



LESSON 1: Logging into MySCEmployee Website

Lesson 1 Learning Objectives



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

- Access and log into the MySCEmployee website
- Navigate to **My Working Time**
- Understand the various time-related functions in **My Working Time**

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

MySCEmployee

powered by **SCEIS**

Welcome South Carolina State Employees

Enter User ID

Enter Password

Click Log On

The login form is located on the left side of the splash page. It contains two input fields: 'User ID *' and 'Password *'. Below these fields is a yellow 'Log on' button. To the right of the form is a large graphic featuring a map of South Carolina. Overlaid on the map is a large, detailed clock face. The clock face has Roman numerals and the word 'CAREER' written across it. A car is shown driving on a road that curves around the map. Below the map and clock, the text 'STATE INFORMATION TECHNOLOGY' is displayed above a large 'BITCB' logo, which is followed by 'SC BUDGET AND CONTROL BOARD'.

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 section with 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
- Images**: A collage of images including the South Carolina State Capitol, a sailboat, and palm trees.

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. To access **My Working Time** functions, click “My Working Time” from either the submenu or from the main body of the page.

Welcome esstrain5, MySCEmployee
powered by SCEIS

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 Pay
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
*Savings Bonds
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
*Time Statements
*Holiday Schedule
*State Employee Leave Package
Quick Links
[Time Conversion](#)
[Leave Request](#)

My Personal Info
*Address and Emergency Contacts
*Personal Data

My Travel and Expenses
*Expense Reports
*Travel Requests

Employee Self Service My Working Time

From the **My Working Time** overview page, you will be able to record working time, view a 24-hour time conversion chart, review the state's holiday schedule, submit leave requests, display quota balances, review the state employee leave package and access time statements.

Record Working Time

Time Conversion

Holiday Schedule

Leave Request

Quota Overview

State Employee Leave Package

Time Statement Chosen Period

Welcome essuser1,

MySCEmployee
powered by **SC EIS**

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 here.
In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 09/20/2009.
[Time Conversion](#)
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.
[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.



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Lesson 1 Summary



You should now be able to:

- Access and log into the MySCEmployee website
- Navigate to **My Working Time**
- Understand the various time-related functions in **My Working Time**



