



South Carolina Enterprise Information System

MySCEmployee Manager Self Service – MSS100

End User Training
Columbia, SC

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

MySCEmployee Overview



The MySCEmployee component is an important feature of the South Carolina Enterprise Information System (SCEIS). It is:

- Available online 24 hours a day, 7 days a week
- Provides views and updates of personal info such as pay stubs, leave requests, time entered, etc.
- Designed to make it easier for managers to review and approve leave tasks submitted by their employees

Course Learning Objectives

- Upon completion of this course, you should be able to:
 - Log on and navigate within the MySCEmployee Manager Self Service website
 - View employee general information and compensation information
 - View the team calendar
 - Approve employee leave requests
 - Create substitutions
 - View organizational profiles
 - Access and run Manager Self Service reports

Course Lessons



- 🕒 **Lesson 1:** Logging into the Manager Self Service Area of the MySCEmployee Website
- 🕒 **Lesson 2:** View Employee General and Compensation Information
- 🕒 **Lesson 3:** Approve Employee Leave Requests
- 🕒 **Lesson 4:** View the Team Calendar
- 🕒 **Lesson 5:** Create Substitutions
- 🕒 **Lesson 6:** View Organizational Profiles
- 🕒 **Lesson 7:** Run Reports
- 🕒 **Review and Summary**

Approximate Course Time: 2 hours



LESSON 1: Logging into the 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 the Manager Self Service home page (Universal Worklist and Reminder of Dates)
 - Access the different work areas within Manager Self Service

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 MySCEmployee

MySCEmployee

powered by **SCEIS**

Welcome South Carolina State Employees

Enter User ID

Enter Password

Click Log On

User ID *

Password *

Log on

STATE INFORMATION TECHNOLOGY
BICB
SC BUDGET AND CONTROL BOARD

MySCEmployee Main Page



- Managers access the website the same as employees. However, managers see a Manager Self Service tab next to the Employee Self Service tab.
- Click the **Manager Self Service** tab to access Manager Self Service.

The screenshot shows the MySCEmployee web application interface. At the top, a green header bar contains the text 'Welcome msstrain5,' followed by the 'MySCEmployee' logo and 'powered by SCEIS'. On the right side of the header are links for 'Help', 'Personalize', and 'Log Off'. Below the header is a navigation bar with three tabs: 'Welcome', 'Employee Self-Service', and 'Manager Self-Service'. The 'Manager Self-Service' tab is highlighted with a red rectangular border. Below the navigation bar is a green bar with 'Alerts and Information' and 'Universal Worklist'. The main content area has a dark blue background on the left with the heading 'Welcome to MySCEmployee' and a paragraph explaining the system's purpose. On the right, there is a 'Helpful Links' section with a list of links including 'SC.Gov', 'Employee Insurance Program (EIP)', 'Retirement Systems', 'Office of Human Resources (OHR)', 'Employee E-News', 'State Holidays', and 'SCEIS'. At the bottom left, there is a 'News Of Interest' section with three bullet points. At the bottom right, there is a collage of images including the South Carolina State Capitol building, a sailboat, and palm trees.

Manager Self Service – Area Page (Main Overview)

- The Universal Worklist and the Reminder of Dates display (after the Manager Self Service tab is clicked) and looks like the image shown here.
- Manager Self Service is like a home page.

The screenshot displays the MySCEmployee Manager Self-Service interface. The top navigation bar includes 'Welcome mstrain5', 'MySCEmployee powered by SC EIS', and links for 'Help', 'Personalize', and 'Log Off'. The left sidebar contains a 'Detailed Navigation' menu with options like 'My Work Overview', 'Tasks and Alerts', 'My Team', 'Employee Information', 'Employee Working Times', 'Travel Management', 'My Organization', 'My Reports', and 'Reporting'. The main content area is titled 'Tasks and Alerts' and features a 'Universal Worklist' section. This section includes tabs for 'Tasks (375)', 'Alerts', 'Subscriptions', and 'Tracking'. Below these tabs is a table of tasks with columns for Subject, Priority, Due, and Status. A red box highlights the 'Universal Worklist' tab, and another red box highlights the 'Universal Worklist' text in the center of the page. Below the task list, there is a detailed view for a task titled 'Approve expense report of John D. Anderson'. This view includes fields for 'Sent', 'Due', 'Priority', 'Status', 'Personnel no.', 'Trip no.', 'Trip begins', 'Trip ends', 'Reason', 'Location', 'Country', 'Total costs', and 'Advance'. It also lists 'Attachments' and provides links for 'Open Task', 'Forward', and 'Assign To Me'. A red box highlights the 'Reminder of Dates' section, which displays a table of dates for October 2009. The table has columns for Date, Event, and Name.

Date	Event	Name
10/12/2009	Date of Birth	Mary Ann Simons
10/21/2009	EPMS Review Date	Michelle S. Dickerson
10/31/2009	Date of Birth	William J. Salvatore

Manager Self Service – Area Page (Main Overview)



Manager Self Service provides a single access point for managers to find employee information and perform certain managerial tasks.

1. Notice that the **Manager Self Service** tab turned green because it is now active.
2. Through the Manager Self Service navigation structure, which appears on the left-hand side of the screen, you can access four primary folders (My Work Overview, My Team, My Organization and My Reports).

The screenshot shows the MySCEmployee Manager Self Service interface. The left-hand side contains a navigation area with four primary folders: My Work Overview (Default), My Team, My Organization, and My Reports. The main content area displays a Universal Worklist with a table of tasks and alerts. The 'Manager Self-Service' tab is highlighted in green, and the 'Tasks and Alerts' section is expanded.

Manager Self Service Navigation Area

My Work Overview (Default)

My Team

My Organization

My Reports

MySCEmployee
powered by SOEIS

Welcome msstrain5, Employee Self-Service **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
- My Organization
- My Reports

Universal Worklist

Tasks (6 / 6) Alerts Notifications Tracking

Show: New and In Progress Tasks (6 / 6) Select a Subview... All Create Task

Subject	From	Sent	Priority	
Approve expense report of John D. Anderson	esstrain5,	Today	Normal	1
John D. Anderson's Leave Request	esstrain5,	Today	Normal	1
John D. Anderson's Leave Request	esstrain5,	Today	Normal	1
John D. Anderson's Leave Request	esstrain5,	Today	Normal	1
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal	1
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal	1

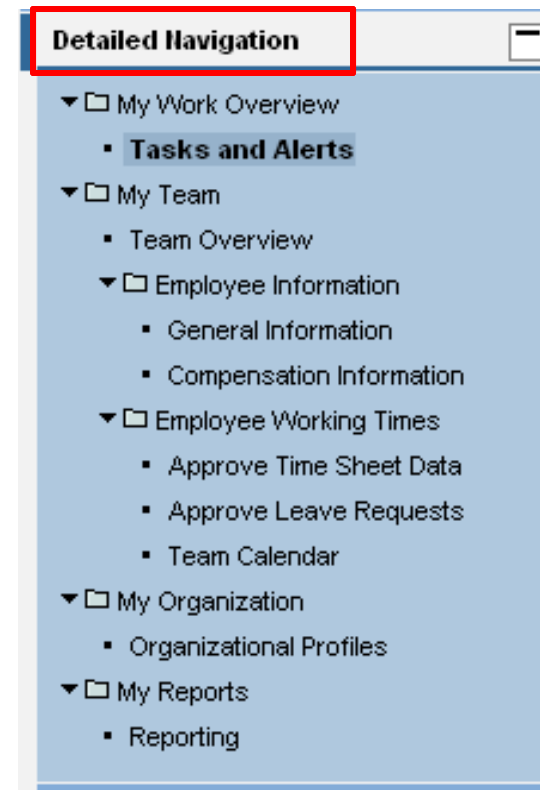
Row 1 of 6

Detailed Navigation

This graphic shows the Manager Self Service **Detailed Navigation** area when all folders have been expanded. To expand or collapse a folder click the black triangle that appears to the left of the folder icon.

