO WARRANT OF
RICHARD ECKSTROM
COMPTROLLER GENERAL

STATE OF SOUTH CAROLINA
Office Of State Treasurer
CONVERSE A. CHELLIS III, CPA
STATE TREASURER

Pay Period: 07/02/2009 through 07/16/2009				Name: Stacy remuneration Test		Personnel No: 90000205	
Check Date: 07/21/2009				Organization: R080-SECRETARY OF STATE			
Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD	
Current: 5,710.00 -	391.09 -	1,560.06 -	3,758.85	Ben-SCRS EE Pre-tax		1,308.45	
YTD: 59,199.67 -	4,709.96 -	22,496.49 -	31,993.22	Ben-DualSCRS EE Pretax		147.85	
				Ben-DualPORS EE Pretax		109.00	
Earnings	Hours	Current	YTD	Ben-ORPDualEEAIGEEPretax		195.53	
				Ben-ORPDualEETIAEEPretax		304.53	
Regular Salary Exempt		1,950.00	13,650.00	Flexible Benefits Agency	1.00	7.00	
Summer Pay Salaried		1,950.00	13,650.00	SCRS IPP Pre-tax	2.00	14.00	
Ex Officio Allowance, Leg		450.00	3,150.00	PORS IPP Pre-tax	2.00	14.00	
Active Retiree Wages		450.00	3,150.00	GARS IPP Pre-tax	1.00	6.00	
Teri Retiree Wages		450.00	3,150.00	JSRS IPP Pre-tax	1.00	6.00	
Grandfather Teri Wages		450.00	3,150.00	Ben-Adj Loan EE Pre-tax	4.00	24.00	
Salaried Non-Exempt		10.00	70.00	MoneyPlus BasAdmFeePretax	0.14	0.98	
On Call/Standby			2,274.60	Ben-Opt Life EE Pre-tax	10.54	73.78	
Overtime Premium 50%			54.51	Ben-Dental Plus Pretax	10.30	72.10	
Officer of the Day/Night			70.00	MoneyPlus AdjAdmFeePretax	3.50	24.50	

MySCEmployee Employee Self Service

– My Pay (Employment Verification)



To generate an employment verification request, click on the **Employment Verification** link from the My Pay overview screen, fill in the required fields, click the **Next Step** button and save your request.

Employment Verification

1

2

3

Selection

Review and Send

Completed

Please select the type of form.

☒ Verification of position and start date

☐ Verification of position, start date, and current year's earnings

☐ Verification of position, start date, and current and previous 2 years' earnings

Communication Type

☒ Send by Fax ☐ Send by Mail

Please enter the recipient's address.

Name:

Company:

House Number / Street:

City / State / ZIP Code:

Fax: *

Previous Step

Next Step

Cancel

MySCEmployee Employee Self Service— My Pay (Bank Information)



To access the Bank Information, click on the **Bank Information** link from the My Pay overview screen. South Carolina State Employees can have up to two direct deposit accounts, a Main Bank account and a Supplemental Account. To add /edit or change the account information, click the **Edit** button for the appropriate account type (Main or Other).

Welcome esstrain5, MySCEmployee powered by SCEIS

Help | Personalize | Log Off

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Bank Information | History | Back Forward

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Main bank

Name: John D. Anderson

Bank Name:

Edit

Previous Step New Other bank Exit

MySCEmployee Employee Self Service– My Pay (Edit Bank Information)



- To enter, edit or change bank account information, enter the routing number, bank account number and the account type in the appropriate fields.

Routing
Number

Bank
Account

Account
Type

- Once this information is entered, click the **Review** button on the bottom of the page to verify your changes.

Review

Bank Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Name: Johnny Paul Brady (xSS)

Bank Key / Routing Number: 011102094 WACHOVIA BANK N.A.

Bank Account: 1509912345

Account Type: Checking

Payment Method: Direct Deposit: PA...

Example Check

YOUR NAME 1001
5555 Street Name
City, ST 12345 DATE _____

Pay to the Order of \$ _____
Dollars

Financial Institution
1000 Street Name
City, ST 12345

For _____

1:004185835:1 2:003527942:1 100111

Routing Number Account Number Check Number

Previous Step Review Exit

MySCEmployee Employee Self Service– My Pay (W-4 Tax Withholding)



To access W-4 information, click the **W-4 Tax Withholding** link from the My Pay overview screen. Your current state and federal tax withholdings will be displayed. If you want to edit your tax withholdings, select the appropriate **Edit** button to adjust your withholding status.