LESSON 2: Record Working Time

Lesson 2 Learning Objectives

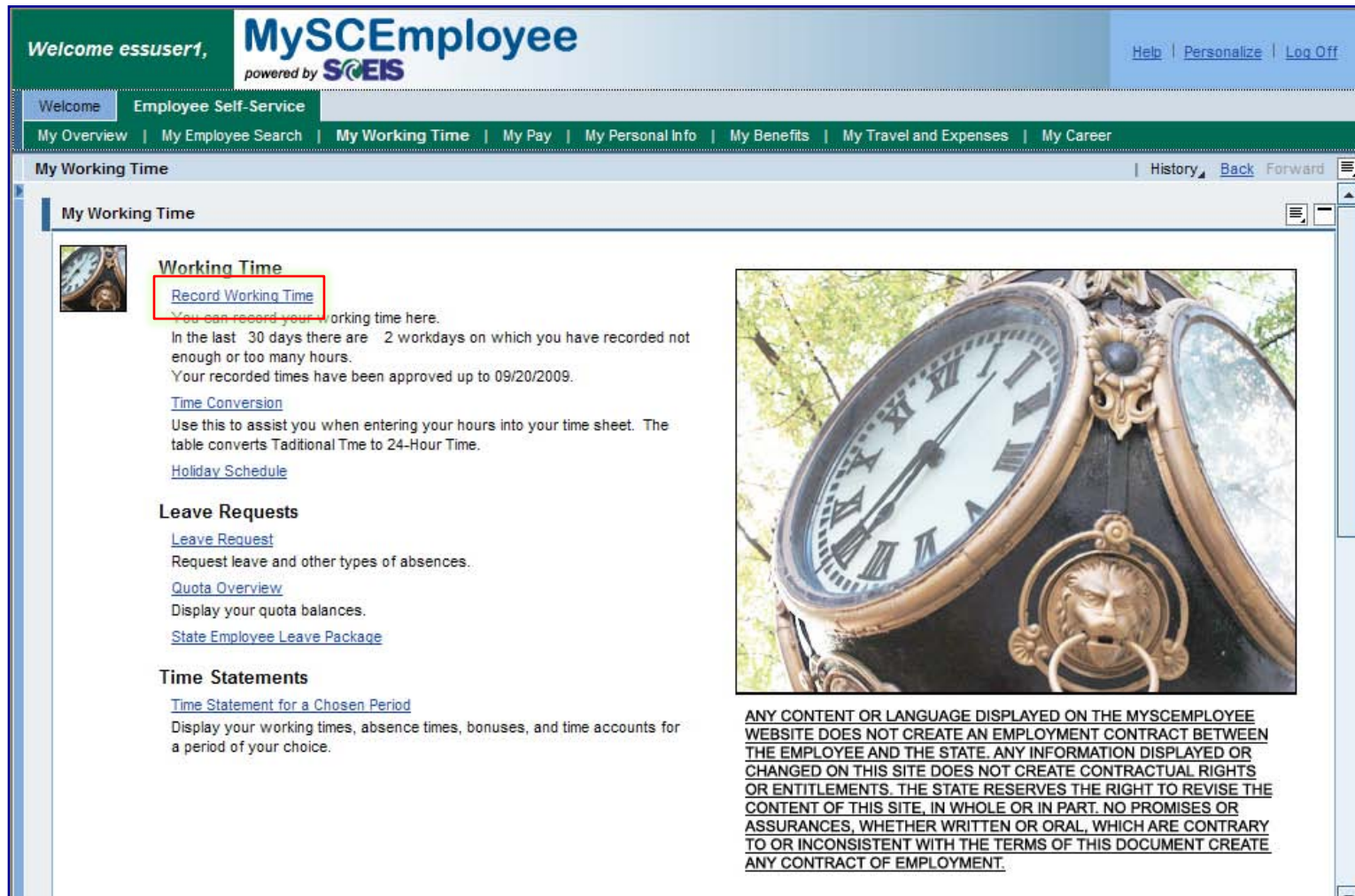


Upon completion of this lesson, you should be able to:

- Record and submit time for approval
- Enter time using wage types
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted

Employee Self Service – Record Working Time

To record working time, from the **My Working Time** overview page, select the **Record Working Time** link.



The screenshot displays the MySCEmployee Employee Self-Service portal. The top navigation bar includes links for 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 Working Time' section is active, showing a 'Working Time' heading with a red box around the 'Record Working Time' link. Below this, there is a 'Time Conversion' section and a 'Leave Requests' section. A large image of a clock face is visible on the right side of the page. At the bottom right, there is a disclaimer text.

Welcome essuser1, **MySCEmployee** powered by **SC EIS** [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 here.
In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 09/20/2009.
[Time Conversion](#)
Use this to assist you when entering your hours into your time sheet. The table converts Tadtional Tme to 24-Hour Time.
[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.

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Hours Submitted for a Given Day

Welcome esstrain5, **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

Record Working Time

Record Working Time

1 Edit 2 Review and Save 3 Completed

▼ Hide Calendar ► Show Worklist

July 2009 August 2009 September 2009

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3	31	27	28	29	30	31	1	36	31	1	2	3	4	5
28	6	7	8	9	10	11	32	3	4	5	6	7	8	37	7	8	9	10	11	12
29	13	14	15	16	17	18	33	10	11	12	13	14	15	38	14	15	16	17	18	19
30	20	21	22	23	24	25	34	17	18	19	20	21	22	39	21	22	23	24	25	26
31	27	28	29	30	31	1	35	24	25	26	27	28	29	40	28	29	30	1	2	3
32	3	4	5	6	7	8	36	31	1	2	3	4	5	41	5	6	7	8	9	10

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Week From 9/28/2009 to 10/4/2009 Go

Working Times Recorded from Monday, September 28, 2009 to Sunday, October 4, 2009.

Attend Type	Wage Type	Total	MO, 09/28	TU, 09/29	WE, 09/30	TH, 10/01	FR, 10/02	SA, 10/03	SU, 10/04
	Act	16		8	8				
Attendance ho...			.4	.4					
Attendance bp...			.4	.4					

Row 1 of 8

Delete Row Save as Template Refresh

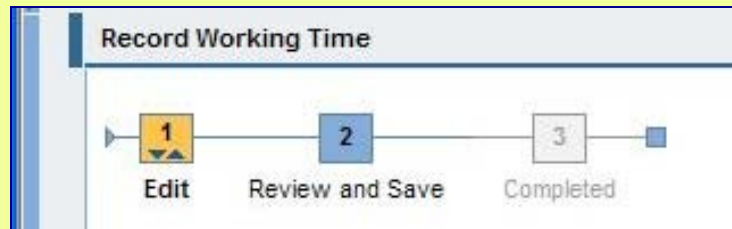
Previous Step Review Cancel



- Rec. CCtr
- Rec. Order
- Receiving Func. Area
- WBS Element
- Receiver fund
- Receiver Grant

[illegible]

Employee Self Service – My Working Time (Daily Entry)