Within the My Team folder there are three areas that managers will most often use:

- Team Overview
- Employee Information subfolder
- Employee Working Times subfolder



Manager Self Service – Area Page (Universal Worklist)

Two tabs are used on the Universal Worklist:

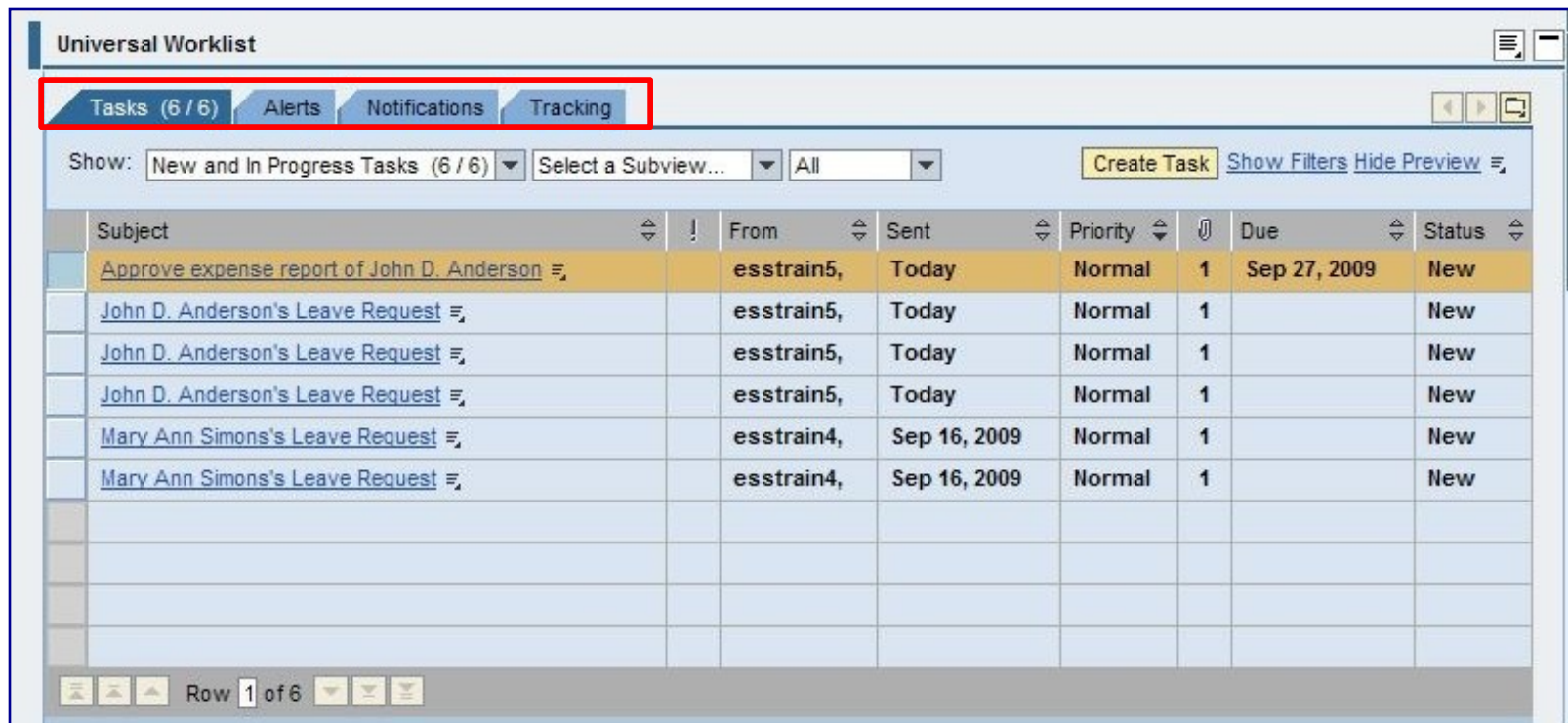
Tasks

Notifications

Note: Alerts and tracking are not currently being used.

- The Tasks list is the default tab and displays your employees' working time, leave and travel requests.

Note: If the manager rejects time, it appears on the Employee Self Service under the Notifications tab.



The screenshot shows the 'Universal Worklist' application window. The 'Tasks (6 / 6)' tab is selected and highlighted with a red box. Below the tabs, there are filters: 'Show: New and In Progress Tasks (6 / 6)', 'Select a Subview...', and 'All'. There are also buttons for 'Create Task', 'Show Filters', and 'Hide Preview'. The main table displays a list of tasks with columns: Subject, From, Sent, Priority, Due, and Status. The first task is 'Approve expense report of John D. Anderson' with a due date of 'Sep 27, 2009'. The next four tasks are 'John D. Anderson's Leave Request' and 'Mary Ann Simons's Leave Request', each with a due date of 'Today' or 'Sep 16, 2009'. The status for all tasks is 'New'. The bottom of the window shows 'Row 1 of 6'.

Subject	From	Sent	Priority	Due	Status
Approve expense report of John D. Anderson	esstrain5,	Today	Normal	Sep 27, 2009	New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
John D. Anderson's Leave Request	esstrain5,	Today	Normal		New
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal		New
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal		New

Manager Self Service – Area Page (Reminder of Dates)



Reminder of Dates section includes the following information:

- Reminders for training, credential checks and other work-related relevant employee dates.
- EPMS review dates.
- Employee birthdays.

Note: You cannot add your own dates as the reminders originate from the employees' master records in Personnel Administration.

Universal Worklist		
Reminder of Dates		
October 2009 Dates/Task for All Employees		
Date	Event	Name
10/12/2009	Date of Birth	Mary Ann Simons
10/21/2009	EPMS Review Date	Michelle S. Dickerson
10/31/2009	Date of Birth	William J. Salvatore
Row 1 of 3		
Display Month Previous Next		

Lesson 1 Summary

- 🔄 You should now be able to:
 - Access and log into the MySCEmployee website
 - Navigate to the Manager Self Service home page (Universal Worklist and Reminder of Dates)
 - Access the different work areas within Manager Self Service