The screenshot shows the 'W4' screen with a progress bar at the top indicating four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there are two sections: 'Federal' and 'South Carolina'. Each section displays 'Filing Status' and 'No. of Exemptions' with corresponding values. In the 'Federal' section, the Filing Status is '01' and the No. of Exemptions is '01'. In the 'South Carolina' section, the Filing Status is '02' and the No. of Exemptions is '01'. Below each set of values is an 'Edit' button, which is circled in red in the original image. At the bottom of the screen, there are two buttons: 'Previous Step' and 'Exit'.

Federal	
Filing Status:	01
No. of Exemptions:	01
Edit	

South Carolina	
Filing Status:	02
No. of Exemptions:	01
Edit	

[Previous Step](#) [Exit](#)

MySCEmployee Employee Self Service – My Pay (W-4 Tax Withholding)



Input your tax information in the appropriate fields, put a check in the **Declaration** box and click the **Review** button. Note: If the declaration box is not checked, the transaction will not be processed.

W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Tax Authority: FED

Filing Status: Single

No. of Exemptions: 01

Additional Withholding: 10.00 USD

Tax Exempt Indicator: Not Exempt

Declaration
☐ Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding a exempt status.

Previous Step Review Exit

MySCEmployee Employee Self Service

– My Pay (Voluntary Deductions)



To set up a voluntary recurring or voluntary one-time deduction, click the appropriate **Voluntary Recurring Deduction** or **Voluntary One-Time Deduction** link from the My Pay overview screen. When prompted click the **New** button.

My Pay



Pay Information

[Pay Statements](#)

View your pay statements (current or historical).

[Employment Verification](#)

Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)

Read this prior to maintaining direct deposit.

[Bank Information](#)

Maintain your banks for direct deposit.

NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

[W-4 Tax Withholding](#)

Maintain your tax withholdings for Federal and State.

NOTE: Changes made might not be in effect for up to two weeks.

[Voluntary Deductions \(Recurring\)](#)

Maintain recurring deductions, such as charities, membership dues, credit union, and insurance.

NOTE: Entries made here will be deducted from each paycheck.

[Voluntary Deductions \(One-Time\)](#)

Create a one-time only deduction for a charity organization.

NOTE: Entries made here will be deducted one-time only.



MySCEmployee Employee Self Service

– My Pay (Voluntary Deductions)



1. Enter the Start Date for the Deduction
2. Select the appropriate Deduction Type and enter the amount, then click the **Save** button.

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Start Date: 10/02/2009

Deduction Type: American Heritage Life

Deduction Amount: 0.00

Previous Step Save Exit

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Deduction Type	Amount Per Paycheck	Start Date	End Date
American Heritage Life	90.00	10/02/2009	

New Edit Stop Deduction

3. The new Voluntary Deduction will display on the Recurring Voluntary Deduction Table.

Lesson Summary

You should now be able to:

- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction



South Carolina Enterprise Information System

My Personal Info

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Maintain addresses
- Add emergency contact information
- Display personal data such as legal name, date of birth and marital status

MySCEmployee Employee Self Service – My Personal Info



From the Employee Self Service overview page, click on the **My Personal Info** link either from the submenu or from the main overview area to access.

Welcome esstrain5, **MySCEmployee** powered by SCEIS [Help](#) | [Log Off](#)

Employee Self-Service

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

| History | Back | Forward

[My Employee Search](#)

[Quick Links](#)
[Who's Who](#)

[My Working Time](#)

*Quota Overview
*Time Statements
*Holiday Schedule
*State Employee Leave Package

[Quick Links](#)
[Time Conversion](#)
[Leave Request](#)

[My Pay](#)

*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
*Savings Bonds

[Quick Links](#)
[Pay Statements](#)

[My Personal Info](#)

*Address and Emergency Contacts
*Personal Data

[My Benefits](#)

*Employee Insurance Program Websites
*Retirement Forms

[Quick Links](#)
[MyBenefits - Employee Insurance Program](#)

[My Travel and Expenses](#)

*Expense Reports
*Travel Requests

[My Career](#)

*Training and Development

[Quick Links](#)
[State Jobs](#)

MySCEmployee Employee Self Service

My Personal Info



From the **My Personal Info** page, you will be able to manage your addresses and emergency contact information; as well as display your personal data, such as your legal name, date of birth and marital status.

