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

SCEIS South Carolina Enterprise Information System

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**

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# LESSON 1: Logging into the MySCEmployee Website

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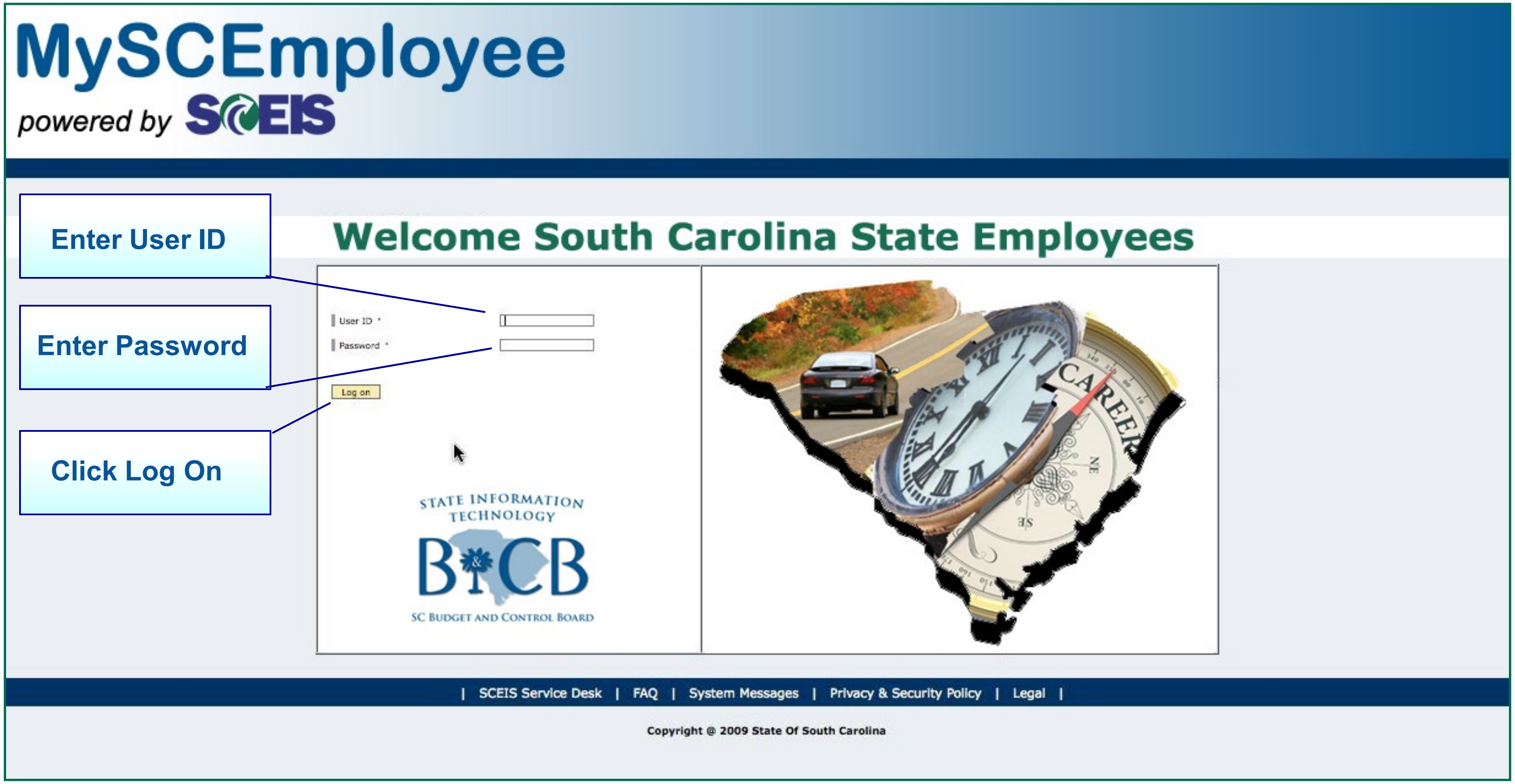
# Lesson 1 Learning Objectives

- 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

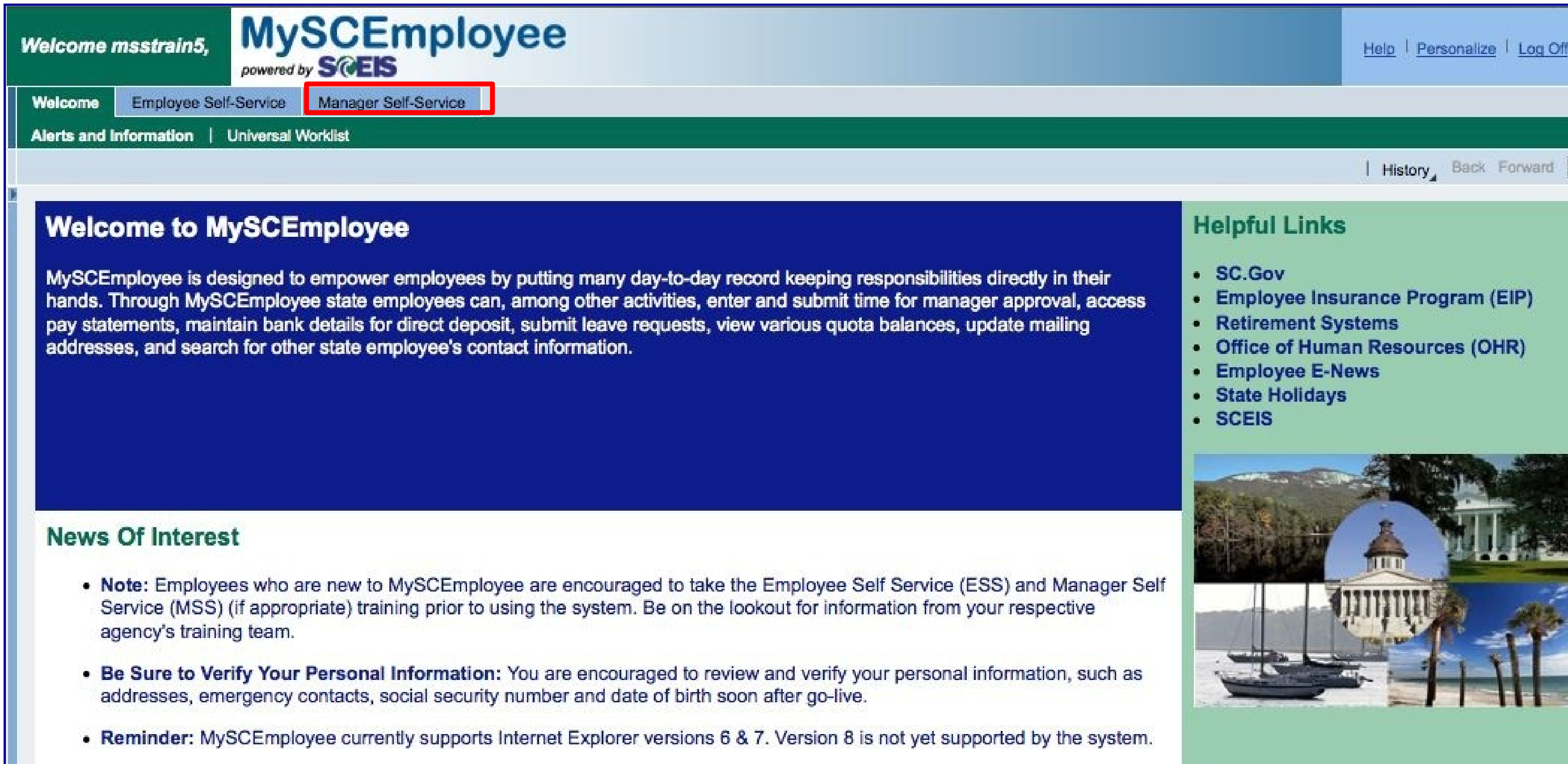
# MySCEmployee Login Page

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 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.



# Manager Self Service – Area Page (Main Overview)

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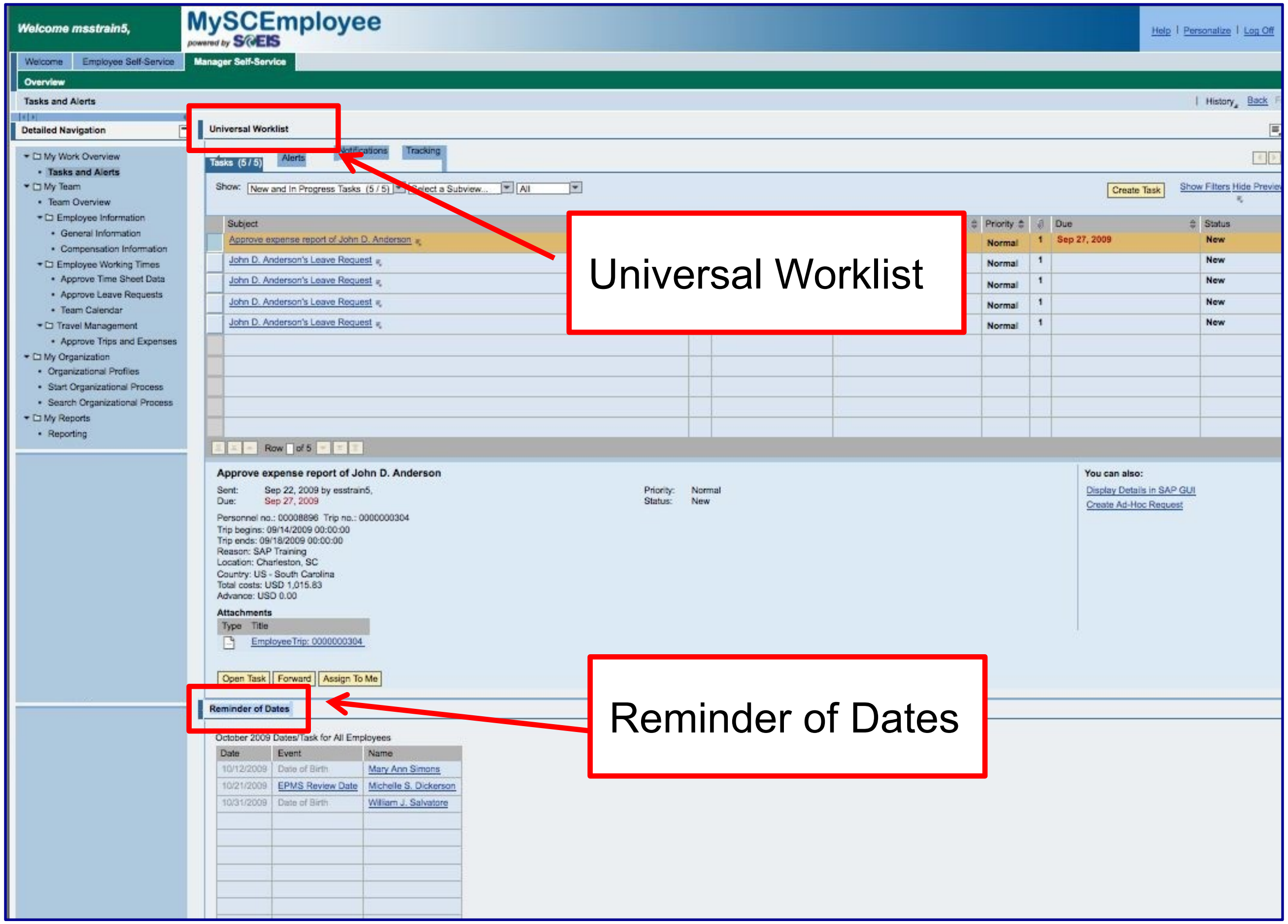
- The Universal Worklist and the Reminder of Dates display (after the Manager Self Service tab is clicked) and looks like the image shown here.
- Manager Self Service is like a home page.