South Carolina Enterprise Information System

LESSON 2: View Employee General and Compensation Information

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 2 Learning Objectives

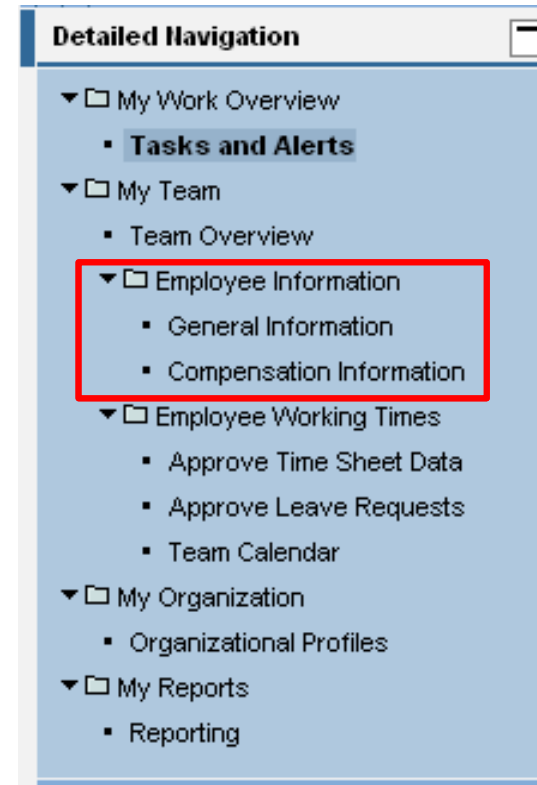


- Upon completion of this lesson, you should be able to:
 - Access and review employee general information
 - Understand how to enter leave requests on behalf of an employee
 - Understand how to change an employee's contact information/emergency contact information
 - Access and review employee compensation information

Note: Compensation information availability is determined at the agency level

Employee Information

- Expand the **Employee Information** folder to access your employee's General Information and Compensation Information.
- Click the area you want to review first.



Employee General Information

General Employee Information includes:

- Basic employee information (address, monitoring of tasks, absence days, etc.)
- Entering leave requests on their behalf
- Employee quota balances
- Maintaining and Viewing an employee's address and emergency contact information

Employee Search
Employee Selection: Direct Reports
Display: Organizational Information
Filter On

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Corrine Racheal Gagne	10006999	Liz Rosanne McKenzie	ADMINISTRATIVE SPECIALIST II	BUSINESS FILINGS	HR Payroll
Maria Tanisha Hoffman	10006984	Liz Rosanne McKenzie	ADMINISTRATIVE ASSISTANT	BUSINESS FILINGS	HR Payroll
Tessie Melanie Cabrera	10006979	Liz Rosanne McKenzie	ADMINISTRATIVE ASSISTANT	BUSINESS FILINGS	HR Payroll
Debra Pansy Dutton	10007019	Liz Rosanne McKenzie	ADMINISTRATIVE SPECIALIST II	BUSINESS FILINGS	HR Payroll
Paulette Allison Hathaway	10007009	Liz Rosanne McKenzie	ADMINISTRATIVE SPECIALIST II	BUSINESS FILINGS	HR Payroll

Row 1 of 8

Data as of 3/28/2011, 10:00:28 AM [Refresh](#)

General Data
Corrine Racheal Gagne 10006999
General Info.
Grievance Status: Covered
Communication Data
Work E-Mail:
Work Office: 803-734-2489
Organizational Assignment [Organizational Assignments](#)
Org. Unit: BUSINESS FILINGS
Position: ADMINISTRATIVE SPECIALIST II
Cost Center: HR Payroll
Payroll Area: SC Semi-monthly
Personnel Structure
Personnel Area: SECRETARY OF STATE
Pers. Subarea: ADM-ADMIN SVCS
EE Group: CLASSIFIED FTE
EE Subgroup: FT-NE WINS & LV

Personal Data
Address: Corrine Racheal Gagne
045001 MAIN STREET
COLUMBIA SC 29209

Monitoring of Tasks
No data available

Absence Days

Company Properties
No data available

Related Activities
Self-Service for My Employees
[Record Working Time](#)
Maintain or display time sheets for your employees.
[Addresses and Emergency Contact Information](#)
Maintain or display addresses and emergency contacts for your employees.
[Personal Data](#)
Display personal data for your employees.
[Display Quota Balances](#)
Display the quota balances for your employees.
[Enter Leave Request](#)
Enter a leave request for your employees.
NOTE: You will still need to approve the leave request as a separate process.
[Leave Statement](#)
Display absence times, leave balances, and accruals.

Employee General Information (Employee Search)

- The **Employee Search** section of the Employee General Information page displays a list of your direct-report employees by default. Use the down arrow to select other options.
- To view an employee's information, click the employee's name.
- When you click the employee's name, the lower part of the screen displays the employee's data.

Employee Search

Employee Selection: 

Display:

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Michelle S. Dickerson	00008895	Michael M. Carroll	PROGRAM COORDINATOR II	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
John D. Anderson	00008896	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
Mary Ann Simons	00008897	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
William J. Salvatore	00008898	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFIC
Theodore Moore	00001131	Michael M. Carroll	FIELD SPECIALIST I	POULTRY & EGG DEPARTMENT	COMMISSIONER'S OFFIC

Row 1 of 5

Employee General Information (General Data)



After clicking on the employee's name, information is available throughout the different regions of the page:

- **General Data** area: overview of her master data, organizational data and contact information.
- **Company Properties** area: shows that Michelle has been issued a state-owned laptop computer.

General Data

Michelle S. Dickerson 00008895

General Info.

Grievance Status: Covered

Start Date: 1/1/2009

Organizational Assignment [Organizational Assignments](#)

Org. Unit: AGRICULTURAL SERVICES DIVISION

Position: PROGRAM COORDINATOR II

Cost Center: COMMISSIONER'S OFFIC

Payroll Area: SC Semi-monthly

Communication Data

Work E-Mail: SCEIS_NOTIF@SCEIS.SC.GOV

Work Office: 803-832-1901

Personnel Structure

Personnel Area: DEPARTMENT OF AGRICULTURE

Pers. Subarea: ADM-ADM/PG MGMT

EE Group: CLASSIFIED FTE

EE Subgroup: FT-EX W/INS & LV

Company Properties

Company Property	No.	Description
Computer/Lap Top	1	Pieces

Row 1 of 1

Note for Company Property

Employee General Information (Personal Data/Monitoring of Tasks)



In the **Personal Data** area, the employee's home address is displayed.

Your agency may be using the **Monitoring of Tasks** area. This area includes key dates such as EPMS review date, end of probationary period, and holiday compensatory time expiration date.

The screenshot displays a web-based interface for employee information. It is divided into two main sections, each with a tabbed header. The first section, "Personal Data", shows the employee's address. The second section, "Monitoring of Tasks", contains a table of upcoming tasks. Both section headers are highlighted with red boxes in the original image. The interface includes standard web controls like expand/collapse icons and a data range filter at the bottom.