Similar to other transactions within the MySCEmployee website, at the top of the **Enter Daily Time** page there is a progress chart that walks employees through each step of the time entry process. The first step, **Edit**, allows employees to record their **start and end times** (using the 24 hour clock or military time) throughout the day by identifying the appropriate **attendance type** from the pull down list on the left-hand column:

- Ø1000 Attendance Hours
- Ø1001 On Call
- Ø1002 Call Back
- Ø1003 Training

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

Record Working Time

Record Working Time

1 Edit 2 Review and Save 3 Completed

▼ Hide Calendar ► Show Worklist

July 2009 August 2009 September 2009

Rejected Excess Time Recorded

Display Weekly Time **Enter Daily Time**

Date: 9/8/2009 Go

Working Times Recorded on Tuesday, September 8, 2009

Attend Type	Wage Type	Hours	Start time	End time	
Attendance hours	Act	8	00:00	00:00	
Attendance hours		4	08:00	12:00	Details
Attendance hours		4	13:00	17:00	Details
					Details
					Details
					Details
					Details

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Employee Self Service – My Working Time (Daily Entry)



In the example to the right, the employee arrives at 08:00 (8 a.m.) and records this as his/her start time. The same employee works until 12:00 (12 p.m.), takes lunch and records this as his/her end time. When the employee returns from lunch at 13:00 (1 p.m.) he/she records this as his/her start time on the next start time line, then records 17:00 (5:00 p.m.) as his/her end time. The total number of hours worked between each start and end time displays under the **Hours** field and will also be displayed on the weekly view after being submitted for manager approval. To continue the time submission process, click the **Review** button at the bottom of the page.

Hours Shows
Recorded Hours

Daily Start Time
Field

Daily End Time
Field

Review Time
Submitted

Welcome esstrain5, MySCEmployee powered by SOEIS

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

Record Working Time

Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

July 2009 August 2009 September 2009

Display Weekly Time Enter Daily Time

Date 9/8/2009 Go

Working Times Recorded on Tuesday, September 8, 2009:

Attend Type	Wage Type	Hours	Start time	End time	
Attendance hours	Att	8	00:00	00:00	
Attendance hours		4	00:00	12:00	Details
Attendance hours		4	13:00	17:00	Details
					Details
					Details
					Details
					Details
					Details
					Details

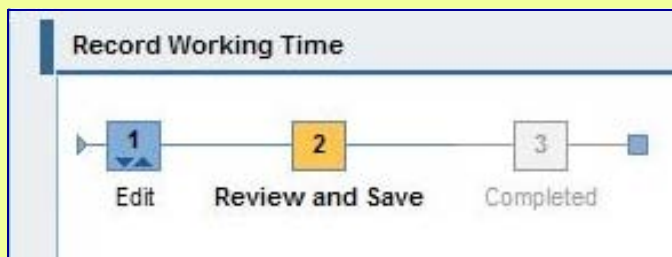
Row 1 of 9

Delete Row Save as Template Refresh

Previous Review Cancel

Employee Self Service

My Working Time (Daily Entry)



After clicking the **Review** button on the Edit step, you will be taken to step two of the time entry and submission process, which is **Review and Save** your time. The **Hours** field displays the number of hours entered. If the hours are correct, select the **Save** button, and time will be submitted to your manager for approval.

The screenshot shows the 'MySCEmployee' portal with the 'Record Working Time' process. The process flow is the same as the diagram: 1 Edit, 2 Review and Save, 3 Completed. The 'Save' button is highlighted with a red box. Below the process flow, there is a table titled 'Recorded Working Times'.

Date	Attend Type	Wage Type	Hours	Additional Info
09/29/2009	Attendance hours		4	
09/29/2009	Attendance hours		4	

At the bottom of the form, there are three buttons: 'Previous Step', 'Save', and 'Exit'. The 'Save' button is highlighted with a red box.

The Hours Field
Displays Hours To
Be Submitted for
Manager Approval

Employee Self Service – My Working Time (Daily Entry With Wage Type)



Some employees will also be required to select a **Wage Type** when they record time. The **Wage Type** and **Attendance Type** must be a valid combination or the system will not allow you to save the time. **Your agency will let you know if you are required to use a Wage Type and what Wage Type to record when entering time. Note:** Only a small percentage of employees will record Wage Types.

Wage Type

Welcome esstrain5, MySCEmployee powered by SOEIS

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

Record Working Time

Record Working Time

1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

July 2009 August 2009 September 2009

Rejected Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 9/8/2009 Go

Working Times Recorded on Tuesday, September 8, 2009:

Attend Type	Wage Type	Hours	Start time	End time
Attendance hours	Act	8	00:00	00:00
Attendance hours		4	08:00	12:00
Attendance hours		4	13:00	17:00

Row 1 of 9

Delete Row Save as Template Refresh

Previous Step Review Cancel

Employee Self Service – My Working Time (Calendar Display)



Note: The calendar, which displays on the **Display Weekly Time** page and the **Enter Daily Time** page will indicate if time has been rejected, marked as red, and also if excess time, marked as blue, has been recorded and approved by the manager.