# 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).

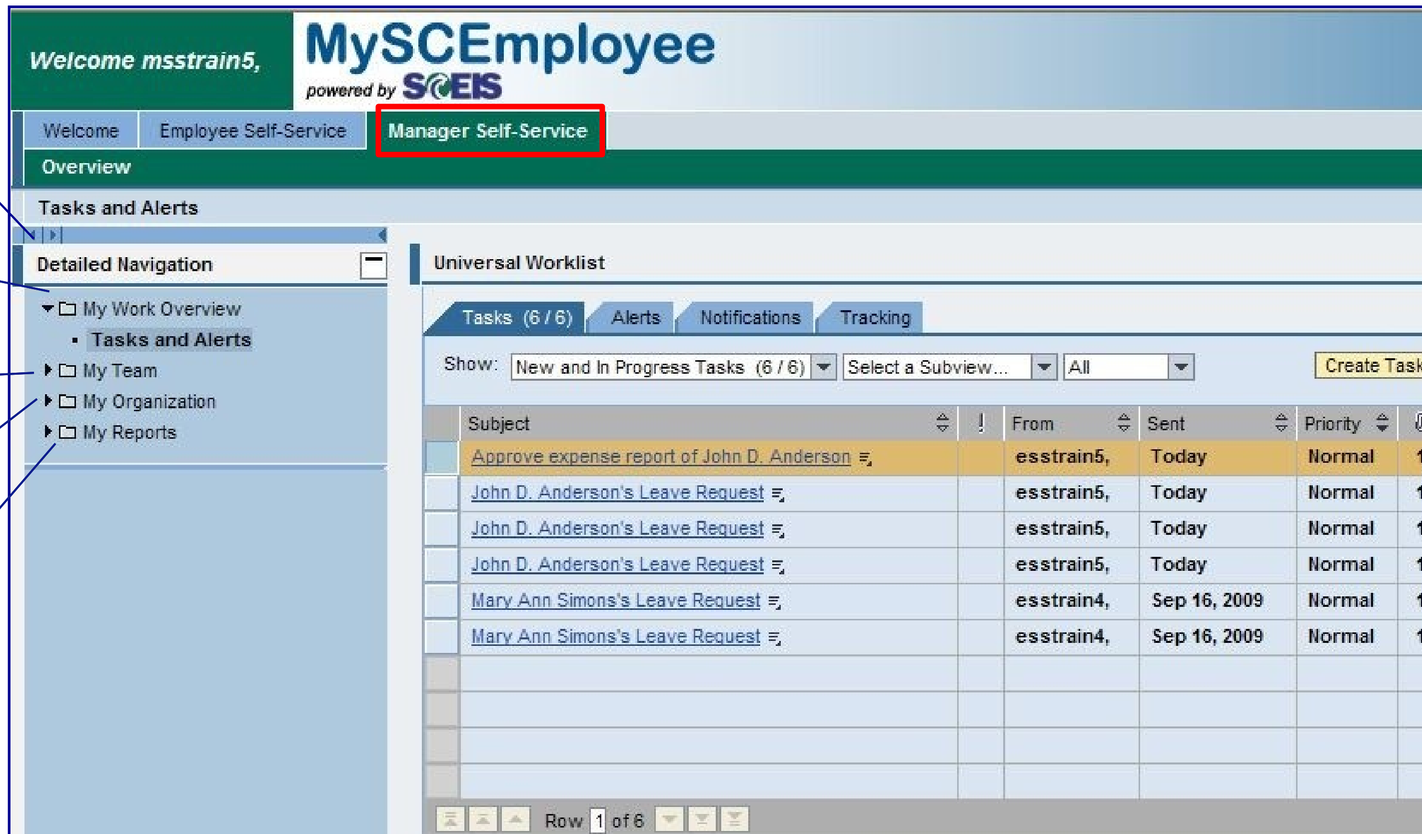
**Manager Self Service Navigation Area**

**My Work Overview (Default)**

**My Team**

**My Organization**

**My Reports**

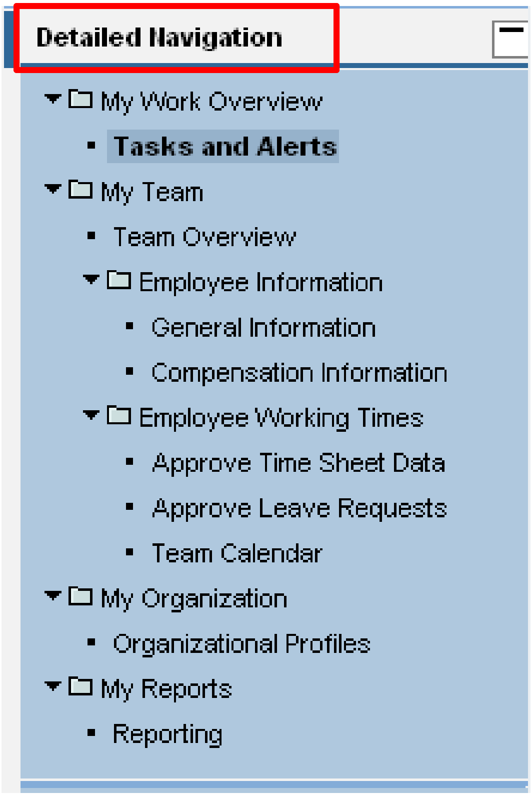


# Detailed Navigation

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)

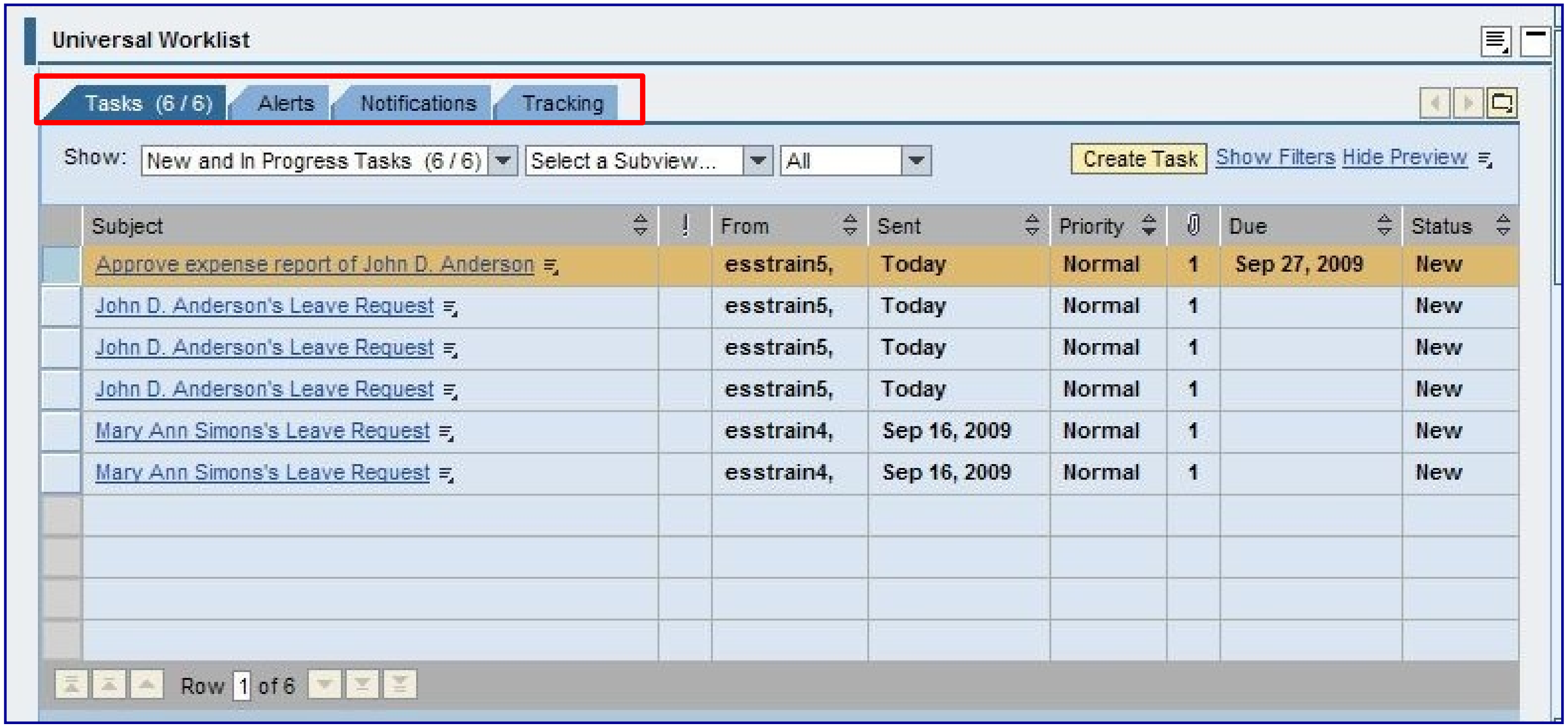
Two tabs are used on the Universal Worklist:

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.

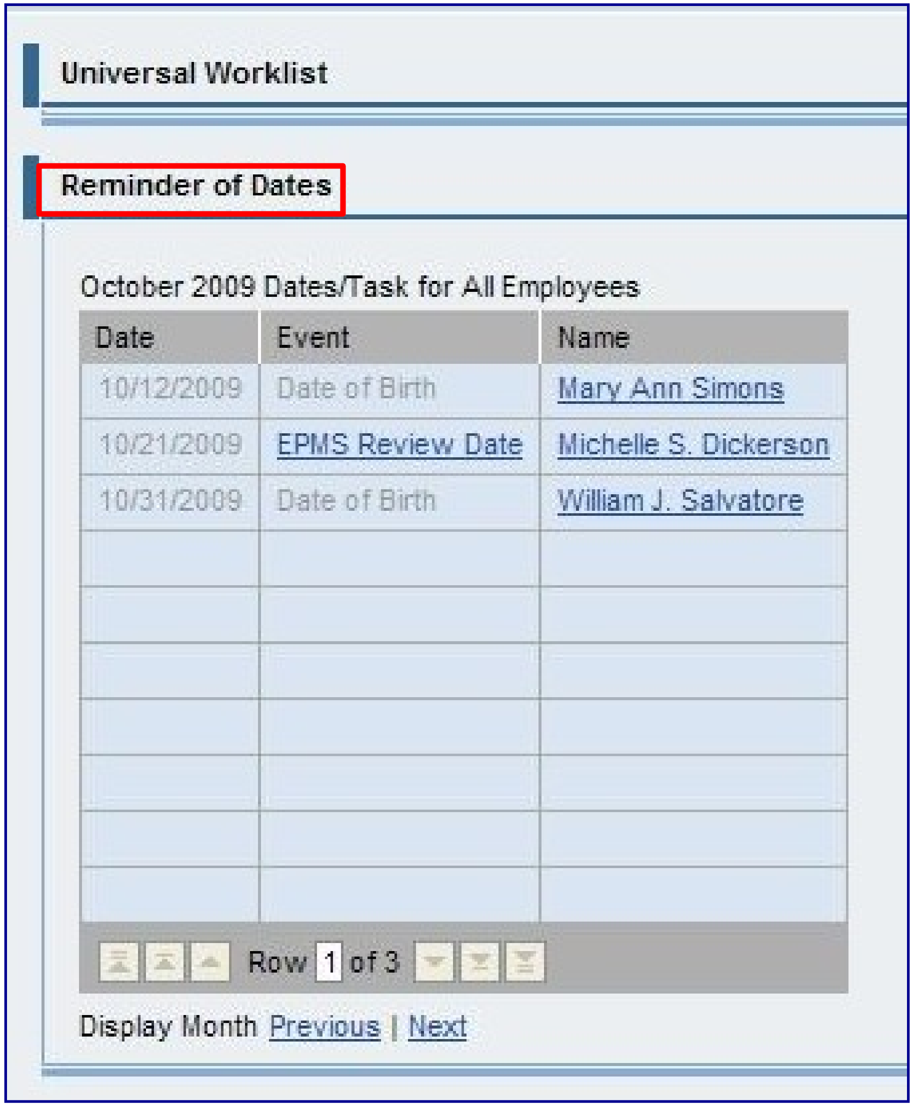


# Manager Self Service – Area Page (Reminder of Dates)

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.