Personal Data

Address: Michelle S. Dickerson
223 Cherry Blossom Lane
Columbia SC 29212

Monitoring of Tasks

Status	Date	Reminder	Task
New task	10/21/2009	10/21/2009	EPMS Review Date
New task	10/14/2009	10/14/2009	In-Band Increase Red

Row 1 of 3

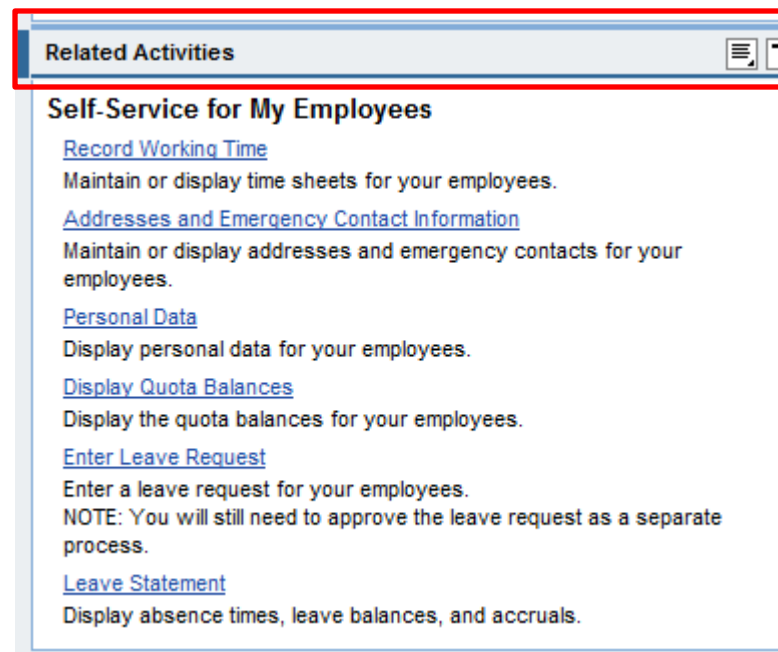
Data from 4/8/2009 to 4/8/2010

Employee General Information (Related Activities)

Activities that can be completed in the **Related Activities** area include:

- Requesting leave on behalf of an employee
- Maintaining the selected employee's addresses and emergency contact information
- Viewing an employee's:
 - available quota balances
 - personal data
 - leave statement

Note: The manager will still need to approve the leave using the normal process of Approving Leave Requests through Manager Self Service.



Employee Compensation Information

Managers can also view
Employee Compensation
Information:

- Click the Compensation Information link
- Then click on the name of the employee whose information you want to view

Welcome MSSIT06 MSSIT06 **MySCEmployee** powered by **SCEIS** [Help](#) [Personalize](#) [Log Off](#)

Welcome Employee Self-Service **Manager Self-Service** Content Administration User Administration System Administration User Access

Overview | Organizational Chart

Compensation Information | History | Back | Forward

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
 - General Information
 - Compensation Information**
- Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Team Calendar
- My Organization
 - Organizational Profiles
- My Reports
 - Reporting

Employee Search

Employee Selection: Direct Reports

Display: Organizational Information

Name	Personnel Number	Manager	Position	Organizational Unit	Cost Center
Van Frederic Trevino	10002626	KEITH TEDDY CORTEZ	AGR MARKETING SPECIALIST III	LABORATORY SERVICES	COMMISSIONER'S OFFIC
Oscar Alonso Bermudez	10002116	KEITH TEDDY CORTEZ	PROGRAM MANAGER OF SCBIS ESSMSS	LABORATORY	COMMISSIONER'S OFFIC
Ezekiel Ashley Roper	10002536	KEITH TEDDY CORTEZ	PROGRAM MANAGER I	CONS SVS FIELD SPECS	COMMISSIONER'S OFFIC
Leo Kenny Fenton	10002681	KEITH TEDDY CORTEZ	PROGRAM MANAGER I	FOOD SAFETY & COMPL	COMMISSIONER'S OFFIC
Kermit Lance Zapata	10002306	KEITH TEDDY CORTEZ	PROGRAM COORDINATOR I	METROLOGY LABORATORY	COMMISSIONER'S OFFIC

Row 1 of 5

Data as of 1/20/2011, 4:18:37 PM [Refresh](#)

General Data

Van Frederic Trevino 10002626

General Info.

Grievance Status: Covered

Communication Data

Work E-Mail: AWOOD@SCDA.SC.GOV

Work Office: 803-734-1767

Organizational Assignment [Organizational Assignments](#)

Org. Unit: LABORATORY SERVICES

Position: AGR MARKETING SPECIALIST III

Cost Center: COMMISSIONER'S OFFIC

Payroll Area: SC Semi-monthly

Personnel Structure

Personnel Area: DEPARTMENT OF AGRICULTURE

Pers. Subarea: AG&NR-AG(ANIMAL

EE Group: CLASSIFIED FTE

FF Subgroup: FT-FX WINS & I V

Salary Data

Pay Grade Structure

Pay Grade Type: CLASSIFIED

Pay Grade Area: Banded

Pay Grade: BAND 05

Pay Grade Level: 00

Enterprise Data (Pay Grade)

Minimum Salary: 30,274.00

Reference (Midpoint) Salary: 43,144.00

Maximum Salary: 56,015.00

Employee Data

Salary:

Compa-Ratio to Referer

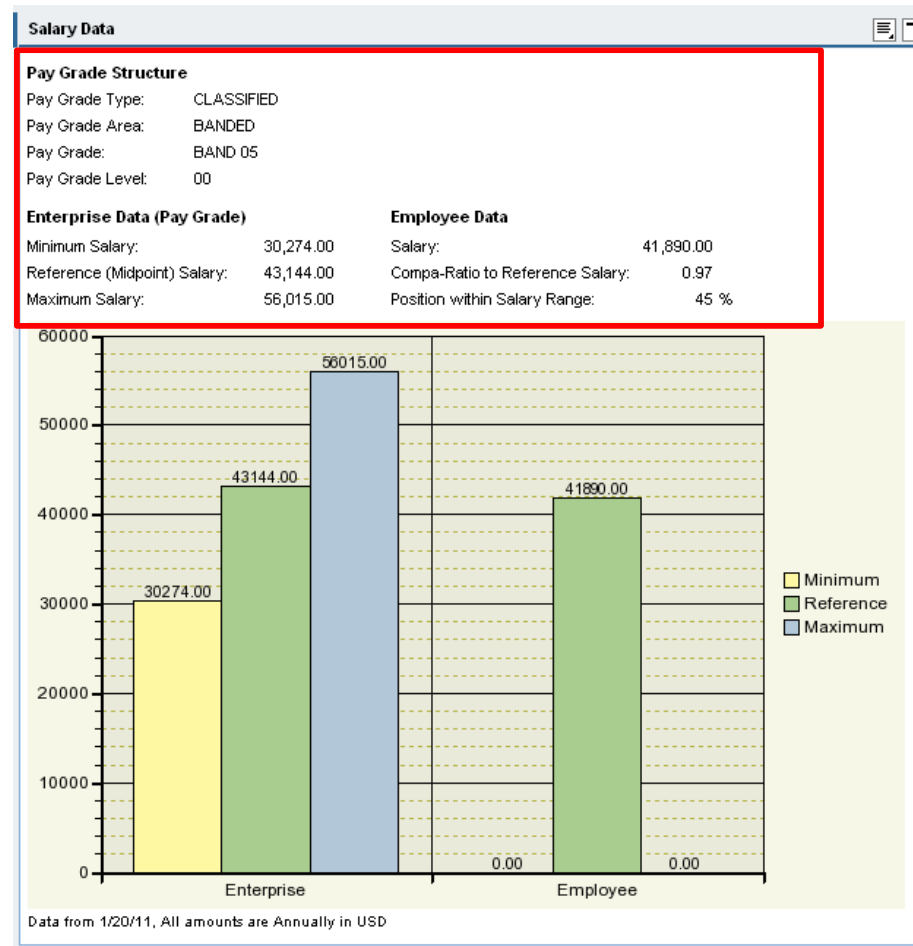
Position within Salary R

Employee Compensation Information (Salary Data)



The **Salary Data** section displays the:

- employee's annual salary
- reference (midpoint) salary
- pay scale information
- salary range for the pay grade.