Term	What It Means:
Rejected	It means that the person who approves your time reviewed it and decided not to approve it. You should follow up with your manager for clarification.
Excess Time Recorded	You recorded time that was more than the amount you are normally scheduled to work. This warning will not prevent time from being processed in the system.

Employee Self Service – My Working Time (Reviewing Past Time Submissions)

Note: You can view previous time submissions on both the **Display Weekly Time** page and the **Enter Daily Time** page. On the **Display Weekly Time** page, click the **yellow arrow** beside the words **Week from** to see previous weekly submissions back to your go-live date. On the **Enter Daily Time** page, click the **yellow arrow** beside the word **Date** to see previous daily time submissions back to your go-live date.

Display Weekly Time

Attend Type	Wage Type	Total	MO, 09/28	TU, 09/29	WE, 09/30	TH, 10/01	FR, 10/02	SA, 10/03	SU, 10/04
Attendance ho...	Act	8		4					
Attendance ho...	Act	4		4					
Attendance ho...	Act	4							
Attendance ho...	Act								
Attendance ho...	Act								
Attendance ho...	Act								
Attendance ho...	Act								
Attendance ho...	Act								
Attendance ho...	Act								
Attendance ho...	Act								

Enter Daily Time

Attend Type	Wage Type	Hours	Start time	End time	Details
Attendance ho...	Act	8	00:00	00:00	
Attendance ho...	Act	4	08:00	12:00	Details
Attendance ho...	Act	4	13:00	17:00	Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details
Attendance ho...	Act				Details

Lesson 2 Summary

You should now be able to:

- Record and submit time for approval
- Distinguish between the **Enter Daily Time** page and the **Display Weekly Time** page
- Review time that was previously submitted



LESSON 3: Generating Leave Requests

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 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

History Back Forward

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

My Pay
*Bank Information (Direct Deposit)
*Employment Verification
*W-4 Tax Withholding
*Voluntary Deductions
*Savings Bonds
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
*Time Statements
*Holiday Schedule
*State Employee Leave Package
Quick Links
[Time Conversion](#)
[Leave Request](#)

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 here.
You have recorded adequate working times for all workdays up to 08/15/2009.
Your recorded times have been approved up to 08/15/2009.
[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.



<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 the 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 employee is requesting a partial day of leave, otherwise the duration will be calculated based on the employees' work schedule.

Leave Request

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

Show Team Calendar Hide Calendar Show Time Accounts Show Overview of Leave

October 2009 November 2009 December 2009

Absent Multiple Entries Sent Deletion Requested

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

Type of Leave: A. Annual Leave

Date: 1/6/2009 To 11/6/2009

Time: 12:00 AM To 12:00 AM

Duration: 0 Hours

Approver: CARROLL, MICHAEL

Note for Approver:

Previous Step Review Cancel

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 within 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 entered 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 selected 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 of the form, there are three buttons: 'Previous Step', 'Send', and 'Cancel'. The 'Send' button is highlighted with a red oval.

Leave Request

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

⚠ Earliest recalculation for time evaluation exceeded

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

Approver: CARROLL, MICHAEL

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.

Previous Step Send Cancel

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

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



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**.

Note: A newly entered leave request will not display on the calendar or be deducted from the Quota Balance until MySCEmployee has completed processing information each night.

Leave Request

1

2

3

Display and Edit Review and Send Completed

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

October 2009

November 2009

December 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

Absent

Multiple Entries

Sent

Deletion 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 Step

Review

Cancel

Demonstration

The following demonstrations illustrates the how to enter a leave request. Please click the button below to launch the demonstration.



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.

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

Leave Since:

	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

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

Show Team Calendar Hide 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.