A screenshot of the MySCEmployee Employee Self Service web application. The page has a blue header with the text 'Welcome essuser1,' and 'MySCEmployee powered by SCEIS'. On the right side of the header are links for 'Help', 'Personalize', and 'Log Off'. Below the header is a green navigation bar with links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info' (which is highlighted), 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'My Personal Info' and contains a sub-section 'Personal Information' with a small icon of a padlock. Under 'Personal Information', there are two links: 'Addresses and Emergency Contact Information' and 'Personal Data'. The 'Addresses and Emergency Contact Information' link is followed by a paragraph of text: 'Manage your addresses and emergency contact information. NOTE: If you change your permanent address, you must also update your address with the Employee Insurance Program (EIP). Go to 'My Benefits' to access link to the EIP website.' The 'Personal Data' link is followed by a paragraph: 'Display your personal data (such as your legal name, DOB, and marital status). If any of this information is incorrect, please contact your Agency's HR Department.' To the right of the text is a large image of a white padlock with a metal chain, resting on a computer keyboard. The browser's status bar at the bottom shows 'Trusted sites' and '100%' zoom.

MySCEmployee Employee Self Service – My Personal Info (Addresses and Emergency Contacts)



To access address and emergency contact information, click the **Address and Emergency Contact Information** link from the My Personal Info overview screen. You will have the ability to maintain permanent residence, temporary residence, mailing address and up to three emergency contacts. To edit an existing address or emergency contact or to add a new address or emergency contact, the process is very similar. If you want to edit a contact, click the appropriate **Edit** button and edit an existing record. If you add new information, select the appropriate **New** button and enter the requested information.

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Permanent Residence

C/O or Contact:
Street and House Number: 1 Main Street
City: Columbia
State: SC
ZIP Code: 29120

Edit

Emergency Contact 1

C/O or Contact: Jane Smith (Mother)
Street and House Number: 3 Woodcross Drive
City: Columbia
State: SC
ZIP Code: 29212

Edit Delete

Emergency Contact 2

C/O or Contact: John Holbrook (Brother)
Street and House Number: 1 Beacon Street
City: Boston
State: MA
ZIP Code: 02116

Edit Delete

Previous Step New Temporary Residence New Mailing New Emergency Contact 3 Exit

Demonstration

The following demonstrations illustrates how to **View, Add and Edit Addresses**. Please click the button below to launch the demonstration.



MySCEmployee Employee Self Service – My Personal Info (Personal Data)



To access personal information, such as legal name, date of birth and marital status, click the **Personal Data** link from the My Personal Info overview screen.

Note: Employees are encouraged to review this information as soon as possible after go-live to confirm that their information is correct.

The screenshot shows a web-based form titled "Personal Data". At the top, there is a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 3 is currently active, indicated by a hand cursor pointing to it. The form contains several sections: "Name" with fields for Title (dropdown), First Name (*), Middle Name, Last Name (*), Known as, Academic Title (dropdown), and Suffix (dropdown); "Data at Birth" with fields for Date of Birth (*), Gender (radio buttons for Male, Female, Unknown), and Marital Status (dropdown); and "Other Personal Data" with a Language (dropdown) field. At the bottom, there are two buttons: "Previous Step" and "Exit". The form is styled with a light blue and white color scheme, and the fields are outlined in blue. The progress bar is located at the top of the form area, and the buttons are at the bottom.

Lesson Summary

You should now be able to:

- Maintain addresses
- Add emergency contact information
- Display personal data such as legal name, date of birth and marital status.



South Carolina Enterprise Information System

My Benefits

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Understand how to access employee benefits

MySCEmployee Employee Self Service

– My Benefits



From the Employee Self Service overview page, click on the **My Benefits** link either from the submenu or from the main overview area, to access this function.