Lesson 2 Summary

- 🔄 You should now be able to:
 - Access and review employee general information
 - Understand how to enter leave requests on behalf of an employee
 - Understand how to change an employee's contact information/emergency contact information
 - Access and review employee compensation information



South Carolina Enterprise Information System

LESSON 7: Reports

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 3 Learning Objectives



- Upon completion of this lesson, you should be able to:
 - Access and approve or reject employee leave requests

Approve Leave Requests

To approve your employees' leave requests, there are two options:

1. Click employee's name from the Tasks tab on the Universal Worklist
2. Detailed Navigation area > My Team > Employee Working Times > **Approve Leave Request.**

The screenshot displays the SOEIS Universal Worklist interface. On the left, the 'Detailed Navigation' pane shows a tree structure with 'Approve Leave Requests' highlighted under 'Employee Working Times', marked with a red box and the number 1. The main area, 'Universal Worklist', shows the 'Tasks (4 / 4)' tab selected. A table lists tasks, with the first row 'Evangeline Marisol Couture's Leave Request' highlighted in yellow and marked with a red box and the number 2. The table has columns for 'Subject' and 'From'.

Subject	From
Evangeline Marisol Couture's Leave Request	essit02,
Evangeline Marisol Couture's Leave Request	essit02,
Evangeline Marisol Couture's Leave Request	essit02,
Evangeline Marisol Couture's Leave Request	essit02,

Approve Leave Requests

Once you have accessed Approve Leave Requests, a list of the employees who have submitted requests to you displays in the **Requests Waiting for Approval** table.

Click the blank column next to an employee's request to see his or her detailed request.

Additional information provided includes the employee's various leave quota balances.

After reviewing the request, you can **Approve** it, **Reject** it or take no action and the request will remain in the queue until you decide to take action.

Welcome msstrain5, MySCEmployee powered by SC EIS

Welcome Employee Self-Service Manager Self-Service

Overview

Approve Leave Requests

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
 - General Information
 - Compensation Information
- Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests**
 - Team Calendar
- My Organization
- My Reports

Date of Request	Requester	Type of Leave	From	To	Used
9/16/2009	Mary Ann Simons	A, Annual Leave	10/19/2009	10/19/2009	
9/22/2009	John D. Anderson	A, Annual Leave	9/25/2009	9/25/2009	9 Hours
10/7/2009	John D. Anderson	A, Annual Leave	10/20/2009	10/20/2009	9.50 Hours
10/7/2009	John D. Anderson	A, Annual Leave	10/30/2009	10/30/2009	9 Hours
10/7/2009	John D. Anderson	A, Annual Leave	12/2/2009	12/3/2009	19 Hours

Row 1 of 5

Mary Ann Simons has requested the following leave:

Type of Leave: A, Annual Leave

Date: 10/19/2009

Previous Notes: Mike, I need to leave early this day for a dentist appt.

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	6/29/2009	12/31/9999	65.63 Hours	46.63 Hours
Sick Leave	6/29/2009	12/31/9999	65.63 Hours	65.63 Hours
Holiday Comp	9/7/2009	12/7/2009	7.50 Hours	7.50 Hours

Previous Step Approve Reject

Approve Leave Requests

If you approve the request, the second step of the leave approval process displays.

During this step the employee's request is displayed again.

To approve the request, click the **Approve Request** button.



Approve Leave Requests

After approving the request, the next screen indicates that you have **Completed** the leave approval process for that employee.

NOTE: The Approve Another Absence link does not work if you are approving leave requests from the Universal Worklist.

Approve Leave Requests

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

i You have approved the leave request.

What do you want to do next?
[Approve Another Absence](#)

You have approved the following leave request:

Requester:	Mary Ann Simons
Type of Leave:	A.Annual Leave
Date:	on Monday, October 19, 2009

Approve Leave Request

Add Leave Approval Simulation.

Check to verify simulation has no changes

Lesson 3 Summary

- You should now be able to:
 - Access and approve or reject employee leave requests



South Carolina Enterprise Information System

LESSON 5: Substitutions

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 4 Learning Objectives



- Upon completion of this lesson, you should be able to:
 - Understand how to access and view the team calendar

Team Calendar

To access the Team Calendar from the Detailed Navigation area, expand the My Team folder and either click:

1. Team Overview or
2. Employee Working Times folder > Team Calendar

Detailed Navigation

- My Work Overview
- My Team
 - Team Overview**
 - Employee Information
 - General Information
 - Compensation Information
 - Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Team Calendar**
 - My Organization
 - Organizational Profiles
 - My Reports
 - Reporting

Services

- [Team Overview](#)
- Employee Information**
 - [General Information](#)
 - [Compensation Information](#)

Team Calendar

Display Data for: **Directly Subordinate Employees** for: **March** in: **2011** **Start**

2011 March

	Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 31
Tessie Melanie Cabrera																															
Erica Bonita Couture																															
Evangeline Marisol Couture																															
Debra Pansy Dutton																															
Corrine Racheal Gagne																															
Paulette Allison Hathaway																															
Santa Delois Helm																															
Maria Tanisha Hoffman																															

Legend: Absent (Blue), Multiple Entries (Light Blue), Sent Leave Request (Pink), Leave Deletion Requested (Red), Attendance (Green), Holiday (Dark Green)

Data of 3/25/2011 12:09:07 PM [Refresh](#)

***NOTE:** Attendances will not appear on the team calendar until approved and posted.
***NOTE:** An attendance approved today will display on the team calendar the next day.

-
- Welcome msstrain5, MySCEmployee powered by SOEIS
- Welcome Employee Self-Service Manager Self-Service
- Overview
- Team Calendar
- Detailed Navigation
- My Work Overview
 - Tasks and Alerts
 - My Team
 - Team Overview
 - Employee Information
 - General Information
 - Compensation Information
 - Employee Working Times
 - Approve Time Sheet Data
 - Request Time Sheet Requests
 - Team Calendar
 - My Organization
 - My Reports
- Display Data for: Directly Subordinate Employees for: October in: 2009 Start
- 2009 October
- | | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| John D. Anderson | | | | | | | | | | | | | | | | | | | | | | | | | |
| Michelle S. Dickerson | | | | | | | | | | | | | | | | | | | | | | | | | |
| Theodore Moore | | | | | | | | | | | | | | | | | | | | | | | | | |
| William J. Salvatore | | | | | | | | | | | | | | | | | | | | | | | | | |
| Barry Ann Simons | | | | | | | | | | | | | | | | | | | | | | | | | |
- Absent Multiple Entries Sent Deletion Requested
- Data of 10/6/2009 3:07:43 PM Refresh

Lesson 4 Summary

- You should now be able to:
 - Understand how to access and view the team calendar