LESSON 4: Quota Overview

Lesson 4 Learning Objectives

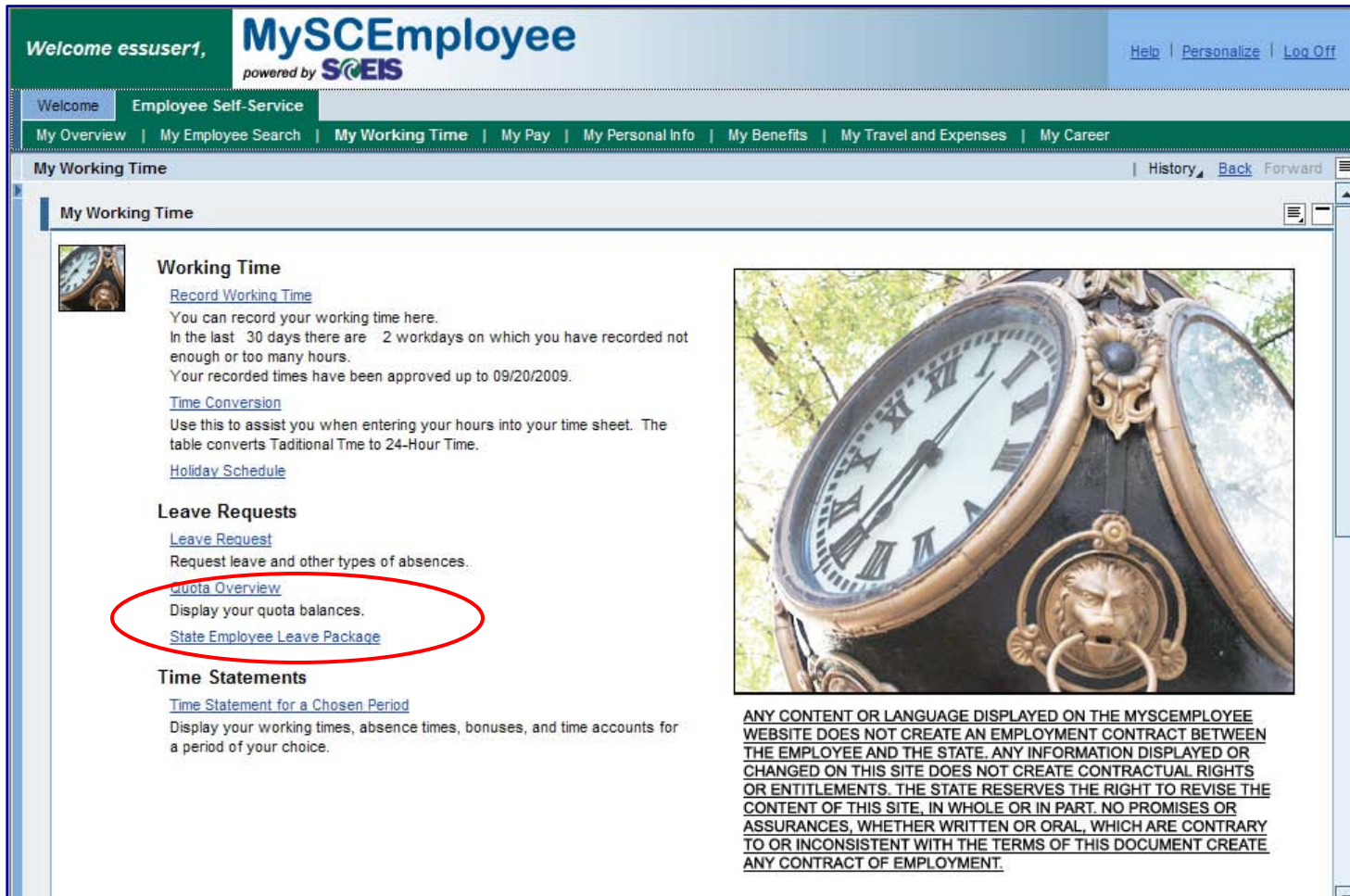


Upon completion of this lesson, you should be able to:

- Navigate to the Quota Overview screen
- View quota leave balances

My Working Time – Quota Overview

Select the **Quota Overview** link from the **My Working Time** overview page to view quota balances.



The screenshot displays the MySCEmployee portal interface. At the top, a green banner reads "Welcome essuser1," followed by the "MySCEmployee" logo and "powered by SC EIS". Navigation links include "Help", "Personalize", and "Log Off". Below this is a green menu bar with "Employee Self-Service" and a sub-menu with "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Working Time" section is active, showing a "History" link and "Back" and "Forward" buttons. The main content area is titled "My Working Time" and includes a clock icon. It contains several sections: "Working Time" with links for "Record Working Time", "Time Conversion", and "Holiday Schedule"; "Leave Requests" with links for "Leave Request", "Quota Overview" (circled in red), and "State Employee Leave Package"; and "Time Statements" with a link for "Time Statement for a Chosen Period". A large image of a clock face is on the right, and a disclaimer is at the bottom right.

Working Time

[Record Working Time](#)

You can record your working time here.
In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 09/20/2009.

[Time Conversion](#)

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

[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.

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My Working Time – Quota Overview

Use the **Quota Overview** function to view your quota entitlements and to plan time off. In addition to Quota Type, the columns that display are:

- **Entitlement** - The entitlement balance shows the amount of leave you have accrued up to the date you are using to view the entitlement.
- **Remainder** - The remainder balance shows the current balance, which is your entitlement balance minus any leave taken.
- **Deduction Period** - The period for which the quota is available to be used.