Welcome essit02, MySCEmployee powered by SCEIS

Help | Personalize | Log Off

Welcome Employee Self-Service User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | **My Benefits** | Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

- Quick Links
- Who's Who

My Working Time

- *Quota Overview
- *Holiday Schedule
- *State Employee Leave Package
- *Leave Overview

Quick Links

- [Record Working Time](#)
- [Time Conversion](#)
- [Leave Request](#)
- [Leave Statement](#)

My Pay

- *Bank Information (Direct Deposit)
- *Employment Verification
- *W-4 Tax Withholding
- *Voluntary Deductions

Quick Links

- [Pay Statements](#)

My Benefits

- *Employee Insurance Program Websites
- *Retirement Forms

Quick Links

- [MyBenefits - Employee Insurance Program](#)

My Personal Info

- *Address and Emergency Contacts
- *Personal Data

My Travel and Expenses

- *Expense Reports
- *Travel Requests

My Career

- *Training and Development

Quick Links

- [State Jobs](#)

MySCEmployee Employee Self Service

My Benefits (cont.)



From the **My Benefits** page, you will be able to access a variety of state agency websites, like the Employee Insurance Program and the South Carolina Retirement System, that offer benefits-related services.

Employee Insurance
Program

MyBenefits
EIP

MoneyPlu\$
FBMC

MoneyPlu\$
NBSC

South Carolina
Retirement Systems

SC Deferred
Compensation

Welcome esstrain5, **MySCEmployee** powered by SOEIS

Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | **My Benefits** | My Travel and Expenses | My Career

My Benefits

My Benefits

Benefits

- [Employee Insurance Program](#)
Go to the Employee Insurance Program (EIP) website.
- [MyBenefits - Employee Insurance Program](#)
Manage your benefits through the self-service benefits page offered by the Employee Insurance Program.
- [MoneyPlu\\$ - FBMC](#)
Go to the FBMC website for your Dependent Care Account and Medical Spending Account.
- [MoneyPlu\\$ - NBSC](#)
Go to the National Bank of SC website to maintain your Health Savings Account.

Retirement

- [South Carolina Retirement Systems](#)
Go to the SC Retirement System website.
- [SC Deferred Compensation](#)
Manage and view your deferred compensation accounts.

Retirement Forms

- [Form 1100 - Retirement Plan Enrollment](#)
- [Form 1102 - Beneficiary Designation](#)
- [Form 1103 - Beneficiary/Trustee Designation](#)
- [Form 1104 - Election of Non-Membership](#)

MySCEmployee Employee Self Service – My Benefits (cont.)



From the **My Benefits** page, you can visit various other state-benefits related websites by clicking the appropriate link, to include:

- Employee Insurance Program (EIP)
- MyBenefits EIP
- MoneyPlu\$ - FBMC
- MoneyPlu\$ - NBSC
- South Carolina Retirement Systems
- SC Deferred Compensation

BICB EMPLOYEE INSURANCE PROGRAM
SC BUDGET AND CONTROL BOARD

BA login | privacy | disclaimer | site map

Search

Contact Us | News & Updates | HIPAA | FAQ | Links | Plug-Ins

Choose Your Category

- MyBenefits
- Insurance Managers
- Prevention Partners
- Reduce Your Payments
- Did You Know?
- S.C. vs U.S. Averages

Latest News

- ▶ The Eyes Have It: A New EIP Program
- ▶ You Must Certify Whether You Use Tobacco
- ▶ Feds Grant COBRA Premium Subsidy

See the Open Enrollment 2009 Video Click Here

Tobacco Use Certification
▶ See Details Here

South Carolina's Insurance Benefits

A Better Value for Better Health

South Carolina has long been committed to providing the best possible insurance benefits at the greatest possible value.

We've maintained that commitment, too, even in the face of healthcare costs that continue to soar. As a result, we continue to offer public employees, their families, and retirees coverage that is competitive with that of other states and the private sector.

On this site, you'll find a comprehensive range of important information related to your policy. This includes:

- The latest benefits information
- Easy ways to help keep your healthcare costs low
- Interesting facts about how we've preserved the value of your benefits
- A look at how we stack up with other parts of the country
- Additional facts on what South Carolina is doing to keep bringing you high-quality coverage at reasonable prices.

FRAUD PREVENTION HOTLINE
(803) 832 - 8877 or (803) 411 - 8893
1201 Main Street, Suite 715
Box 27 Columbia, SC 29201
Everyone Working Together to Make Government Better

Contact Us | News & Updates | HIPAA | FAQ | Links | Plug-Ins | Privacy | Disclaimer | Site Map
Choose Category | MyBenefits | Ins. Mgr. | Prevention Partners | Reduce Payments | Did You Know | SC vs US Averages
©2009 SC Budget and Control Board's Employee Insurance Program - All Rights Reserved

Lesson Summary

You should now be able to:

- Understand how to access employee benefits



My Career



Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Understand how to access career information

MySCEmployee Employee Self Service – My Career



From the Employee Self Service overview page, click on the **My Career** link either from the submenu or from the main overview area, to access this function.