South Carolina Enterprise Information System

LESSON 5: Substitutions

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 5 Learning Objectives

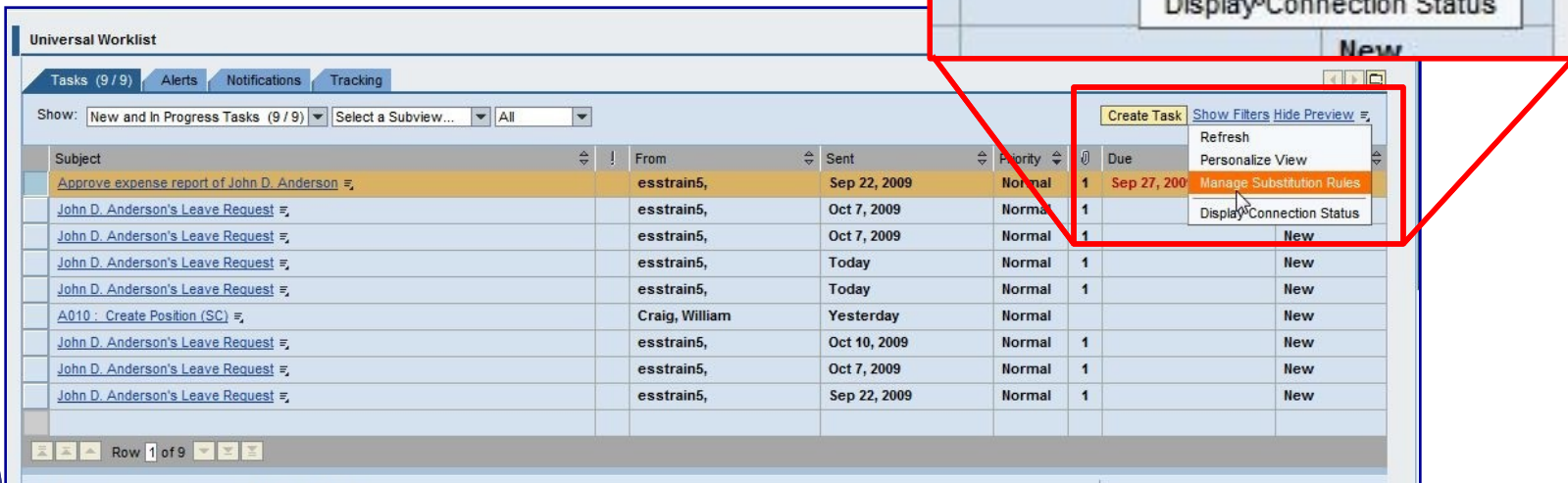
- Upon completion of this lesson, you should be able to:
 - Create substitutions

Substitutions

As a Manager you can identify a substitute to handle approvals temporarily in your absence. The items in your Universal Worklist (Manager Self Service home page) will be accessible by your substitute during your absence.

To assign a Substitute, scroll to the upper-right portion of the worklist and click the  icon. Then select **Manage Substitution Rules** as shown in the graphic.

Note: Substitutions for items in the Universal Worklist (e.g. leave requests) will need to be approved by the agency's Time Approver if another manager has not been substituted.



The screenshot displays the 'Universal Worklist' interface. At the top, there are tabs for 'Tasks (9 / 9)', 'Alerts', 'Notifications', and 'Tracking'. Below the tabs, a 'Show:' dropdown is set to 'New and In Progress Tasks (9 / 9)', and a 'Select a Subview...' dropdown is set to 'All'. The main table lists tasks with columns: Subject, From, Sent, Priority, Due, and a 'New' status column. The first task is 'Approve expense report of John D. Anderson', followed by several 'John D. Anderson's Leave Request' items, and an 'A010 : Create Position (SC)' item. A context menu is open over the first task, showing options: 'Create Task', 'Show Filters', 'Hide Preview', 'Refresh', 'Personalize View', 'Manage Substitution Rules' (highlighted with a red box), and 'Display Connection Status'. A red box also highlights the menu icon in the top right corner of the task row.

Subject	From	Sent	Priority	Due	New
Approve expense report of John D. Anderson	esstrain5	Sep 22, 2009	Normal	1 Sep 27, 2009	New
John D. Anderson's Leave Request	esstrain5	Oct 7, 2009	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Oct 7, 2009	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Today	Normal	1	New
A010 : Create Position (SC)	Craig, William	Yesterday	Normal		New
John D. Anderson's Leave Request	esstrain5	Oct 10, 2009	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Oct 7, 2009	Normal	1	New
John D. Anderson's Leave Request	esstrain5	Sep 22, 2009	Normal	1	New

Substitutions

- After clicking the Manage Substitution Rules the window shown here displays.
- **Note:** If you already have a substitution rule in place it will be displayed in the table. One option is to turn the rule back on. Or, to continue the substitution process, click the **Create Rule** button.

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Create Rule... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	

Row 0 of 0

Substitutions – Receive My Tasks

You must identify your substitute by searching for his or her name.
In the example shown, we searched for ESSTRAIN4 and the name appears in the Current Selection list.

NOTE: all employees throughout the state with that name will be listed. However, substitutions are only allowed for a manager within the same agency who has the MSS security role.

To identify the correct employee if more than one of the same name appears, click on one of the names and you will see the employee's user id, phone number and/or e-mail address. Use these items to identify the correct person.

Click the far-left column beside the name and click the **Apply** button.

1 Define Rule 2 Set Rule Activation

Nominee: **Select...**

Search For People

Search For Names: **Search**

Current Selection		
<input type="checkbox"/>		<u>esstrain4</u>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Apply **Cancel**

Substitutions - Receive Tasks (cont.)

- Next, the Nominee's (substitute's) name appears in the Nominee field (in this example, esstrain4 appears).
- Now identify which tasks are to be assigned to the substitute.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1

2

Define Rule

Set Rule Activation

Nominee:

esstrain4

Select...

Assign These Tasks:

All

The nominee is the substitute for all tasks

I Want the Nominee To:

☒ Receive My Tasks

You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule

☐ Fill In For Me

If you are unexpectedly absent, the nominee can take over your tasks completely

Next

Cancel

Substitutions

In the **I Want the Nominee To** area, select:

- Receive My Tasks or
- Fill in For Me

In this example, Receive My Tasks was selected. Click the **Next** button.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1

2

Define Rule

Set Rule Activation

Nominee:

Select...

Assign These Tasks:

All

The nominee is the substitute for all tasks

I Want the Nominee To:

☒ Receive My Tasks

You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule

☐ Fill In For Me

If you are unexpectedly absent, the nominee can take over your tasks completely

Next

Cancel

Substitutions – Receive Tasks (cont.)

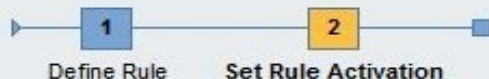


After clicking the Next button, you can identify whether you want the substitute to begin receiving your items **At Once**, or you can specify a specific **Date** by clicking the **On** radio button and typing in the effective date or selecting the effective date from the drop down calendar.

After identifying when the rule should be activated, click the **Save** button.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)



On saving, turn the following rule on: ☒ On - The rule will be enabled

☒ **At Once**

☐ **On**



☐ Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Substitutions – Fill In For Me

When you select “Fill in For Me” the substitute must select “Take Over” to accept.

Task | History | Back Forward

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

Task Owner	Tasks	What To Do	Status	
Poore, Christopher	All	Fill In	Ongoing	Take over

The Substituted Manager must select “Take Over” if the Fill in For Me option is selected.

Substitutions

To resume your approval responsibilities upon your return, use the **Turn Off** feature found in the My Substitution Rules area. The button toggles back to Turn On.

If you are out of the office again, instead of going through the steps just identified, you can go to this work area and click the Turn On the rule.