# 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

# LESSON 2: View Employee General and Compensation Information

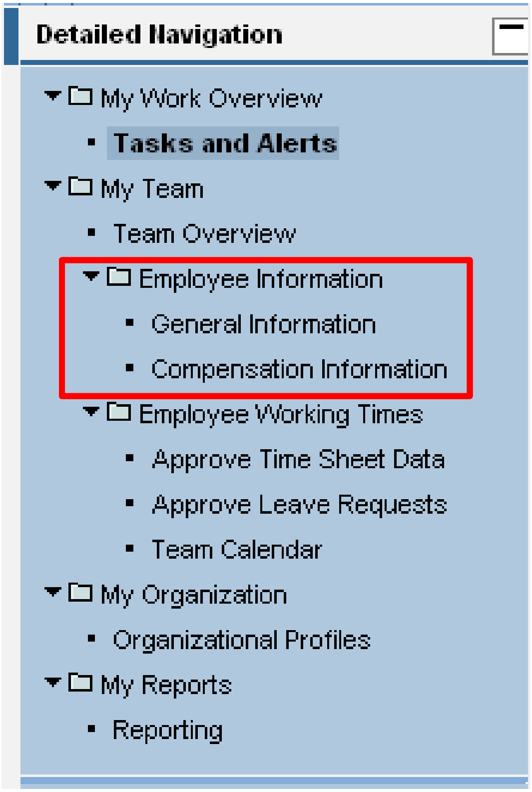
# Lesson 2 Learning Objectives

- 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

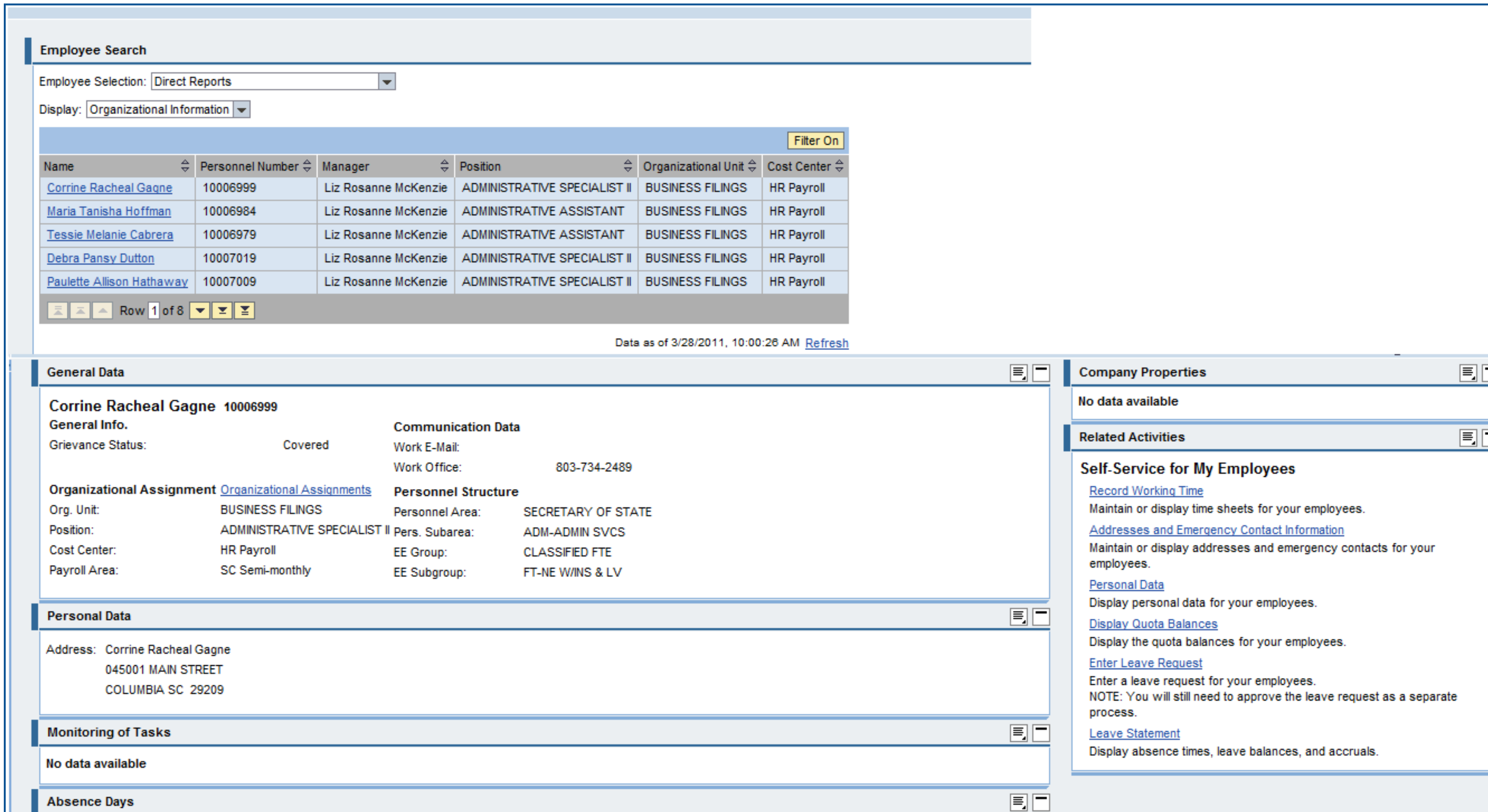
- Expand the Employee Information folder to access your employee's General Information and Compensation Information.
- Click the area you want to review first.



# 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 General Information (Employee Search)

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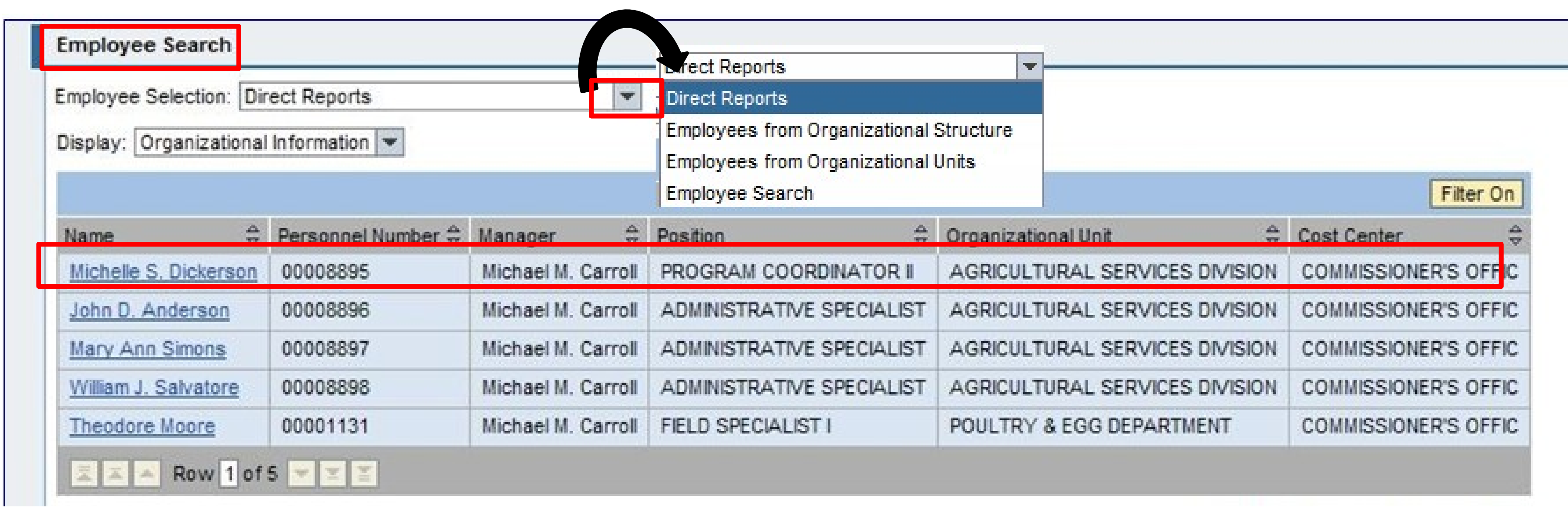
- The Employee Search section of the Employee General Information page displays a list of your direct-report employees by default. Use the down arrow to select other options.
- To view an employee's information, click the employee's name.
- When you click the employee's name, the lower part of the screen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



# Employee General Information (General Data)

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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.

# 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.

**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

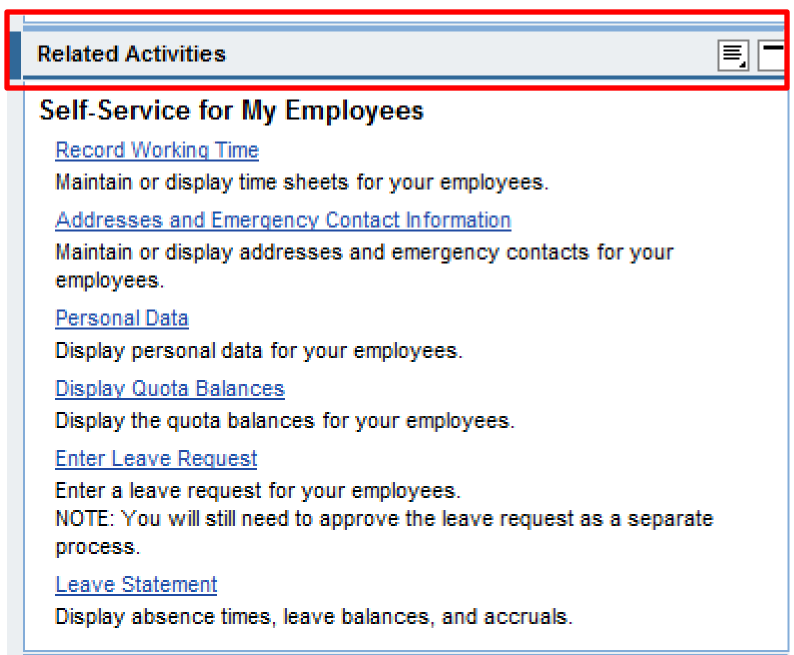
Data from 4/8/2009 to 4/8/2010

# 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

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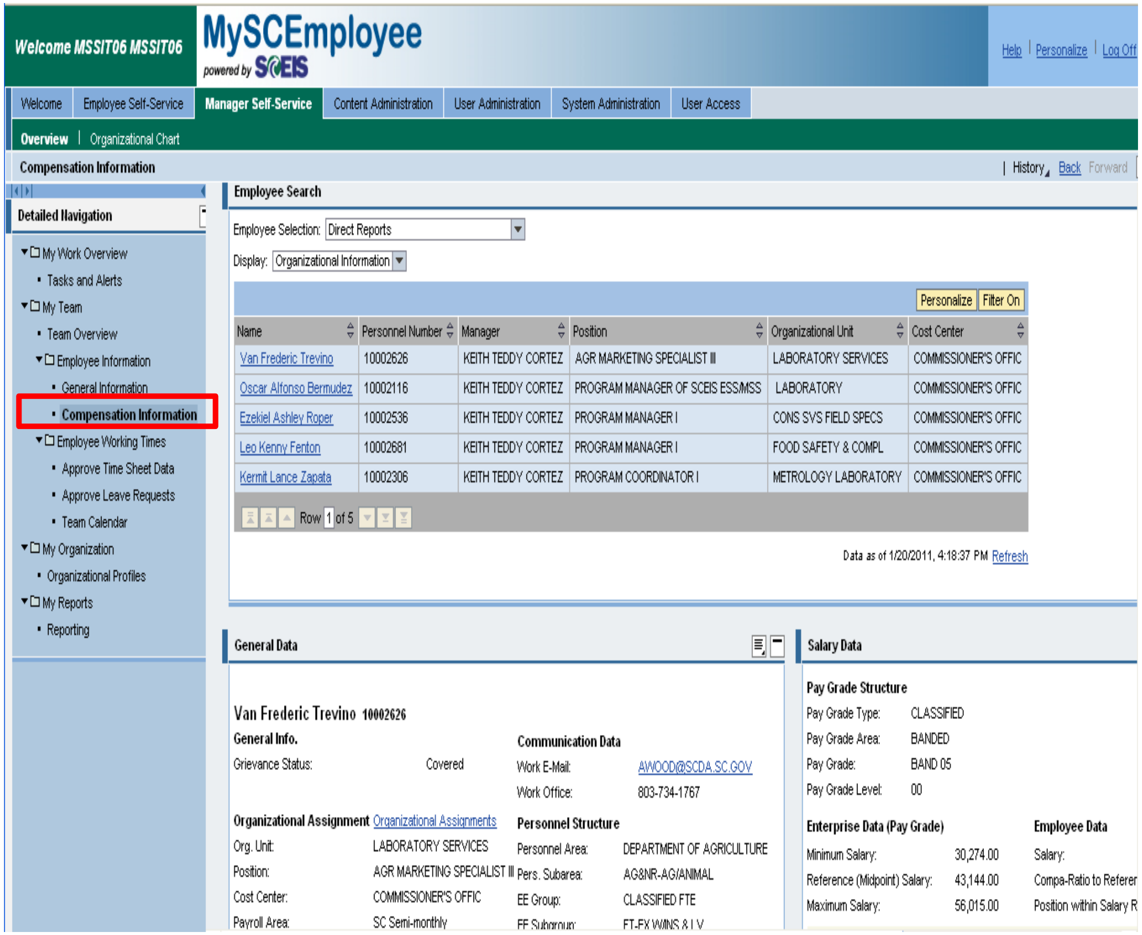
Managers can also view Employee Compensation Information:

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



# Employee Compensation Information (Salary Data)

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The Salary Data section displays the:

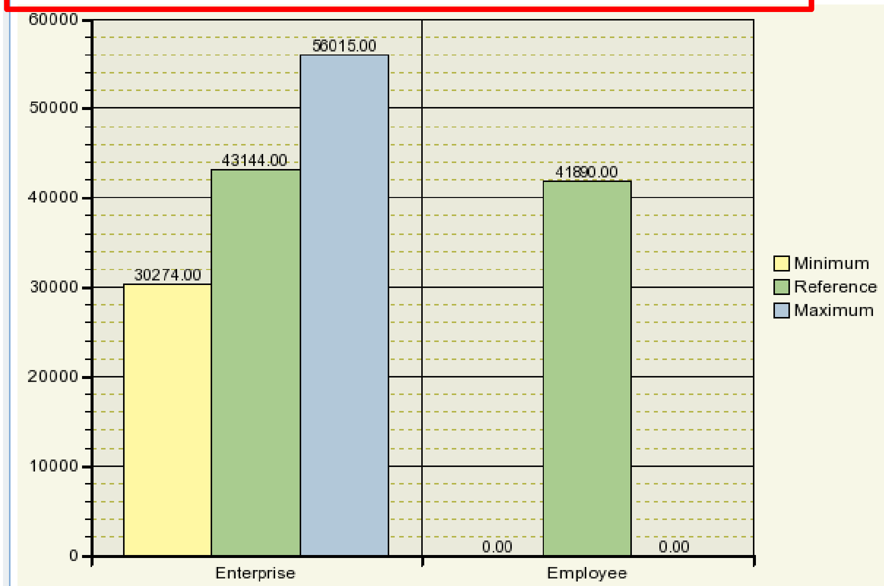
- employee's annual salary
- reference (midpoint) salary
- pay scale information
- salary range for the pay grade.