Welcome essit02, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee Self-Service** | User Access


[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Pay](#) | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | **[My Career](#)**

| [History](#) | [Back](#) | [Forward](#) |


Employee Self-Service provides South Carolina employees with easy access to information and services.




[My Employee Search](#)
Quick Links
[Who's Who](#)




[My Working Time](#)
*Quota Overview
*Holiday Schedule
*State Employee Leave Package
*Leave Overview
Quick Links
[Record Working Time](#)
[Time Conversion](#)
[Leave Request](#)
[Leave Statement](#)




[My Pay](#)
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
Quick Links
[Pay Statements](#)




[My Personal Info](#)
*Address and Emergency Contacts
*Personal Data



[My Benefits](#)
*Employee Insurance Program Websites
*Retirement Forms
Quick Links
[MyBenefits - Employee Insurance Program](#)



[My Travel and Expenses](#)
*Expense Reports
*Travel Requests



[My Career](#)
*Training and Development
Quick Links
[State Jobs](#)

MySCEmployee Employee Self Service – My Career (cont.)



From the **My Career** page, you will be able to access the state jobs website, as well as OHR's training and development website.

MySCEmployee Employee Self Service interface showing the **My Career** section.

The interface includes a navigation bar with links: **Welcome**, **Employee Self-Service**, **My Overview**, **My Employee Search**, **My Working Time**, **My Pay**, **My Personal Info**, **My Benefits**, **My Travel and Expenses**, and **My Career**.

The **My Career** section contains a **Career and Job** link, which is highlighted by a callout box labeled **State Jobs**. Below this link, the text reads: "Search the job listing on the South Carolina E-Recruitment System."

Below the **State Jobs** link is a **Training and Development** link, which is highlighted by a callout box labeled **Training and Development**. Below this link, the text reads: "Display the course offering and register for courses."

A large image of a compass is displayed on the right side of the page, with the word **CAREER** written on its face.


MySCEmployee Employee Self Service – My Career (cont.)



From the My Career overview page, you can visit the South Carolina E-Recruitment website by clicking the **State Jobs** link.

jobs.sc.gov

South Carolina E-Recruitment System



Apply for a specific vacancy or join a pool to be considered for future vacancies.

South Carolina State Government participates in E-Verify.

Job Search & Apply Here

State Government
careers
www.jobs.sc.gov

- SC [How to Apply](#)
- SC [Frequently Asked Questions](#)
- SC [Benefits of Working for the State of SC](#)
- SC [Login to Existing Account](#)
- SC [Other SC State Government Jobs](#)
- SC [QHR Home Page](#)
- SC [Remodeled Jobs Page Announcement](#)
- SC [How SC Works](#)
- SC [E-Verify Participant - English](#)
- SC [E-Verify Participant - Español](#)
- SC [Right to Work - English](#)
- SC [Right to Work - Español](#)

FRAUD PREVENTION HOTLINE

(803) 832-8877
or
(800) 411-8893
1201 Main Street
Suite 715, Box 27
Columbia, SC 29201

MySCEmployee Employee Self Service – My Career (cont.)



From the My Career overview page, you can visit the Office of Human Resources' training and development website by clicking the **Training and Development** link.

SC Budget and Control Board **OFFICE OF HUMAN RESOURCES**

Training and Development

OHR Home Page
[jobs.sc.gov](#)
[Hot Topics](#)
[Career Opportunities](#)
[Employee Services](#)
[Employer Services](#)
Training & Development
[Statistical Info](#)
[How to Contact Us](#)
[OHR Webmail](#)
[Other Agencies](#)
[State Employees](#)
[Weather Alert](#)
[Workforce Planning](#)

Sam Wilkins, [Director](#)
1201 Main Street
Suite 800
Columbia, SC 29201
Phone: (803) 737-0900

FRAUD PREVENTION HOTLINE
(803) 832-8877
or
(800) 411-8893
1201 Main Street
Suite 715, Box 27
Columbia, SC 29201
*Everyone Working Together
to Make Government Better*