NOTE: After creating the Substitution, check the Rule Activation column to ensure the status is Successful. If Problems Reported appears as the status, click the link and select Fix Problem.

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Create Rule... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	
All	esstrain4	Receives my tasks	Ongoing	Successful	Turn Off

Row 1 of 1

Substitutions

Add Universal Worklist (Substitution) Simulation

Check to see that steps have not changed.

Lesson 5 Summary

- You should now be able to:
 - Create substitutions



LESSON 6: View Organizational Profiles

Lesson 6 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Access organizational profiles

Organizational Profile

- To access the Organizational Profile expand My Organization folder, then click **Organizational Profiles** to display details of your organizational unit (department), as well as the lower-level organizational units under your area of responsibility.
- The positions for the Organizational Unit are displayed as active links. Click the position link and a new page launches to display the position details.
- The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button.

Display: **Organizational Information**

Personalize Filter On

Organizational Unit	Organizational Unit ID	Manager	Cost Center ID	Cost Center ID
BUSINESS FILINGS	20000996	Liz Rosanne McKenzie	HR Payroll	E080HRPAY

Row 1 of 1

Data as of 3/25/2011, 12:36:59 PM [Refresh](#)

General Description

No data available

Accounting

Organizational Unit BUSINESS FILINGS

Position Holders

Organizational Unit BUSINESS FILINGS

Position	Position ID	Holder
ADMINISTRATIVE SPECIALIST II	60008643	Occupied
Administrative Specialist II	60008635	Vacant

Organizational Profile

You can use the Organizational Profiles tool to display details of your organizational unit (department), as well as lower-level organizational units under your area of responsibility.

Organizational Unit Search

Organizational Unit Selection: All Organizational Units

Display: Organizational Information

Customizes Layout Filter On

Organizational Unit	Organizational Unit ID	Manager	Cost Center ID	Cost Center ID
AGRICULTURAL SERVICES DIVISION	21000187	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
FRUIT & VEGETABLE DEPARTM	21000195	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
GRAIN DEPARTMENT	21000196	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
LIVESTOCK DEPARTMENT	21000197	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
MARKET NEWS DEPARTMENT	21000198	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010

Row 1 of 6

Data as of 10/8/2009, 3:15:30 PM Refresh

General Description

No data available

Accounting

Organizational Unit AGRICULTURAL SERVICES DIVISION

Company Code: State of South Carolina

Business Area: AGRICULTURE DEPARTMENT

Personnel Area: DEPARTMENT OF AGRICULTURE

Personnel Subarea:

Controlling Area: State Of South Carolina

Cost Center: COMMISSIONER'S OFFICE

Position Holders

Organizational Unit AGRICULTURAL SERVICES DIVISION

Position	Position ID	Holder
ADMINISTRATIVE SPECIALIST	61003695	Vacant
ADMINISTRATIVE SPECIALIST	61003694	Vacant
ADMINISTRATIVE SPECIALIST	61003693	Multiple
ADMINISTRATIVE SPECIALIST	61003692	Multiple
ADMINISTRATIVE SPECIALIST	61003691	Multiple

Row 1 of 10

Cost Distribution

Organizational Profile

On the top of the Organizational Profile page, select the Organizational Unit whose information you want to review.

As in other Manager Self Service applications, the Organizational Unit's information will be displayed on other parts of the page.

As an example, select **Agricultural Services Division**, and that unit's information will be displayed on the next page.

Organizational Unit Search

Organizational Unit Selection: All Organizational Units

Display: Organizational Information

Customizes Layout

Filter On

Organizational Unit	Organizational Unit ID	Manager	Cost Center ID	Cost Center ID
<u>AGRICULTURAL SERVICES DIVISION</u>	21000187	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
<u>FRUIT & VEGETABLE DEPARTM</u>	21000195	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
<u>GRAIN DEPARTMENT</u>	21000196	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
<u>LIVESTOCK DEPARTMENT</u>	21000197	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010
<u>MARKET NEWS DEPARTMENT</u>	21000198	Michael M. Carroll	COMMISSIONER'S OFFIC	P160A00010

Row 1 of 6

Organizational Profile

The unit's information is now displayed and it includes:

- **Accounting** information, and
- **Position Holder** information.

Click the position title in the **Position Holders** area to see additional detailed information.

Accounting

Organizational Unit AGRICULTURAL SERVICES DIVISION

Company Code: State of South Carolina

Business Area: AGRICULTURE DEPARTMENT

Personnel Area: DEPARTMENT OF AGRICULTURE

Personnel Subarea:

Controlling Area: State Of South Carolina

Cost Center: COMMISSIONER'S OFFICE

Position Holders

Organizational Unit AGRICULTURAL SERVICES DIVISION

Position	Position ID	Holder
ADMINISTRATIVE SPECIALIST	61003695	Vacant
ADMINISTRATIVE SPECIALIST	61003694	Vacant
ADMINISTRATIVE SPECIALIST	61003693	Multiple
ADMINISTRATIVE SPECIALIST	61003692	Multiple
ADMINISTRATIVE SPECIALIST	61003691	Multiple

 Row 1 of 10 

Organizational Profile

The Position titles, information specific to that position is now displayed and includes information on the following: **Position Description, Accounting, Compensation, Employee who holds the position, Cost Distribution and Employee Group.**

Position Profile

History Back Forward

Position Description

No data available

Accounting

Position ADMINISTRATIVE SPECIALIST II

Company Code: State of South Carolina

Business Area: SECRETARY OF STATE

Personnel Area: SECRETARY OF STATE

Personnel Subarea: ADM-ADMIN SVCS

Controlling Area: State Of South Carolina

Cost Center: HR Payroll

Compensation

Position ADMINISTRATIVE SPECIALIST II

Vacancy

No data available

Position Holders

Position ADMINISTRATIVE SPECIALIST II

Holders	Capacity (%)	Hours/Week
Evangeline Marisol Couture	0	37.5

Row 1 of 1

Cost Distribution

Position ADMINISTRATIVE SPECIALIST II

Controlling Area	Cost Center	Order	WBS Element	Percentage
State Of South Carolina	ADMINISTRATION			100

Row 1 of 1

Employee Group

Position ADMINISTRATIVE SPECIALIST II

Employee Group: CLASSIFIED FTE

Employee Subgroup: FT-NE W/INS & LV

Lesson 6 Summary

- You should now be able to:
 - Access organizational profiles



South Carolina Enterprise Information System

LESSON 6: View Organizational Profiles

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 7 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Access and run select reports

Reporting

To access manager reports from the Detailed Navigation area, click My Reports.

The screenshot displays the SOEIS Manager Self-Service interface. At the top, there are tabs for 'Welcome', 'Employee Self-Service', 'Manager Self-Service' (which is active), and 'User Access'. Below these tabs, there are links for 'Overview' and 'Organizational Chart'. The main content area is titled 'Reporting'. On the left side, there is a 'Detailed Navigation' menu with a minus sign icon. The menu items are: 'My Work Overview', 'My Team', 'My Organization', 'My Reports' (which is expanded), and 'Reporting' (which is highlighted with a red box). The main content area on the right is titled 'MANAGER SELF-SERVICE REPORTS' and contains two sections: 'Queries' with links for 'Display Working Time and Approved Leave' and 'Emergency Contact Report', and 'Time Management' with a link for 'Employee Work Schedule'.