**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) | | Employee Data | |
|---|---|---|---|
| Minimum Salary: | 30,274.00 | Salary: | 41,890.00 |
| Reference (Midpoint) Salary: | 43,144.00 | Compa-Ratio to Reference Salary: | 0.97 |
| Maximum Salary: | 56,015.00 | Position within Salary Range: | 45 % |




Data from 1/20/11, All amounts are Annually in USD

# 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

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# LESSON 7: Reports

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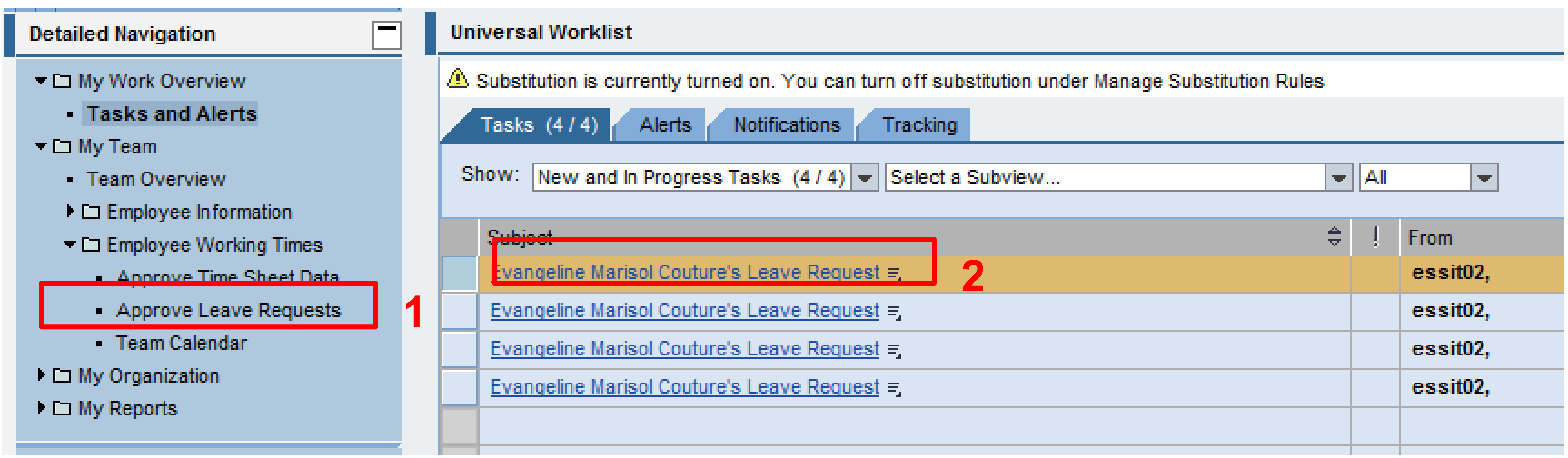
# Lesson 3 Learning Objectives

- 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.



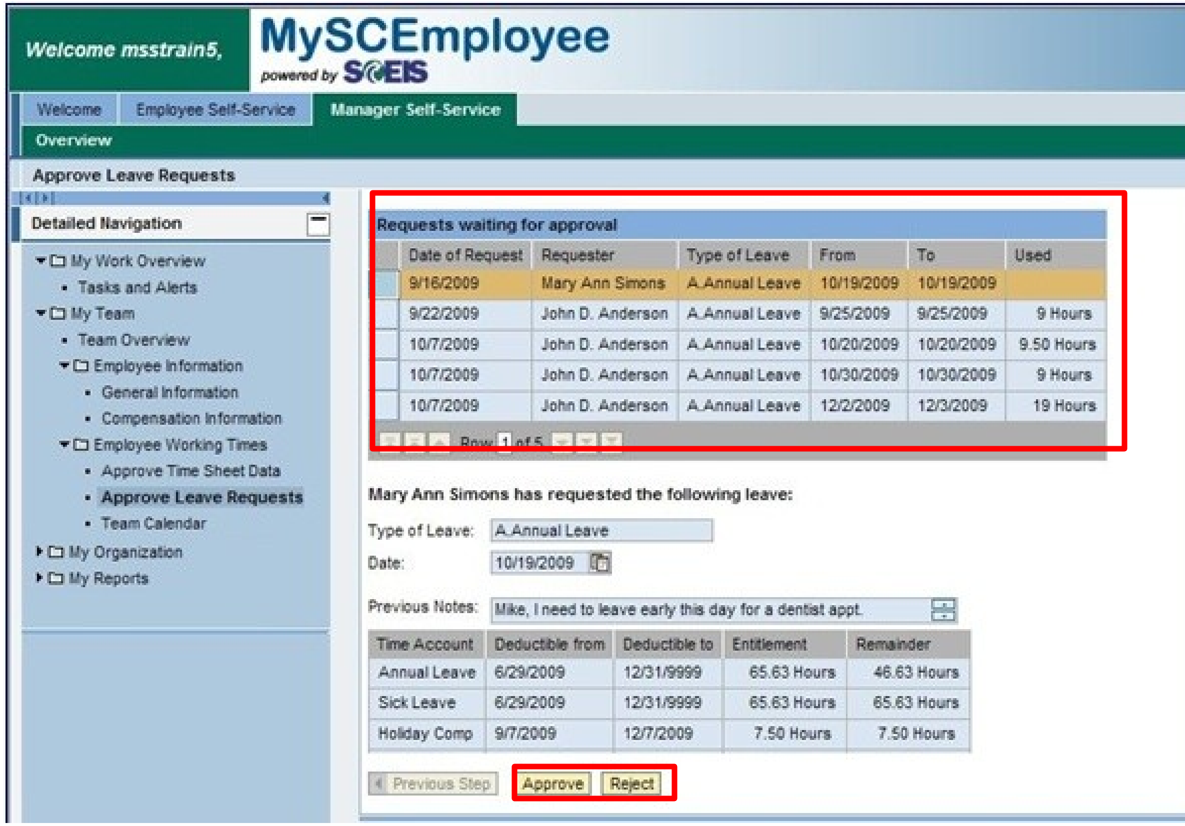
# Approve Leave Requests

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.



# 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 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

# LESSON 5: Substitutions

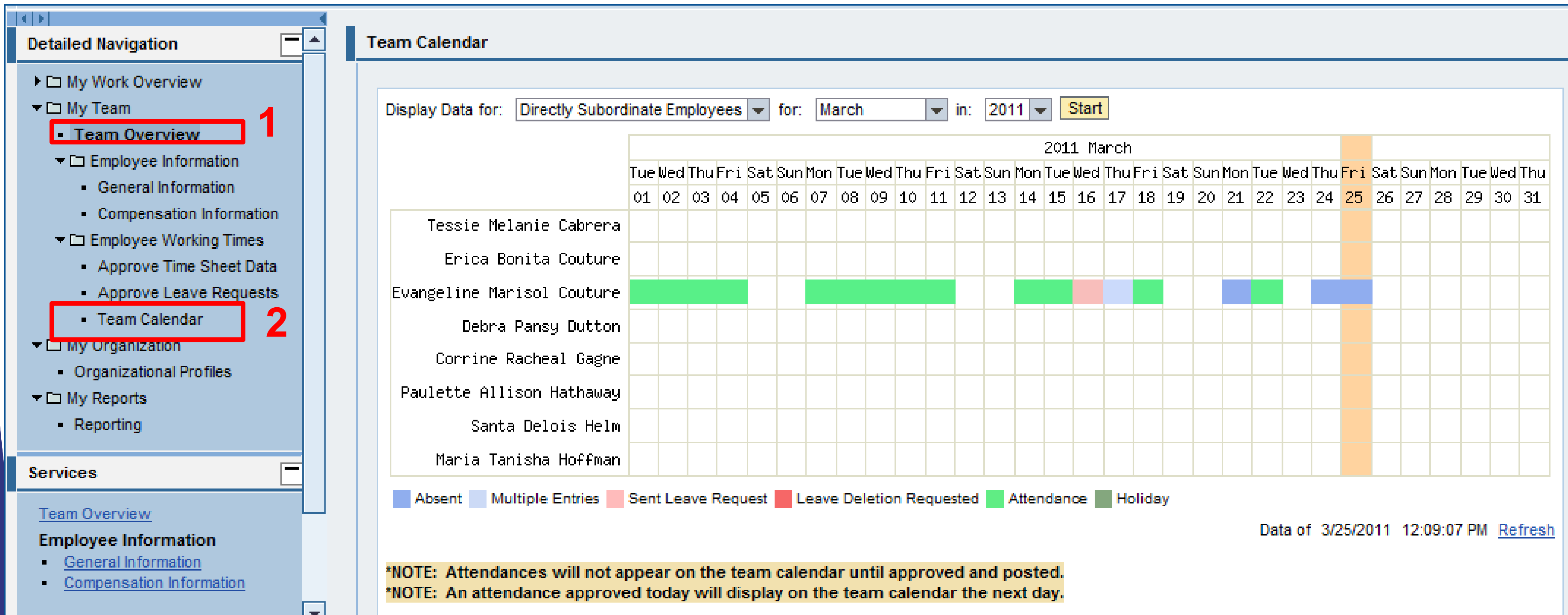
# Lesson 4 Learning Objectives

- 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



# Team Calendar

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- The Team Calendar/Team Overview displays scheduled absences and pending leave requests for your employees for the current month.

- Other months can be displayed by selecting a month from the drop-down menu.
- Select all employees to display data for both direct and indirect reports.

- If changing the month, you must also click the Start button for the appropriate month's information to change.

- For employees who transfer departments within an agency, the screen is a snapshot for an entire month and will not change during the current month. The list of employees on the calendar is static and will not change until the beginning of the next month.

# Lesson 4 Summary

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

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# LESSON 5: Substitutions

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# Lesson 5 Learning Objectives

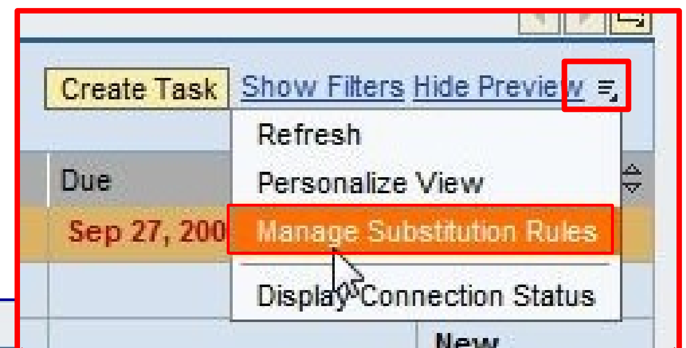
- Upon completion of this lesson, you should be able to:
  - Create substitutions

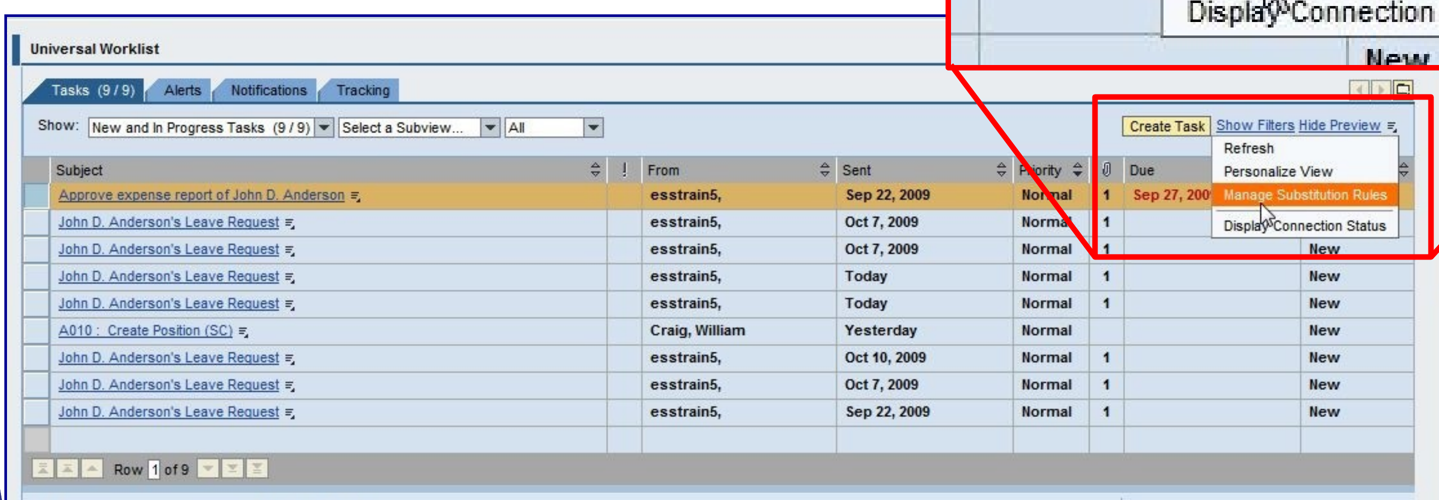
# Substitutions

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.