The screenshot shows the 'MySCEmployee' interface. At the top, there's a 'Welcome esstrain5,' message and the 'MySCEmployee' logo, powered by SC EIS. Below this is a navigation bar with 'Employee Self-Service' and various links: 'My Overview', 'My Employee Search', 'My Working Time' (which is highlighted), 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main section is titled 'Time Accounts'. It features a 'Quota Type' dropdown menu set to 'All Types', an 'On Key Date' field set to '10/2/2009', and a 'Display' button. Below this is a table with the following data:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	1/15/2009	12/31/9999	84.38 Hours	37.88 Hours
Sick Leave	1/15/2009	12/31/9999	84.38 Hours	84.38 Hours
Holiday Comp	7/3/2009	10/3/2009	1.50 Hours	1.50 Hours

At the bottom left of the table area is an 'Exit' button. Four callout boxes with lines pointing to the table headers are present: 'Quota Type' points to the dropdown, 'Deduction Period' points to the 'Deductible from' and 'Deductible to' columns, 'Entitlement' points to the 'Entitlement' column, and 'Remainder' points to the 'Remainder' column.

Lesson 4 Summary

You should now be able to:

- Navigate to the Quota Overview screen
- View quota leave balances



LESSON 5: Time Statements

Lesson 5 Learning Objectives

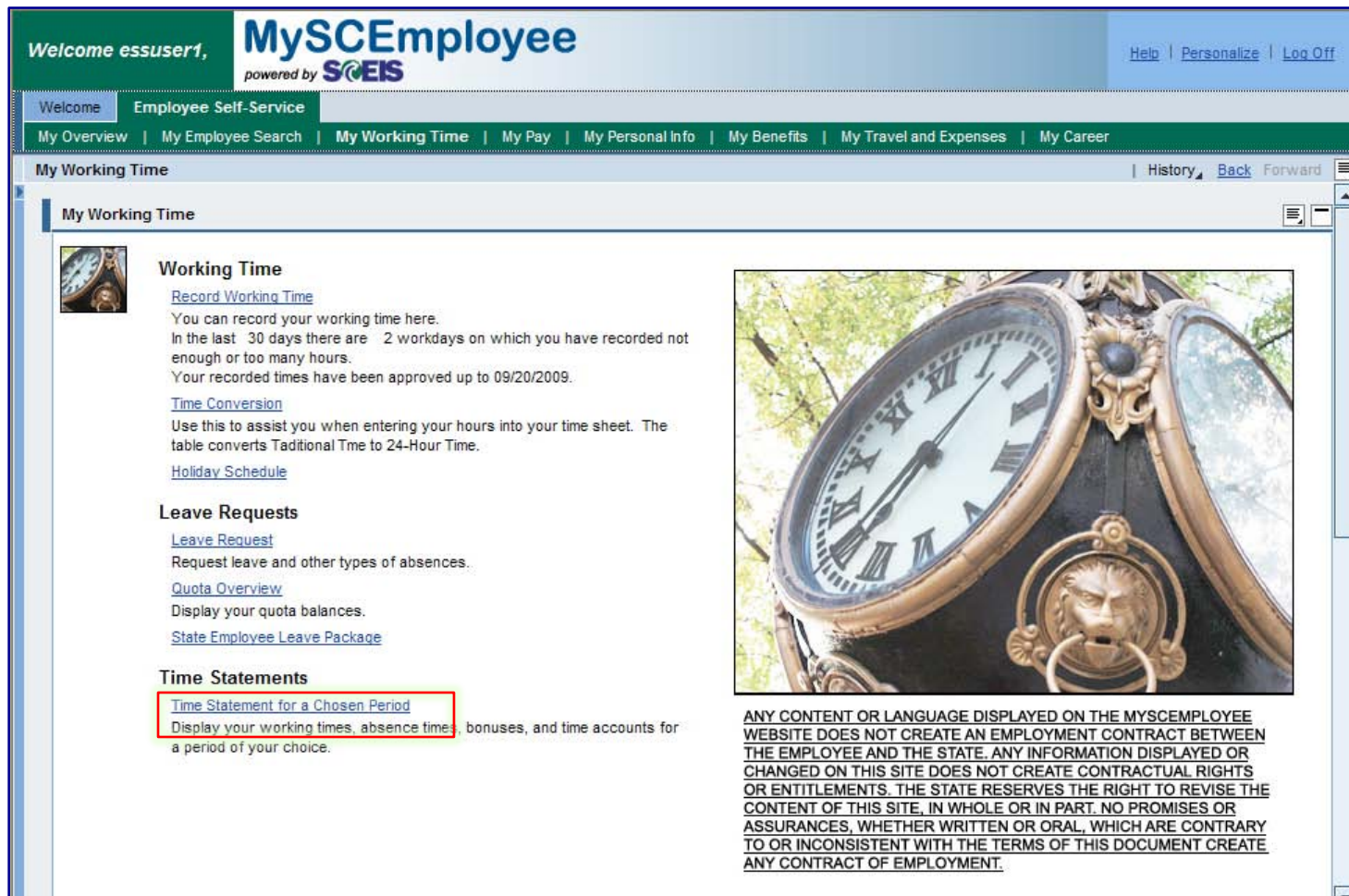


Upon completion of this lesson, you should be able to:

- Navigate to the Time Statement screen
- View Time Statements for a Chosen Period

My Working Time – Time Statement

To view a time statement, from the **My Working Time** overview page, select the **Time Statement for a Chosen Period** link.



Welcome essuser1, **MySCEmployee**
powered by **SC EIS**


[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 here.
In the last 30 days there are 2 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 09/20/2009.
[Time Conversion](#)
Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.
[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.



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My Working Time

Time Statement for a Chosen Period



The **Time Statement for a Chosen Period** function offers a view of time data by periods defined by the State. Employees can select options from a table that displays time statements from month to month.

Time Statement, Periodic

[Hide Time Statements](#)

Display:

Time Statement Overview

	Start	End
<input checked="" type="checkbox"/>	12/01/2009	12/31/2009
<input type="checkbox"/>	11/01/2009	11/30/2009
<input type="checkbox"/>	10/01/2009	10/31/2009
<input type="checkbox"/>		
<input type="checkbox"/>		

Note: The most recent **Time Statement** is defaulted and displayed.

My Working Time – Time Statement

Time statements will include:

- **Reported Hours** - Time charged by the employee to Hours Worked, Overtime, Shift Differential, etc.