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

Overview | Organizational Chart

Reporting

Detailed Navigation

- My Work Overview
- My Team
- My Organization
- My Reports
 - Reporting**

MANAGER SELF-SERVICE REPORTS

Queries

- [Display Working Time and Approved Leave](#)
- [Emergency Contact Report](#)

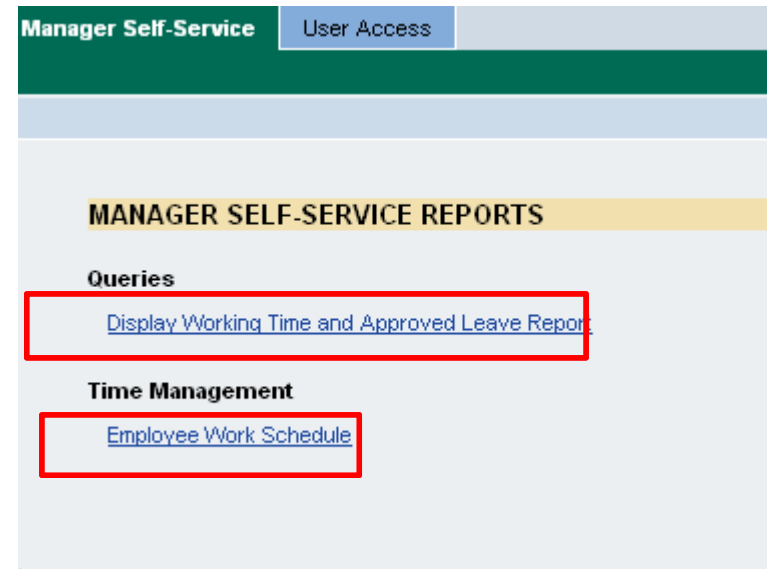
Time Management

- [Employee Work Schedule](#)

Reporting

The **Manager Self-Service Reports** screen contains a list of available reports and queries:

- **Display Working Time and Approved Leave Report** – shows time entered by or on behalf an employee, as well as an employee's approved leave.
- **Employee Work Schedule** – shows the planned working time for an employee each day, as well as the Work Schedule Rule (WSR), also known as the Personal WS. The WSR defines the expected daily, monthly and annual work hours. It also defines the number of expected work days used to determine when an employee will accrue leave and drives shift premiums for eligible employees. It is tied to the Holiday Calendar.



Click on the item you wish to view.

Reporting

After selecting a report or query, the **Launchpad for Reports** screen appears. This screen allows you to determine the time period and employees you will use to run the report or query.

First, identify the time period for which you wish to view information. Choose the **Period** you wish to view and choose or key in the **Date**.

Then, choose the group of employees you wish to view in the **Selection** field.

Launchpad for Reports

LPA Reporting

Period: Date:

Selection:

Employee	ID	
Alice Charmaine Ho	10011877	P
Sun Coburn	10011767	P
Lou Hager	10011977	P
Fabian Casey McCord	10011967	P
Alden Erik Bartley	10011907	P

Row 1 of 5

Reporting

Finally, from the list below, identify the specific employees whose information you wish to view.

For All Employees-

Click the **Select All** button to run the report for all of your employees.

For Some Employees-

Hold the CTRL key as you click in the column next to each employee's name whose information you want to review.

Once you have identified the employee(s) who you want to run the report on, click the **Report Result** button.

The report opens in a new window.

Launchpad for Reports

LPA Reporting

Period: Date:

Selection:

Employee	ID	
Alice Charmaine Ho	10011877	P
Sun Coburn	10011767	P
Lou Hager	10011977	P
Fabian Casey McCord	10011967	P
Alden Erik Bartley	10011907	P

Row 1 of 5

Reporting

The **Display Working Time and Approved Leave Report** shows all time entered by or on behalf of an employee, as well as approved leave requests. This information is based on the requested time period and employee(s) you selected. **NOTE:** All Approved Leave will show **HRADMIN** by default in the **Approved by** field.

Launchpad for Reports												
History Back Forward												
Details Sort in Ascending Order Sort in descending order Set Filter Total Subtotals... Print Preview Local File... Mail Recipient ABC Analysis Graphic Change Layout... Select Layout... More...												
MSS Display Working Time and Approved Leave												
Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	Hours	Start time	End time	Amount	Created by	Approved by	Approval date
10002406	Barnes	Chantel	Attendance hours	03/07/2011	Released for approval	4.000	08:00:00	12:00:00	0.00	CCPOORE		
	Barnes	Chantel	Attendance hours		Released for approval	4.500	13:00:00	17:30:00	0.00	CCPOORE		
						8.500						
	Barnes	Chantel	Attendance hours	03/03/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
	Barnes	Chantel	Attendance hours		Approved	3.500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
						7.500						
	Barnes	Chantel	Attendance hours	03/02/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
	Barnes	Chantel	Attendance hours		Approved	4.000	13:00:00	17:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
						8.000						
	Barnes	Chantel	Attendance hours	03/01/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
	Barnes	Chantel	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPOORE	03/03/2011
						7.500						
	Barnes	Chantel	Attendance hours	02/28/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	03/03/2011
	Barnes	Chantel	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPOORE	03/03/2011
						7.500						
	Barnes	Chantel	Attendance hours	02/25/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	02/26/2011
						4.000						
	Barnes	Chantel	Attendance hours	02/24/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	02/26/2011
	Barnes	Chantel	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPOORE	02/26/2011
						7.500						
	Barnes	Chantel	Attendance hours	02/23/2011	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	02/26/2011
	Barnes	Chantel	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPOORE	02/26/2011
	Barnes	Chantel	A Annual Leave		Approved	8.000	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	03/10/2011
						15.500						
	Barnes	Chantel	Attendance hours	02/22/2011	Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPOORE	02/26/2011
	Barnes	Chantel	Attendance hours		Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	02/26/2011
	Barnes	Chantel	A Annual Leave		Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPOORE	02/26/2011
						11.500						

Reporting

The **Employee Work Schedule** shows the planned working time for an employee each day. If you scroll to the right, you will also see the WSR, as well as a description of the WSR. For example the description “M 7.5,TWH 10, F 4hrs” indicates the employee is expected to work 7.5 hours on Monday, 10 hours on Tuesday, Wednesday and Thursday, and 4 hours on Friday and his regular off days are on Saturday and Sunday.

Launchpad for Reports History Back Forward

Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Total Print Preview Local File... Mail Recipient ABC Analysis Graphic Change Layout... More...

Personal work schedule

Key date: 03/28/2011

Pers.No.	Name	Date	Day	DWS	Daily WS text	Start	End	PIHrs	Personal WS	Description
10002041	Christopher Stewart McCa	03/28/2011	MO	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O
10002141	Lucio Erik Kramer	03/28/2011	MO	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O
10002176	Laurie Ethel Schultz	03/28/2011	MO	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O
10002196	Arnulfo Irvin	03/28/2011	MO	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O
10002406	Chantel Harriet Barnes	03/28/2011	MO	OFF	Normal Day Off			0.00	RT10	8hr Rotate Sft - 123

Lesson 7 Summary

- You should now be able to:
 - Access and run select reports



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 Manager Self Service website
 - View employee general information and compensation information
 - View the team calendar
 - Approve or Reject employee leave requests
 - Create substitutions
 - View organizational profiles
 - Access and run Manager Self Service reports

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