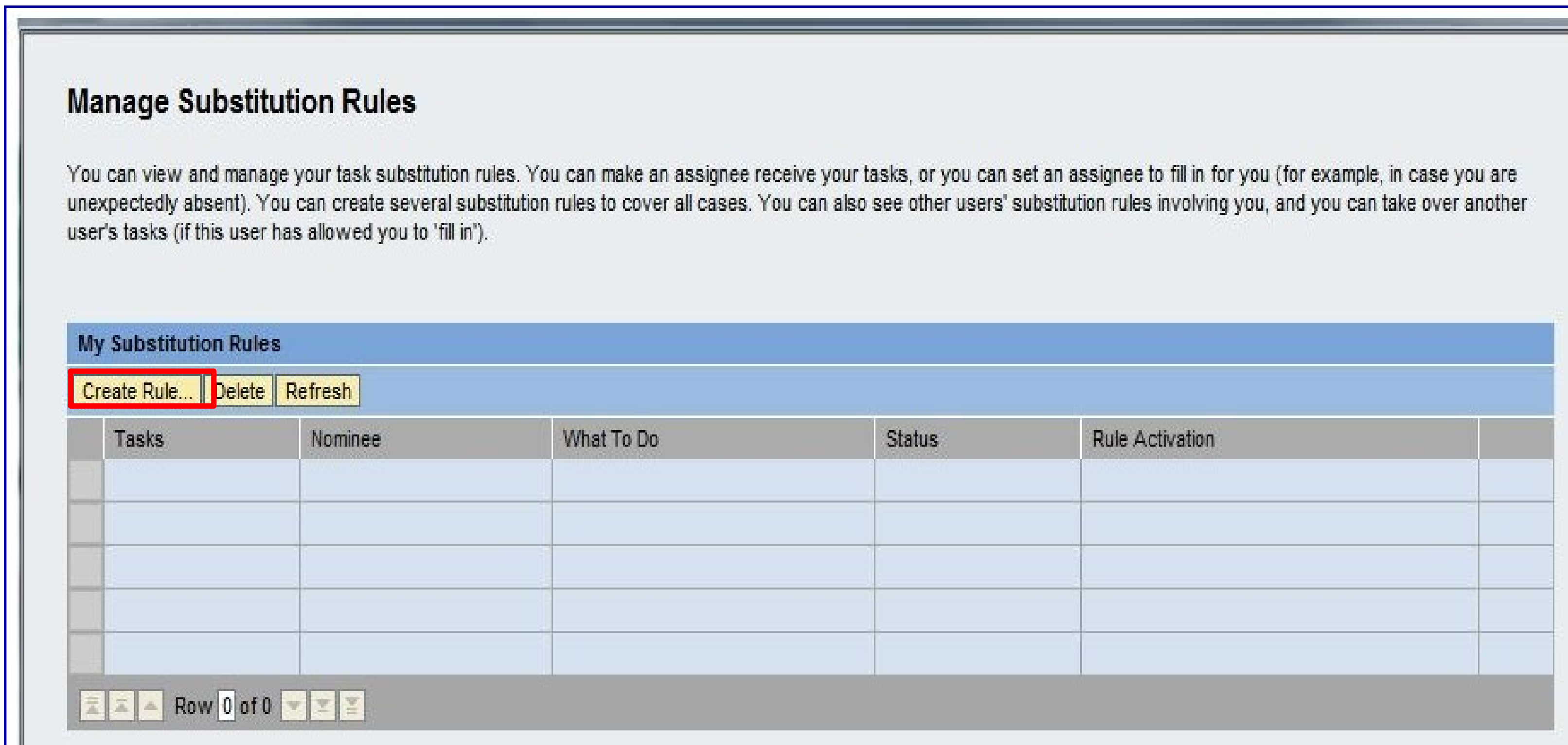
**Note**: Substitutions for items in the Universal Worklist (e.g. leave requests) will need to be approved by the agency's Time Approver if another manager has not been substituted.



# 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.



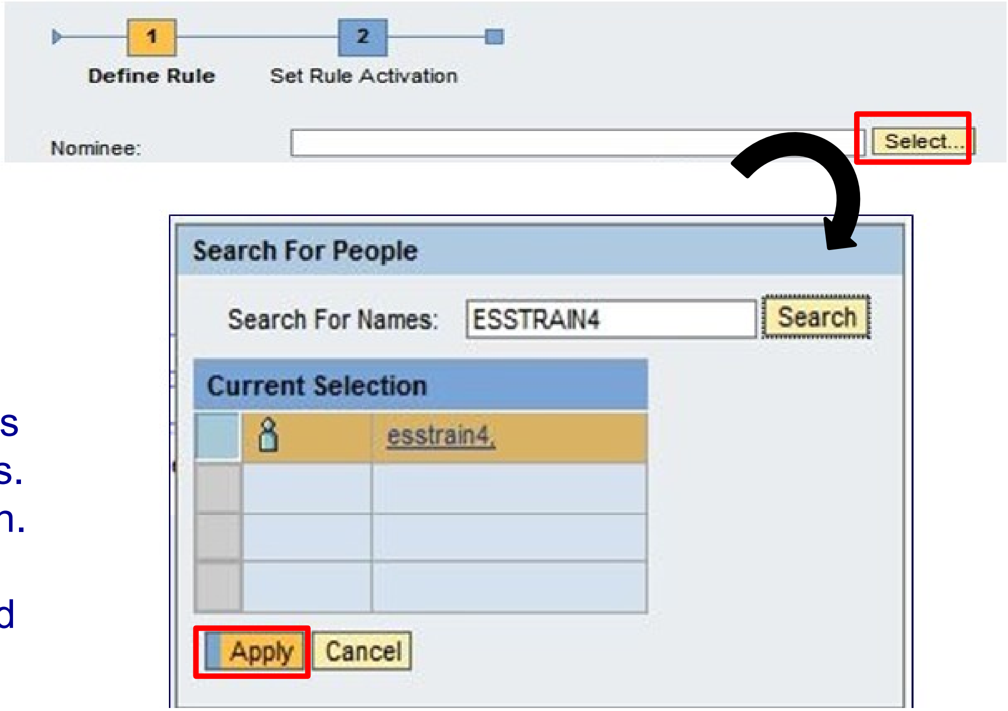
# Substitutions – Receive My Tasks

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.

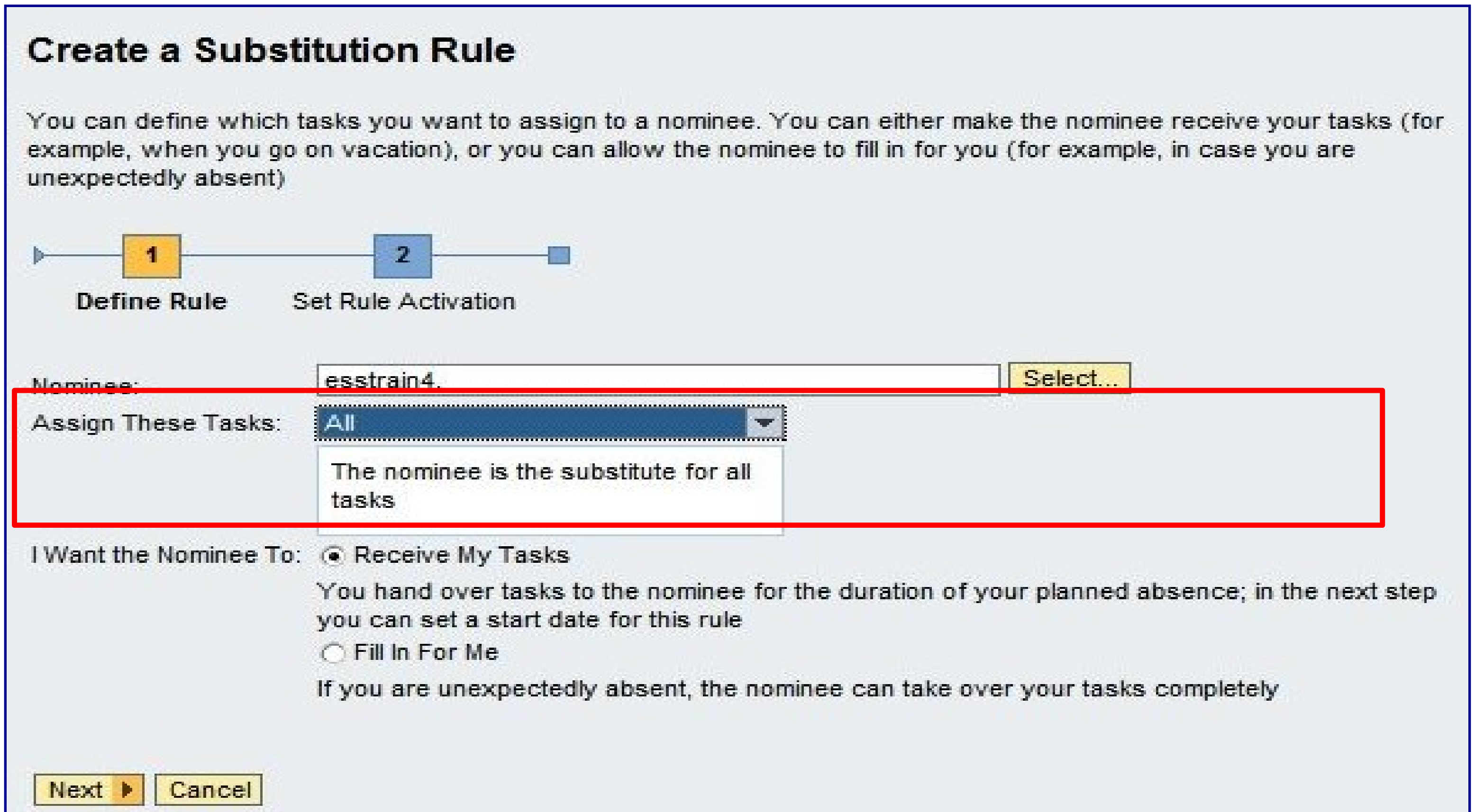
To identify the correct employee if more than one of the same name appears, click on one of the names and you will see the employee's user id, phone number and/or e-mail address. Use these items to identify the correct person.