Calendar and Courses

- [2008-2009 Calendar of Courses \(APM / PPD\)](#)
- [2009-2010 Calendar of Courses \(APM / PPD\)](#)
- [Alphabetical Listing of Courses \(APM / PPD\)](#)
- [Online Course Registration Form](#)
- [Online Payment for Training Courses](#)
- **[New Session: Advanced Supervisory Practices](#)**

Certification Programs

- [Certified Public Manager \(CPM\)](#)
- [Associate Public Manager \(APM\)](#)
- [Public Professional Development \(PPD\)](#)
- [Human Resources Professional Development \(HRPD\)](#)

Online Offerings

- [Anti-Harassment Online Training](#)
- [EPMS Online Training](#)
- [E-mail Etiquette](#)
- [How to write a Position Description](#)
- [State Employee Orientation](#)
- [Supervisor Survival Challenge](#)
- [Online Learning Center](#)

Lesson Summary

You should now be able to:

- Understand how to access career information



Submitting Leave Requests and Recording Sick Time

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Submit a leave request and record sick time in the system through **My Working Time**

MySCEmployee Employee Self Service – My Working Time



From the Employee Self Service overview page, click on the **My Working Time** link either from the submenu or from the main overview area, to access this function.

Welcome essit02, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | Employee Self-Service | **User Access** | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Overview | My Employee Search | **My Working Time** | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search
Quick Links
[Who's Who](#)

My Pay
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
Quick Links
[Pay Statements](#)

My Benefits
*Employee Insurance Program Websites
*Retirement Forms
Quick Links
[MyBenefits - Employee Insurance Program](#)

My Career
*Training and Development
Quick Links
[State Jobs](#)

My Working Time
*Quota Overview
*Holiday Schedule
*State Employee Leave Package
*Leave Overview
Quick Links
[Record Working Time](#)
[Time Conversion](#)
[Leave Request](#)
[Leave Statement](#)

My Personal Info
*Address and Emergency Contacts
*Personal Data

My Travel and Expenses
*Expense Reports
*Travel Requests

MySCEmployee Employee Self Service – My Working Time



From the **My Working Time** page, you will be able to access the Leave Request link to request leave and record time used for sick leave.

Welcome essuser1, MySCEmployee powered by SCEIS

Help | Personalize | Log Off

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Working Time

History | Back | Forward

My Working Time

Working Time

[Record Working Time](#)

You can record your working time.
You have recorded adequate work.
Your recorded times have been ap

[Holiday Schedule](#)

Leave Requests

[Leave Request](#)

Request leave and other types of absences.

[Quota Overview](#)

Display your quota balances.

[State Employee Leave Package](#)

Time Statements

[Time Statement for a Chosen Period](#)

Display your working times, absence times, bonuses, and time accounts for a period of your choice.

[Time Statement](#)

Display your working times, absence times, bonuses, and time accounts.

Leave Request

Only some DOT employees will enter time and leave in ESS. Employees who currently enter time and leave in HMMS will continue to do so.

<https://sapportaldev.sc.gov/irj/portal#>

sapportaldev.sc.gov

MySCEmployee Employee Self Service – Leave Request



- Ø Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken
- Ø Managers will approve the requests in Manager Self Service

Similar to other transactions within the MySCEmployee website, at the top of the **Leave Request** page there is a progress chart that walks employees through each step of leave request process. The first step, **Display and Edit**, allows employees to identify the type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

MySCEmployee Employee Self Service

– Changing Approvers



The **Approver** field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor with the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and approve (or reject) the request.



To change the Approver, click the button to the right of the **Approver** field.

Next, enter the **Last Name**, **Personnel Number** or **User Name** of the desired approver in the appropriate fields and then click the **Go** button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the **Review** button.

Leave Request

February 2010 March 2010 April 2010

Su	Mo	Tu	We	Th	Fr	Sa
6	31	1	2	3	4	5
7	7	8	9	10	11	12
8	14	15	16	17	18	19
9	21	22	23	24	25	26
10	28	1	2	3	4	5
11	7	8	9	10	11	12

Su	Mo	Tu	We	Th	Fr	Sa
10	28	1	2	3	4	5
11	7	8	9	10	11	12
12	14	15	16	17	18	19
13	21	22	23	24	25	26
14	28	29	30	31	1	2
15	4	5	6	7	8	9

Su	Mo	Tu	We	Th	Fr	Sa
14	28	29	30	31	1	2
15	4	5	6	7	8	9
16	11	12	13	14	15	16
17	18	19	20	21	22	23
18	25	26	27	28	29	30
19	2	3	4	5	6	7

☐ Absent
 ☐ Multiple Entries
 ☐ Sent
 ☐ Deletion Requested


To request or report leave, enter the required data and choose Review.