- **Absence Quotas** - Leave balances, Accrued (earned) amounts, YTD Hours Used, etc.

Note: A difference may occur when comparing the Time Statement against the Quota Overview due to the timing of when time is processed.

- **Other Time Related Absences** – FMLA balances and the amount of FMLA time used during the period.

Note: The Time Statements are displayed in Adobe PDF format. If Adobe is not installed on the computer you are using, the form will not display.



Time Statement

12/01/2009 to 12/31/2009

Personal / Organizational Data

Personnel Number	00008896	Name	John D. Anderson
Position	ADMINISTRATIVE SPECIALIST	Org. Unit	AGRICULTURAL SERVICES DIV
Personnel Area	P160-DEPARTMENT OF AGRICULTURE	Sub Area	AH00-ADM-ADMPG MGMT
Cost Center	P160A00010	Work Schedule	D375C006
Employee Group	1-CLASSIFIED FTE	Emp. Sub Group	1A-FT-EX W/INS & LV
Length Of Service (by Ann Lv Accrual date)	9	Time Mgt Status	9 - Time evaluation of planned times

Reported Hours

Time Account	Hrs.	Time Account	Hrs.	Time Account	Hrs.
Hours Worked	163.50	Leave w/o Pay	0.00	Sick/Family Sick Leave	0.00 / 0.00
Call Back	0.00	Annual Leave	0.00	Holiday	10.00
On Call	0.00	Comp. Time	0.00	Other Pd. Leave	0.00
Overtime	0.00	Shift Diff.	0.00	Holiday Comp.	0.00
Dual Employment	0.00				

Absence Quotas

Description	Beginning Balance	Accrued (+)	Deducted (-)	Paid/Transfer (-)	Adjustment (+/-)	End Balance	YTD Hours Used
Annual Leave	103.13	7.50	0.00	0.00	0.00000	112.50	0.00
Sick Leave	103.13	7.50	0.00	0.00	0.00000	112.50	0.00
Holiday Comp.	11.50	3.50	0.00	0.00	0.00000	7.50	0.00

My Working Time – Time Statement



When the **Time Statement for Chosen Period** link is selected from the **My Working Time** overview page, you can select the **Display More Time Statements** link to view time statements from other periods.

Welcome essuser1, **MySCEmployee** powered by SOEIS

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

Time Statement, Periodic

Time Statement, Periodic

[Display More Time Statements](#)

Previous Time Statement Next Time Statement Exit

1 / 1 80.6% Find

Time Statement

12/01/2009 to 12/31/2009

Personal / Organizational Data

Personnel Number	00008531	Name	Jonathon P. Brady
Position	INFO RESOURCE COORDINATOR	Org. Unit	
Personnel Area	E280-ELECTION COMMISSION	Sub Area	AH00-ADM-ADM/PG MGMT
Cost Center	E280B00010	Work Schedule	75H-F210
Employee Group	2-UNCLASSIFIED FTE	Emp. Sub Group	2A-FT-EX W/INS & LV
Length Of Service	0.00	Time Mgt Status	0 - Time evaluation of planned times

Reported Hours

Time Account	Use	Time Account	Use	Time Account	Use
--------------	-----	--------------	-----	--------------	-----

My Working Time – Time Statement

From the Display More Time Statements link, employees are shown available Time Statements for viewing.

