

# MySCEmployee

powered by **SCEIS**

**Using any computer with an Internet connection,  
with MySCEmployee's Employee Self Service,  
you will be able to:**

-  **Enter and Submit Time for Manager Approval**
-  **Submit Leave Requests**
-  **View Your Vacation and Sick Leave Balances**
-  **Access Pay Statements**
-  **Maintain Bank Details for Direct Deposit**
-  **Manage Addresses and Emergency Contact Information**
-  **Search for Other State Employee's Contact Information**
-  **Manage Travel Requests**



**My Employee  
Search**



**My Pay**



**My Benefits**



**My Working  
Time**



**My Personal  
Info**



**My Travel  
and Expenses**



**My Career**

*For more information, visit [www.sceis.sc.gov](http://www.sceis.sc.gov).*