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



# 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.

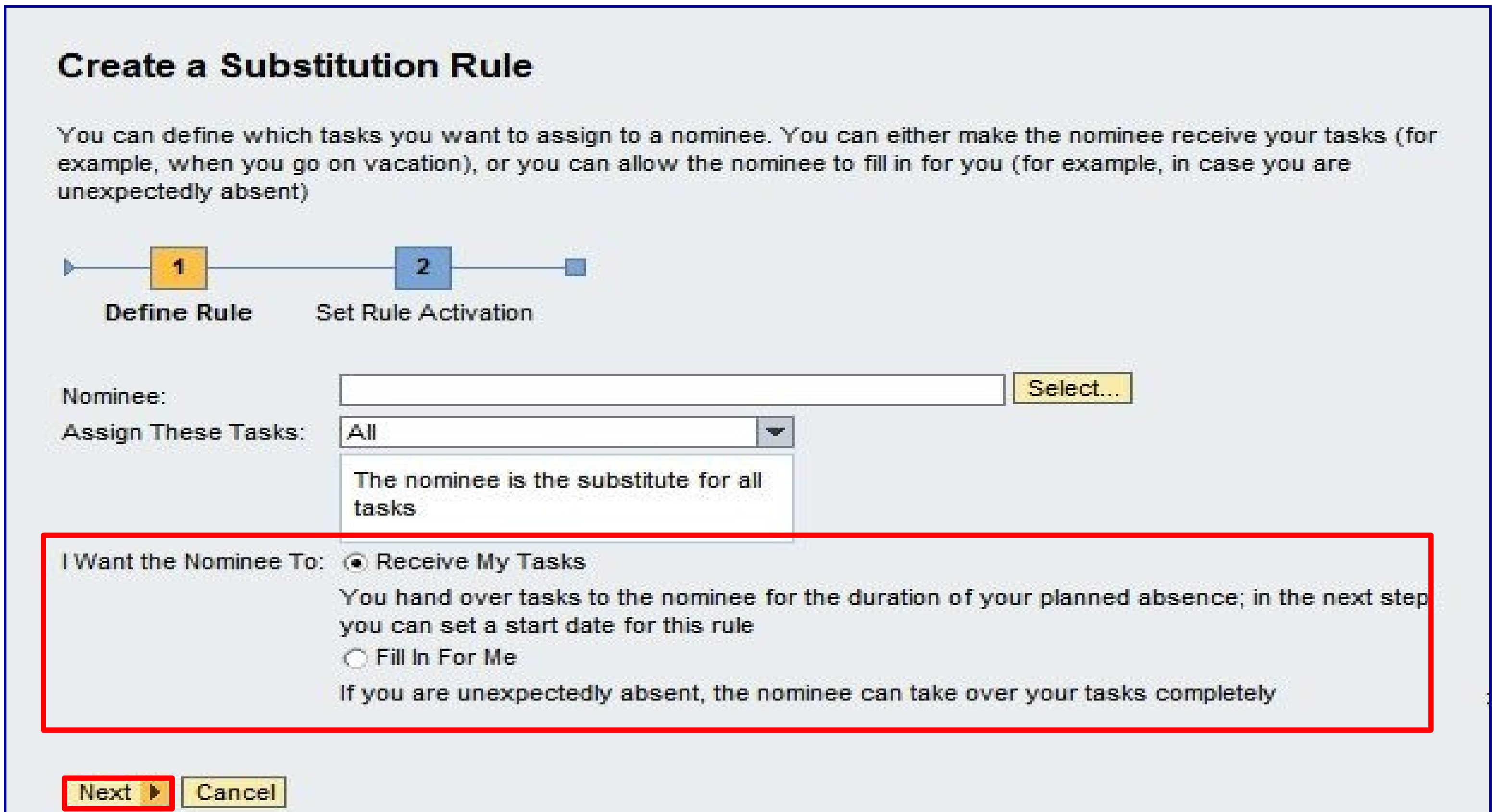


# Substitutions

In the I Want the Nominee To area, select:

- Receive My Tasks or
- Fill in For Me

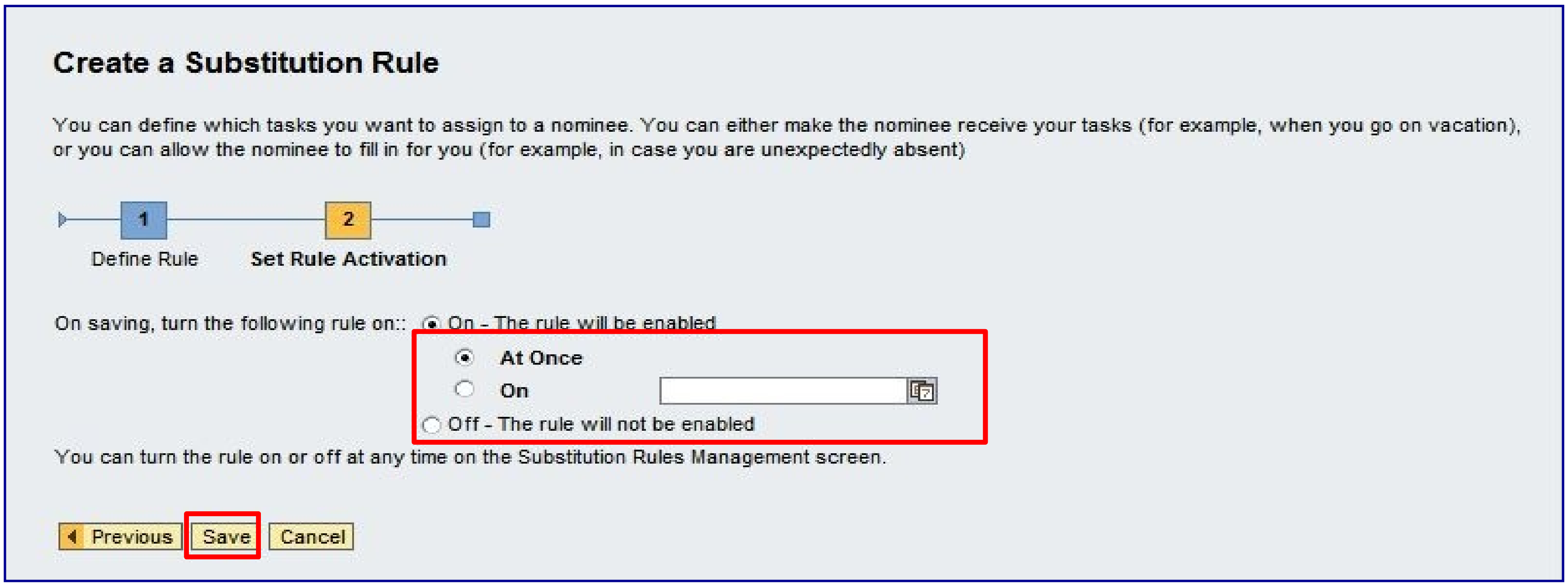
In this example, Receive My Tasks was selected. Click the Next button.



# Substitutions – Receive Tasks (cont.)

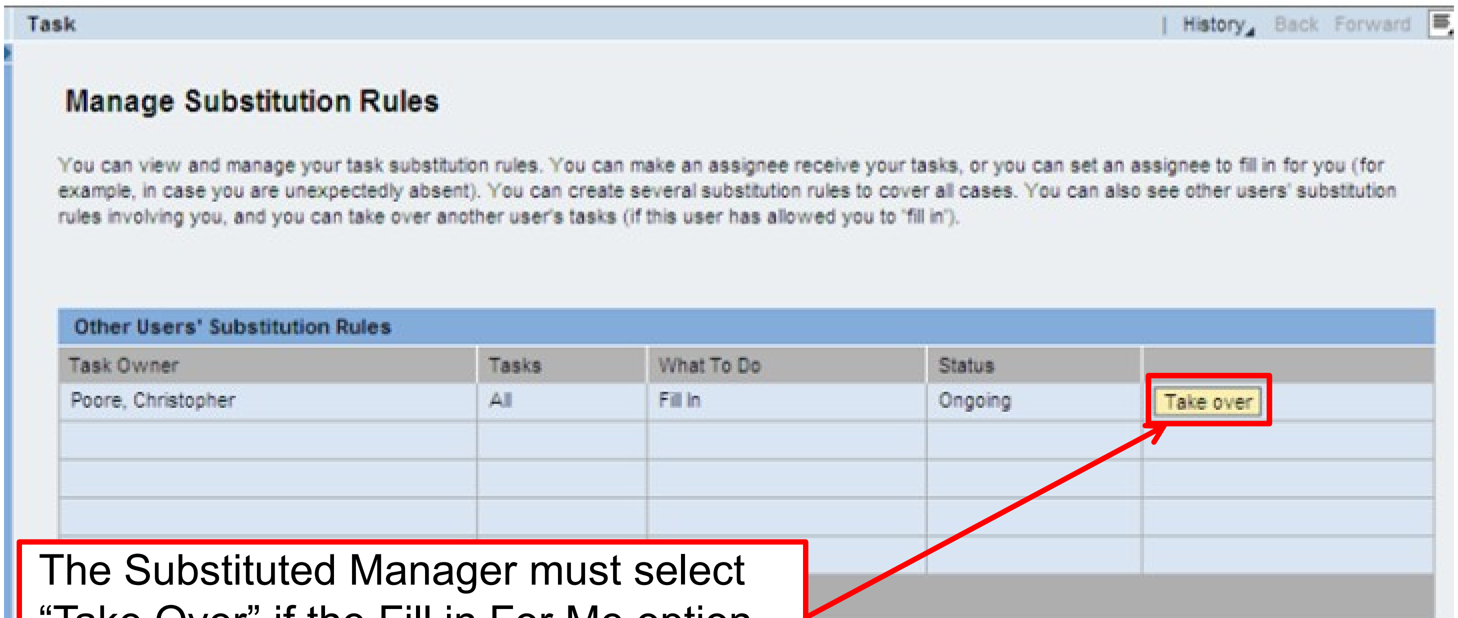
After clicking the Next button, you can identify whether you want the substitute to begin receiving your items **At Once**, or you can specify a specific **Date** by clicking the **On** radio button and typing in the effective date or selecting the effective date from the drop down calendar.

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



# Substitutions – Fill In For Me

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



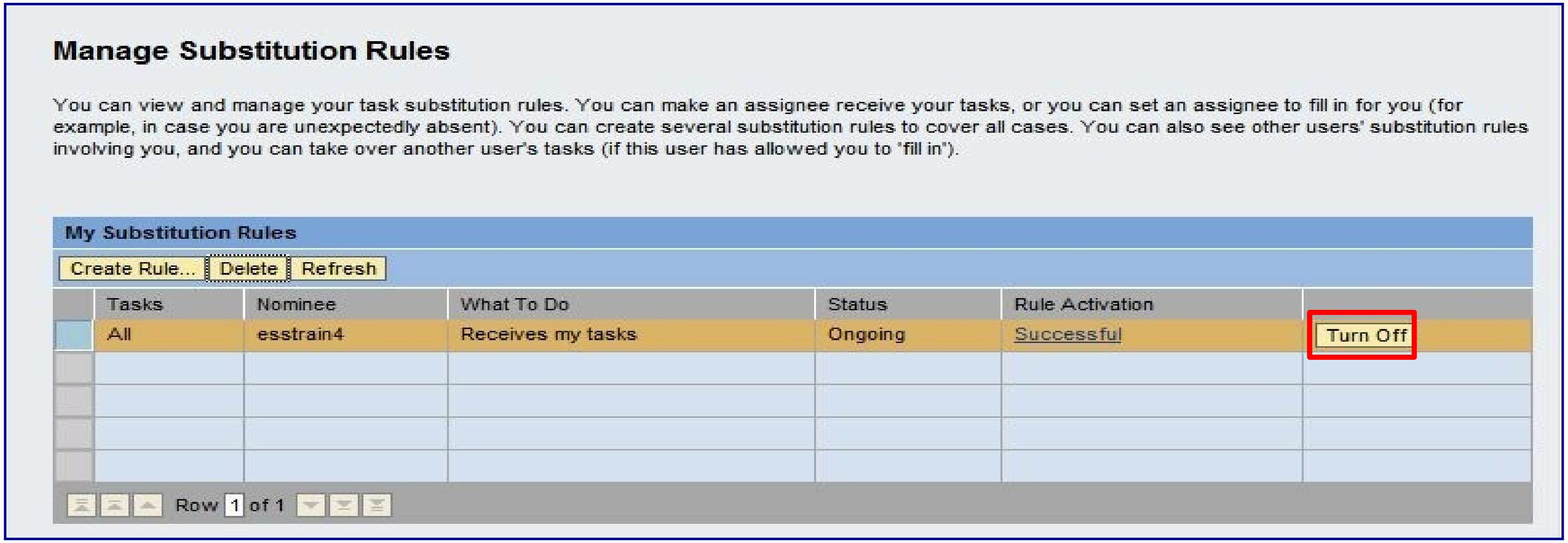

The Substituted Manager must select “Take Over” if the Fill in For Me option is selected.