Choose a Time Statement from a Specific Period of Time

Welcome essuser1, **MySCEmployee**
powered by **SOEIS**

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

Time Statement, Periodic

Time Statement, Periodic

[Hide Time Statements](#)

Display: 3 Months

Start	End	PIndTime	Productive
12/01/2009	12/31/2009		
11/01/2009	11/30/2009		
10/01/2009	10/31/2009		

Previous Time Statement | Next Time Statement | Exit

1 / 1 | 80.6% | Find

Time Statement
12/01/2009 to 12/31/2009

Lesson 5 Summary



You should now be able to:

- Navigate to the Time Statement screen
- View Time Statements for a Chosen Period



LESSON 6:

Record Working Time Using Charge Objects

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 6 Learning Objectives



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

- Record working time using Charge Objects.

Daily Entry Using Charge Objects

Time can be entered, when applicable, using **Charge Objects**. In addition to recording an attendance type with start times and end times, **employees also need to identify a receiver cost center, receiver fund, receiving functional area and receiver grant**. The WBS element and the receiving order fields are optional.

Your agency will provide information about which charge objects to use if you are required to enter charge objects.

If you have recorded charge objects in the past, the charge objects that have been used previously display in the Worklist. Select **Show Worklist** to view a list of previously used charge objects.

Record Working Time History [Back](#)

1 2 3
Edit Review and Save Completed

▼ Hide Calendar [Show Worklist](#)

August 2009

September 2009

October 2009

■ Rejected ■ Excess Time Recorded

Display Weekly Time Enter Daily Time

Date 10/27/2009 Go

Working Times Recorded on Tuesday, October 27, 2009

Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Wage Type	Content	Start time	End time	
							Act		00:00	00:00	
						▼	☐				Details
						▼	☐				Details
						▼	☐				Details

Daily Entry Using Charge Objects

Notice that when you select Show Worklist, the calendar no longer displays. To see the calendar, select **“Show Calendar”** and the Worklist will be hidden.

To select and use a previously used charge object, click the box in the row to the left of the **“Charge Object”** you wish to use. Then click the **Copy Rows** button on the bottom of the page.

Caution! Do not use the search option if you do not know the codes.

**Toggle between
Calendar and
Worklist**

Record Working Time

1 2 3
Edit Review and Save Completed

► Show Calendar ▼ Hide Worklist

Worklist

	Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant
<input type="checkbox"/>	E280D00001			50630000	E280X0021	E28019361707
<input type="checkbox"/>	E280CA0010			50630000	E280X0021	E28010010103
<input type="checkbox"/>						

Copy Rows

**Previously Used
Charge Objects**

Daily Entry Using Charge Objects

After clicking the Copy Rows button, the selected charge object(s) appear in the daily time-entry area.

In this example, the employee recorded time for two different applicable charge objects with start and end times of:

0830 to 1200

1300 to 1700

After the charge objects and other required fields are entered, click the **Review** button to verify that the entry is correct. Submit to your manager for approval.

Start Time

End Time

Charge Objects Copied from Worklist

Display Weekly Time **Enter Daily Time**

Date

Working Times Recorded on Monday, October 19, 2009

Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Wage Type	Content	Start time	End time
							Act	7.500	00:00	00:00
E280D00001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 50630000	E280X0021	E28019361707	Attendance hours (1000) ▾	<input type="checkbox"/>	3.50	08:30	12:00
E280CA0010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 50630000	E280X0021	E28010010103	Attendance hours (1000) ▾	<input type="checkbox"/>	4	13:00	17:00
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			▾	<input type="checkbox"/>			

Daily Entry Using Charge Objects

Important Notice!

- Employees and managers need to ensure the correct charge objects are being used when recording time.
- Using incorrect charge objects will create posting issues between payroll and finance.

 **Reminder:** When using charge objects you must:

- record an attendance type with start times and end times.
- **include a receiver cost center, receiver fund, receiving functional area and receiver grant.**

Lesson 6 Summary



You should now be able to:

- Record working time using Charge Objects.



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 to **My Working Time** within the MySCEmployee website
- **Record** and submit time
- **Generate** leave requests
- **Display** quota balances
- **View** time statements

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

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