Type of Leave:

Date: To

Time: To

Duration: Hours

Approver: 

Note for Approver:

Advanced Search

Last Name: Personnel Number: User Name:

Name	Personnel Number	User
FRANKLIN, JOHN	10029030	MSSIT16
ALLEN, JUSTIN	10029028	MSSIT17
LESTER, KATHY	10029026	MSSIT18

Row 1 of 3

MySCEmployee Employee Self Service

– Leave Request



Step 2, **Review and Send**, displays the information input during the first step. If you are satisfied with the information, click the **Send** button and the request will be sent to your manager for approval.

Note: In the example below the employee requested Nov. 6 off and the system automatically pulled 9 hours from the employee's annual leave quota based on the employee's work schedule. This employee normally works 9 hours on Fridays. If this employee's work schedule indicated that he/she only worked 8 hours on Fridays, then 8 hours would be automatically deducted.

The screenshot shows the 'Leave Request' form in the MySCEmployee system. The form is titled 'Leave Request' and has a progress bar at the top with three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 2 is currently active and highlighted with a red oval. Below the progress bar, there is a warning icon and the text 'Earliest recalculation for time evaluation exceeded'. The main content area displays the following information: 'You want to request the following leave:', 'Type of Leave: A. Annual Leave', 'Date: on Friday, November 6, 2009', 'Duration: 9 Hours', 'Used: Annual Leave: 9.00 Hours', and 'Approver: CARROLL, MICHAEL'. At the bottom, there is a message: 'To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.' Below this message are three buttons: 'Previous Step', 'Send', and 'Cancel'. The 'Send' button is highlighted with a red oval.

MySCEmployee Employee Self Service

– Leave Request



Step 3, **Completed**, indicates that the leave request has successfully been sent to the manager for approval.

Leave Request

Leave Request

```
graph LR; 1[1] --> 2[2]; 2 --> 3[3]; 3 --> End[ ]; style 1 fill:#ccc,stroke:#333; style 2 fill:#ccc,stroke:#333; style 3 fill:#ff0,stroke:#333; style End fill:#ccc,stroke:#333; linkStyle 0,1,2 stroke:#333,stroke-width:1px; linkStyle 3 stroke:#333,stroke-width:1px;
```

1 Display and Edit 2 Review and Send 3 Completed

i The leave request has been sent.

What do you want to do next?

- [Request Another Absence](#)
- [Go to My Working Time Homepage](#)
- [Go to Employee Self-Services Homepage](#)

You have requested the following leave:

Type of Leave: A. Annual Leave

Date: on Friday, November 6, 2009

Duration: 9 Hours

Used: Annual Leave: 9.00 Hours

Approver: CARROLL, MICHAEL

MySCEmployee Employee Self Service

– Leave Request



Note: The calendar, which appears on the main leave request page, displays leave requests that have been approved in **blue**, and those that have been submitted for approval in **pink**.

More detailed information regarding the leave request process is included in the Employee Self Service – Time Entry Course.

Leave Request

Leave Request

1

2

3

Display and EditReview and SendCompleted

[Hide Calendar](#) [Show Monthly Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

October 2009November 2009December 2009

Su	Mo	Tu	We	Th	Fr	Sa
40	27	28	29	30	1	2
41	4	5	6	7	8	9
42	11	12	13	14	15	16
43	18	19	20	21	22	23
44	25	26	27	28	29	30
45	1	2	3	4	5	6

Su	Mo	Tu	We	Th	Fr	Sa
44	25	26	27	28	29	30
45	1	2	3	4	5	6
46	8	9	10	11	12	13
47	15	16	17	18	19	20
48	22	23	24	25	26	27
49	29	30	1	2	3	4

Su	Mo	Tu	We	Th	Fr	Sa
49	29	30	1	2	3	4
50	6	7	8	9	10	11
51	13	14	15	16	17	18
52	20	21	22	23	24	25
1	27	28	29	30	31	1
2	3	4	5	6	7	8

AbsentMultiple EntriesSentDeletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave: A. Annual Leave

Date: 11/6/2009 To 11/6/2009

Time: 12:00 AM To 12:00 AM

Duration: 0 Hours

Approver: CARROLL, MICHAEL

Note for Approver:

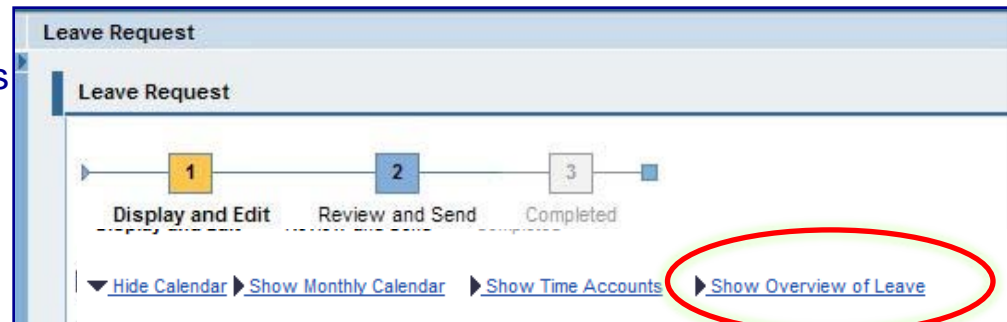
Previous StepReviewCancel

MySCEmployee Employee Self Service

– Leave Request Status



After submitting a leave request, the status may be viewed by clicking the **Show Overview of Leave** link.



Next, a table listing all recent leave requests is displayed. The table will display the type of leave, the dates, the number of hours used and the status of the request. The status are:

- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the **Hide Overview of Leave** link to return to the Calendar View.

Leave Since: 10/1/2009 [Calendar Icon] [Display]

Type of Leave	From	To	Status	Used
A. Annual Leave	11/25/2009	11/27/2009	Sent	9.50 Hours
A. Annual Leave	11/6/2009	11/6/2009	Rejected	
A. Annual Leave	10/30/2009	10/30/2009	Approved	9 Hours
A. Annual Leave	10/28/2009	10/28/2009	Sent	3 Hours
A. Annual Leave	10/27/2009	10/27/2009	Sent	9.50 Hours

Row 1 of 7 [Navigation Icons]

MySCEmployee Employee Self Service – Deleting a Leave Request



If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the **Show Overview of Leave** link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

The Leave Request details will display below the table, click the **Delete** button. Next click the **Review** button. To confirm the request should be removed, click the **Delete** button again. Once the request has been deleted, a confirmation message will display

Leave Request

Leave Request

1 2 3

Display and Edit Review and Send Completed

▼ Hide Calendar ▶ Show Monthly Calendar ▶ Show Time Accounts ▶ Show Overview of Leave

▶ Show Calendar ▶ Show Time Accounts ▼ Hide Overview of Leave

Leave Since: 10/1/2009 Display

Type of Leave	From	To	Status	Used
A. Annual Leave	11/25/2009	11/27/2009	Sent	9.50 Hours
A. Annual Leave	11/6/2009	11/6/2009	Rejected	
A. Annual Leave	10/30/2009	10/30/2009	Approved	5 Hours
A. Annual Leave	10/28/2009	10/28/2009	Sent	3 Hours
A. Annual Leave	10/27/2009	10/27/2009	Sent	9.50 Hours

Row 1 of 7

Submit New Request

You have selected the following leave request:

Type of Leave: A. Annual Leave

Date: 10/28/2009

Time: 8:00 AM To 11:00 AM

Duration: 3 Hours

Used: Annual Leave: 3.00 Hours

Approver: CARROLL, MICHAEL

◀ Previous Step Change Delete Cancel

Lesson Summary

- This lesson covered submitting a leave request and recording sick time within the My Working Time section of MySCEmployee.



South Carolina Enterprise Information System

COURSE SUMMARY

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Course Summary

You should now be able to:

- **Log on** and navigate within the MySCEmployee Employee Self Service website
- Perform a **My Employee Search** to find other South Carolina state employees
- Use **My Pay** to view and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Use **My Personal Info** to maintain addresses, emergency contacts and other personal data
- Understand that **My Benefits** and **My Career** provide links to information outside of the MySCEmployee Employee Self Service website.
- Understand how to submit a leave request and record sick time in the system through **My Working Time**

***Please complete the course evaluation
by clicking the “Launch Course
Evaluation” link below.***

Your input will help to shape future
enhancements to the
SCEIS End User Training Program

[Launch Course Evaluation](#)