# 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.



# 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

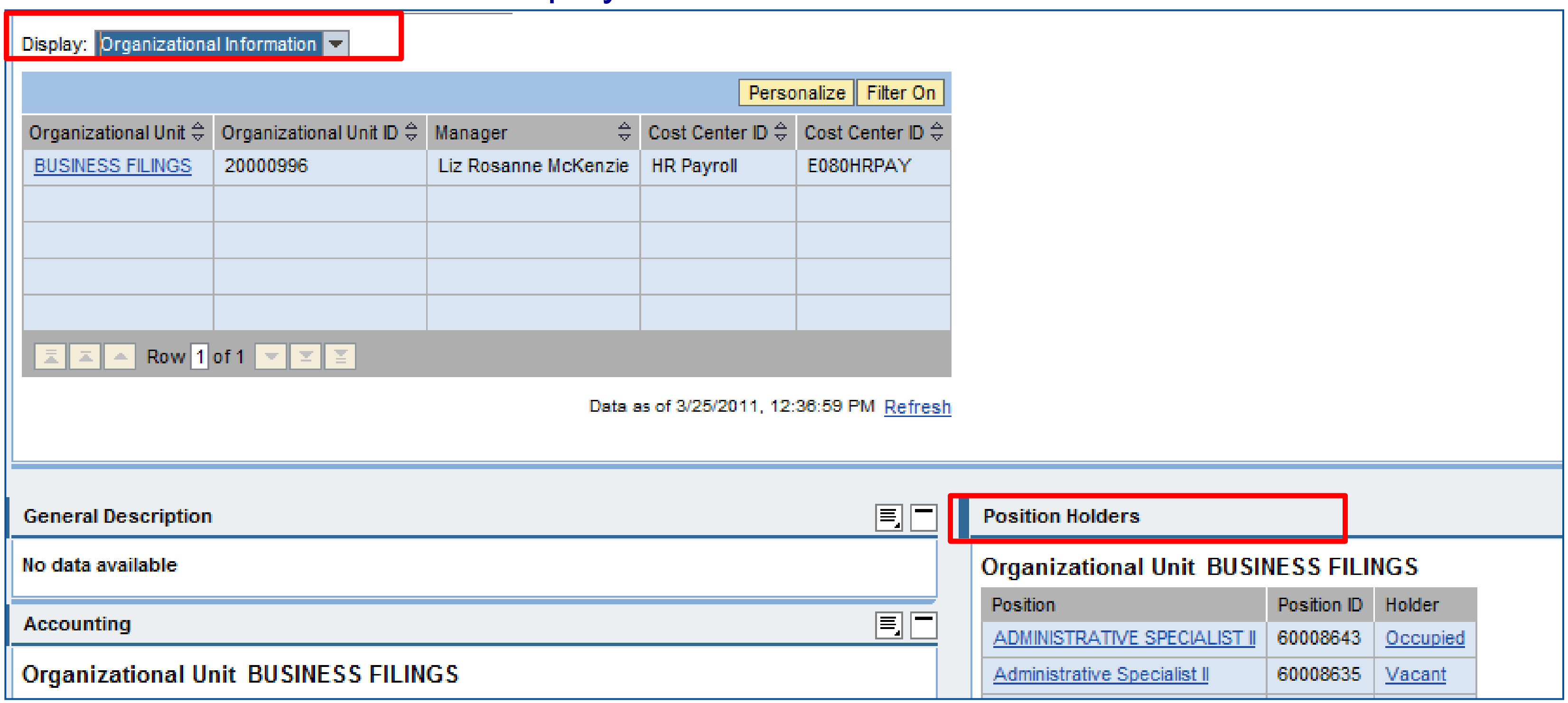
# LESSON 6: View Organizational Profiles

# Lesson 6 Learning Objectives

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

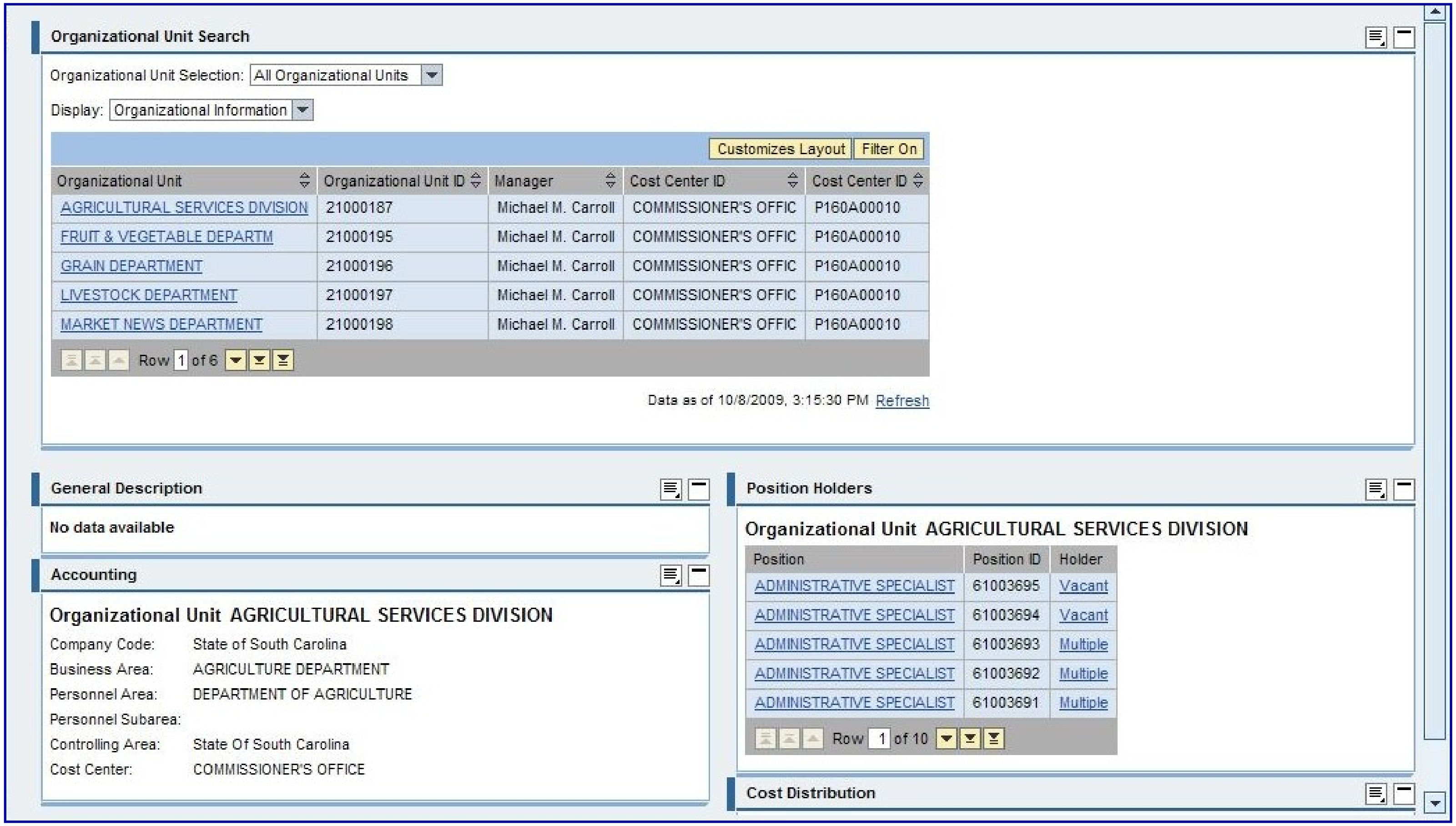
# Organizational Profile

- 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.



# 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.

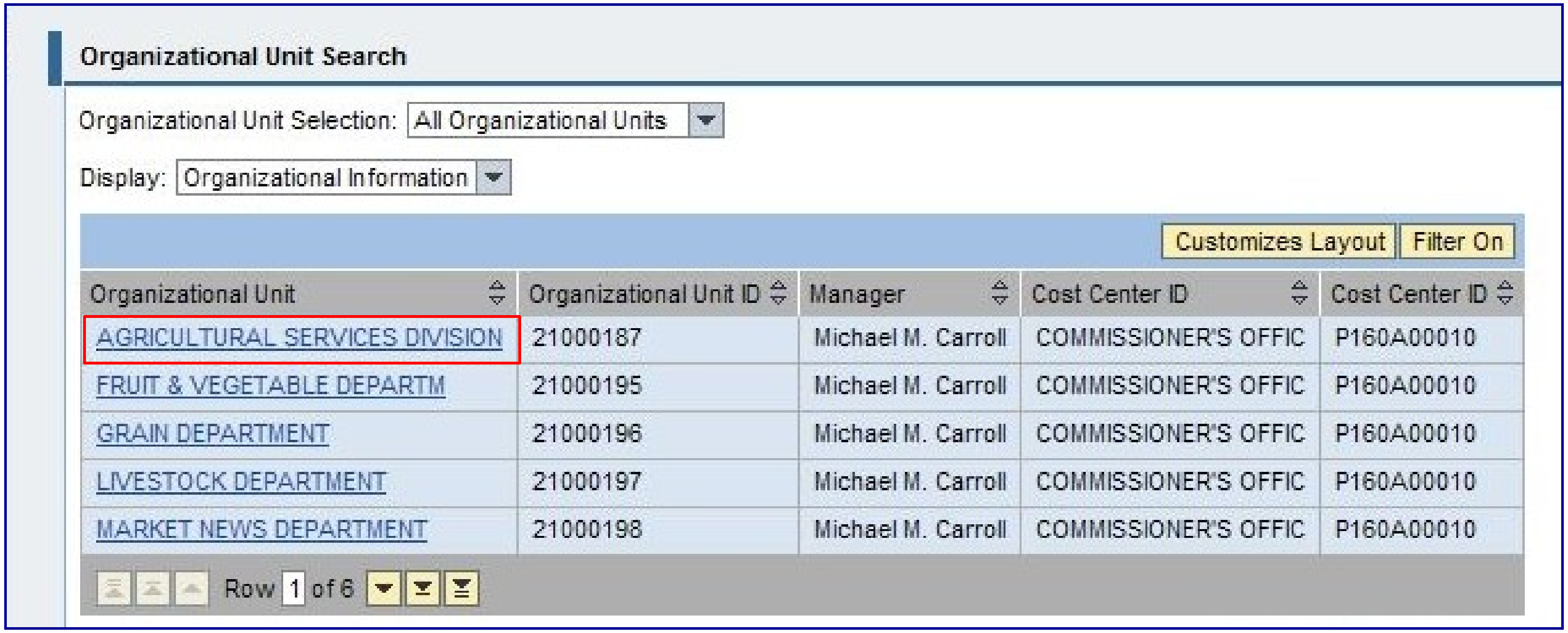


# Organizational Profile

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 |
|---|---|---|---|---|
| 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

# Organizational Profile

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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**

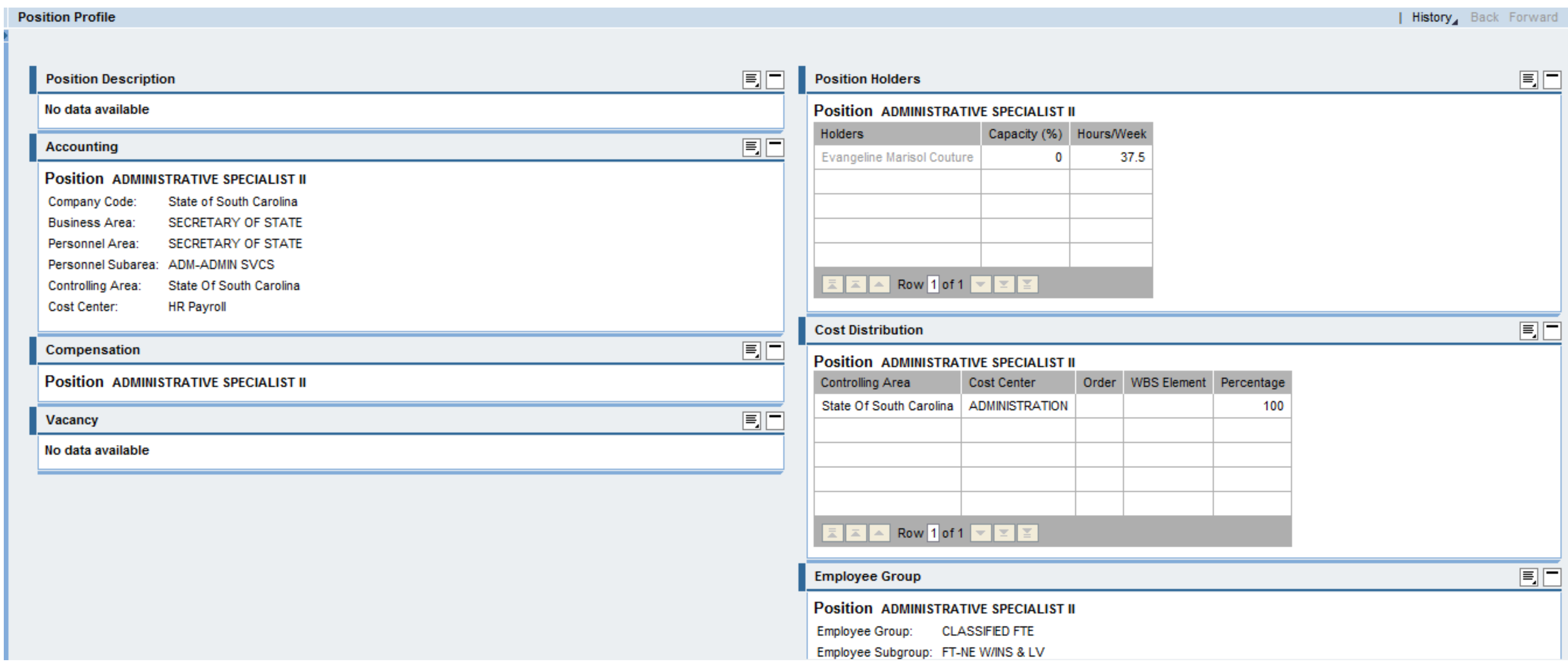
**Organizational Unit AGRICULTURAL SERVICES DIVISION**

| 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

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# LESSON 6: View Organizational Profiles

