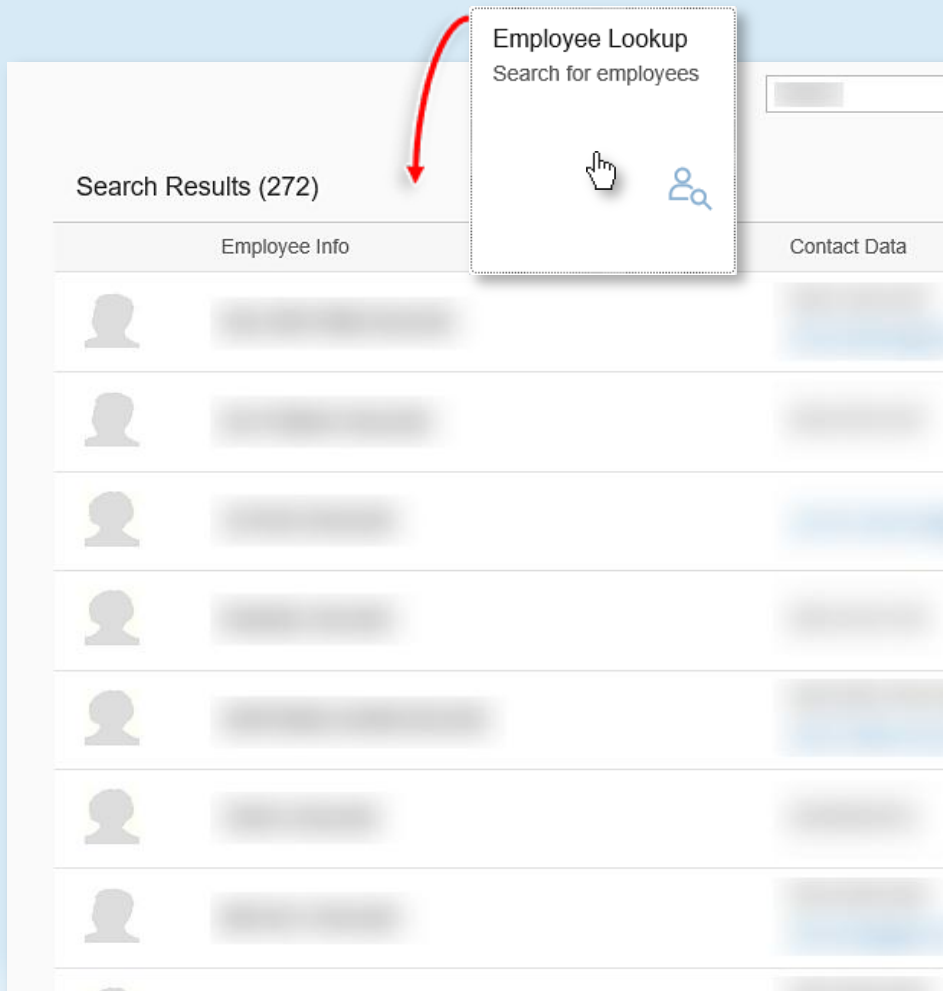


MySCEmployee Becomes SCEIS Central this fall.



Employee **Lookup** allows users to search for employees in **SCEIS** Central.



Employee **Lookup** has the option to search by:

- Employee last name.
- Employee first name.
- The entire employee name.
- Wildcard feature by placing an asterisk after partial search terms (examples: will*, jon*).

Detailed training will be available in **MySCLearning** beginning August 1.