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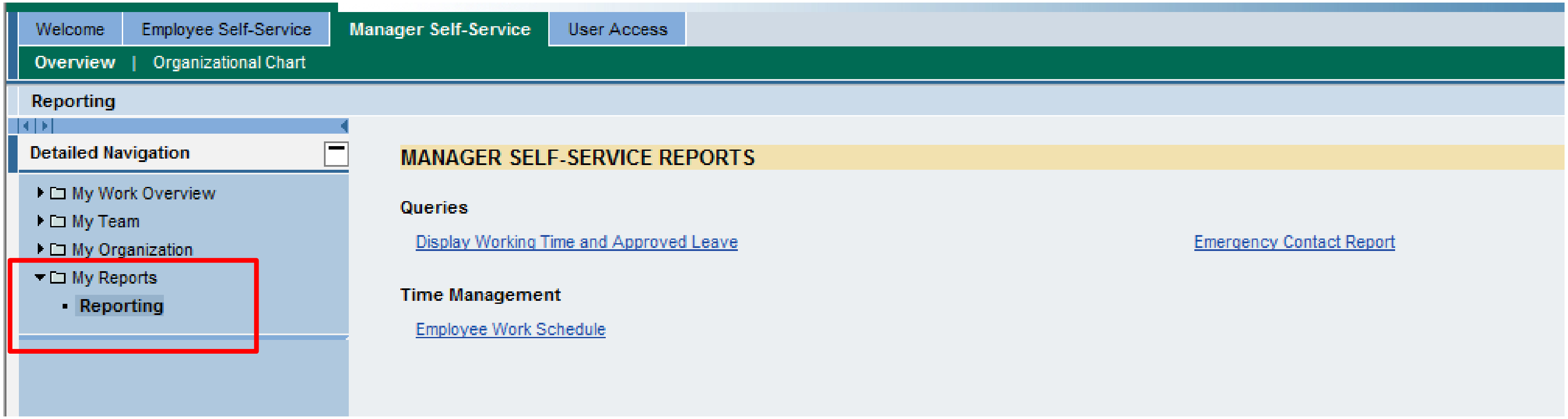
# Lesson 7 Learning Objectives

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

# Reporting

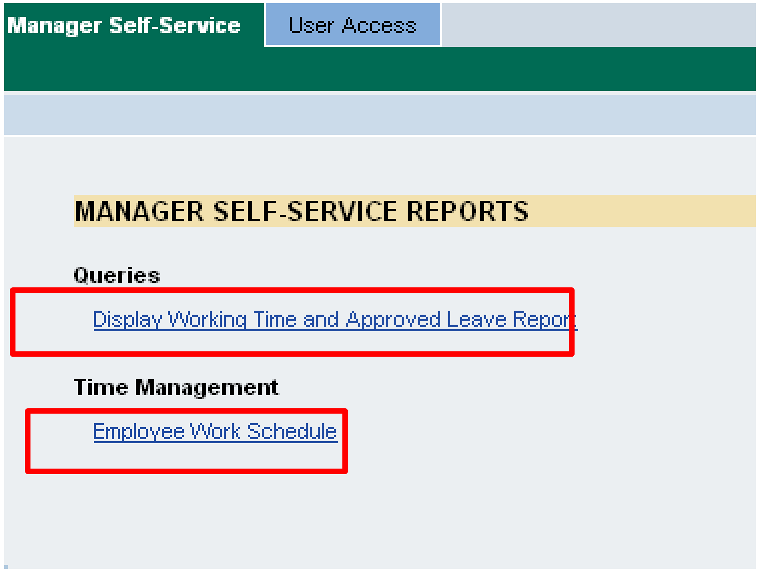
To access manager reports from the Detailed Navigation area, click My Reports.



# 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.



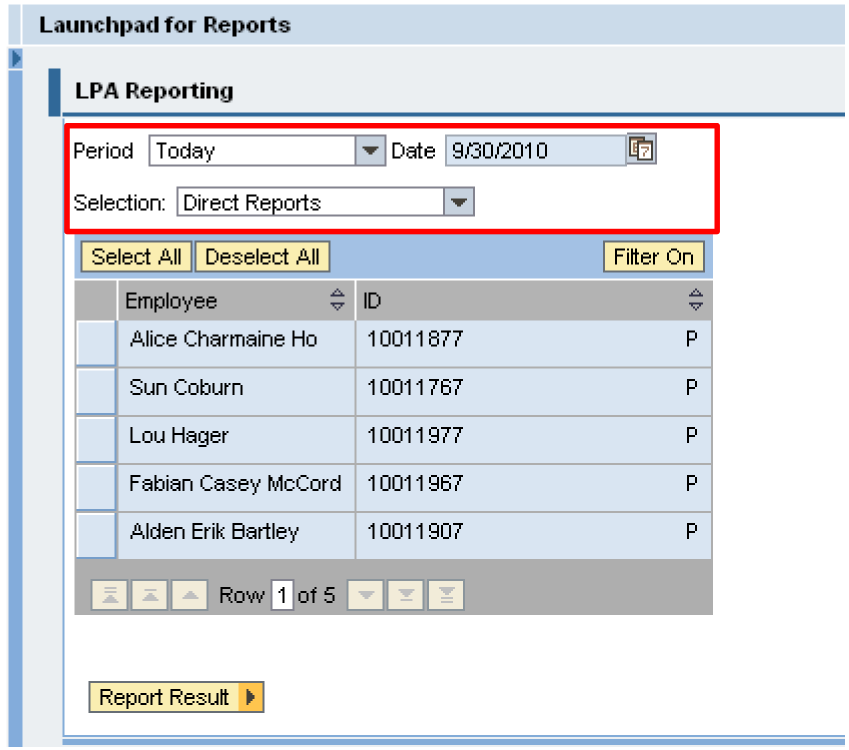

Click on the item you wish to view.

# 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.



# Reporting

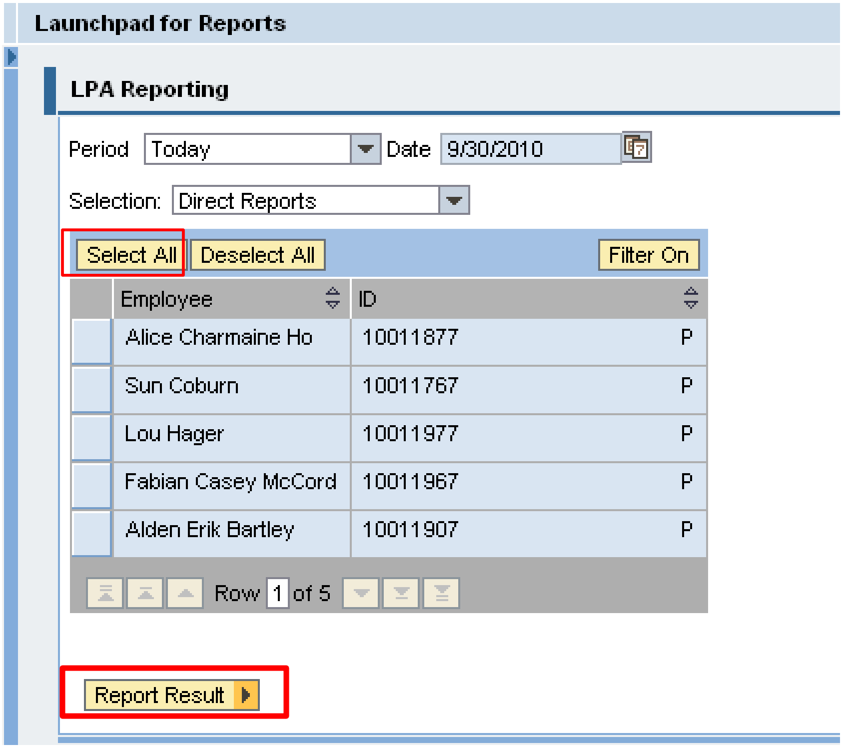
Finally, from the list below, identify the specific employees whose information you wish to view.

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.

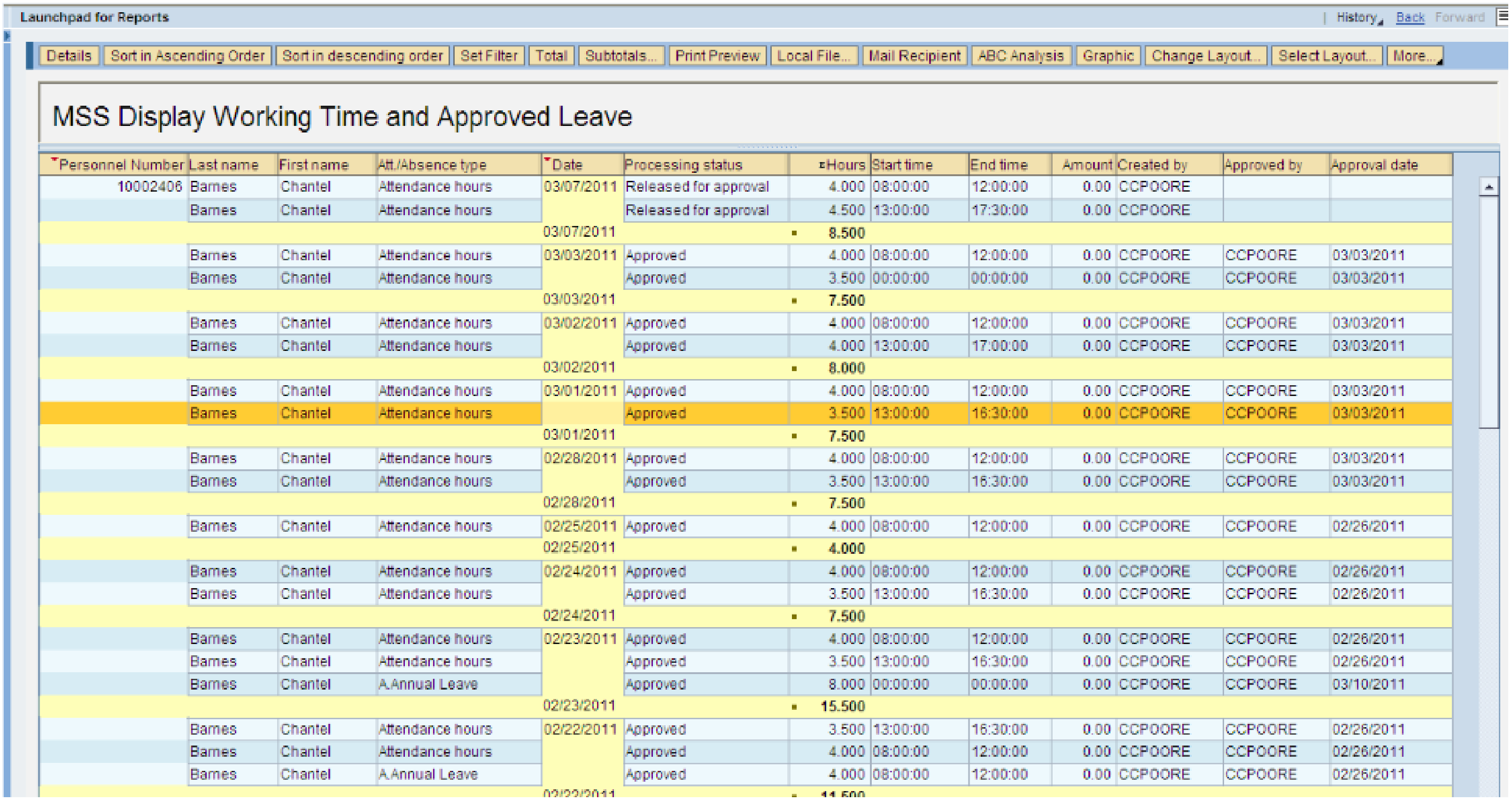
Once you have identified the employee(s) who you want to run the report on, click the Report Result button.

The report opens in a new window.



# Reporting

**The Display Working Time and Approved Leave Report** shows all time entered by or an 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.




| 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 | | |
| | | | | 03/07/2011 | ▪ | **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 |
| | | | | 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 |
| | | | | 03/02/2011 | ▪ | **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 |
| | | | | 03/01/2011 | ▪ | **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 |
| | | | | 02/28/2011 | ▪ | **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 |
| | | | | 02/25/2011 | ▪ | **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 |
| | | | | 02/24/2011 | ▪ | **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 |
| | | | | 02/23/2011 | ▪ | **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 |
| | | | | 02/22/2011 | ▪ | **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.

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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 | PlHrs | Personal WS | Description |
|---|---|---|---|---|---|---|---|---|---|---|
| 10002041 | Christoper 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

SCEIS

South Carolina Enterprise Information System

# COURSE SUMMARY

STATE INFORMATION TECHNOLOGY

B&CB

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

# Evaluation

***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