



MySCEmployee Manager Self Service – MSS100

End User Training
Columbia, SC



MySCEmployee Overview



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

- 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.
- The Manager Self Service (MSS) section of MySCEmployee is designed to make it easier for managers to review and approve leave, time and travel related 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 time submissions and leave requests
 - Create substitutions
 - Understand Working Time Enhancements
 - View organizational profiles
 - Access and run Manager Self Service reports

Course Lessons



- ④ **Lesson 1:** Logging into the Manager Self Service Area of the MySCEmployee Website
- ④ **Lesson 2:** View Employee General and Compensation Information
- ④ **Lesson 3:** Approve Employee Time Submissions
- ④ **Lesson 4:** Approve Employee Leave Requests
- ④ **Lesson 5:** View the Team Calendar
- ④ **Lesson 6:** Create Substitutions
- ④ **Lesson 7:** View Organizational Profiles
- ④ **Lesson 8:** Run Reports
- ④ **Review and Summary**

Approximate Course Time: 1 hour



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)
 - 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

The screenshot shows the MySCEmployee login page. At the top left, the text "MySCEmployee" is displayed in a large blue font, with "powered by SCEIS" below it. The main heading reads "Welcome South Carolina State Employees". On the left side, there are three callout boxes: "Enter User ID" pointing to the "User ID" input field, "Enter Password" pointing to the "Password" input field, and "Click Log On" pointing to the "Log on" button. The input fields are labeled "User ID *" and "Password *". Below the input fields is the "Log on" button. The page also features the logo for the State Information Technology BICB (Budget and Control Board) and a graphic of a watch face overlaid on a map of South Carolina. At the bottom, there is a navigation bar with links for "SCEIS Service Desk", "FAQ", "System Messages", "Privacy & Security Policy", and "Legal". The footer contains the text "Copyright © 2009 State Of South Carolina".

MySCEmployee Main Page



Managers access the website just like employees. The only difference is that managers will see a Manager Self Service tab next to the Employee Self Service tab. Click the **Manager Self Service** tab to access Manager Self Service.

Welcome msstrain5, MySCEmployee powered by SCEIS [Help](#) | [Personalize](#) | [Log Off](#)

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

Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

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.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- SCEIS

News Of Interest

- **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.

Manager Self Service – Area Page (Main Overview)



Upon clicking the Manager Self Service tab, the Universal Worklist is displayed. Think of this as your Manager Self Service home page. The image below displays the page in its entirety and the screens that follow provide further detail on the different areas of this page.

The screenshot displays the MySCEmployee Manager Self Service interface. The top navigation bar includes 'Welcome message', 'MySCEmployee', and 'powered by SOEIS'. The main content area is titled 'Universal Worklist' and features a table with columns for 'Action', 'From', 'To', 'Priority', and 'Date'. The table lists several tasks related to 'Approve Leave Request' for John D. Anderson, with dates ranging from Sep 22, 2009 to Oct 1, 2009. Below the table, there is a section for 'Approve expense report of John D. Anderson' with details such as 'Date: Sep 22, 2009 to current', 'Personal no.', 'Trip Income', and 'Total amount'. The bottom section, 'Review of Dates', shows a table for 'October 2009 Dates/Tasks for All Employees' with columns for 'Date', 'Event', and 'Name'.

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 top navigation bar includes 'Welcome msstrain5.', 'MySCEmployee powered by SOEIS', and tabs for 'Welcome', 'Employee Self-Service', and 'Manager Self-Service' (which is highlighted in green). Below the navigation bar, the 'Overview' section is visible, followed by 'Tasks and Alerts'. On the left side, there is a 'Detailed Navigation' menu with the following items: 'My Work Overview' (with a sub-item 'Tasks and Alerts'), 'My Team', 'My Organization', and 'My Reports'. On the right side, there is a 'Universal Worklist' section with tabs for 'Tasks (6 / 6)', 'Alerts', 'Notifications', and 'Tracking'. Below the tabs, there is a 'Show:' dropdown menu set to 'New and In Progress Tasks (6 / 6)', a 'Select a Subview...' dropdown, and a 'Priority' dropdown set to 'All'. A 'Create Task' button is located to the right of the dropdowns. The main content area displays a table with the following data:

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

At the bottom of the page, there is a status bar showing 'Row 1 of 6'.

Callouts on the left side of the screenshot identify the following areas:

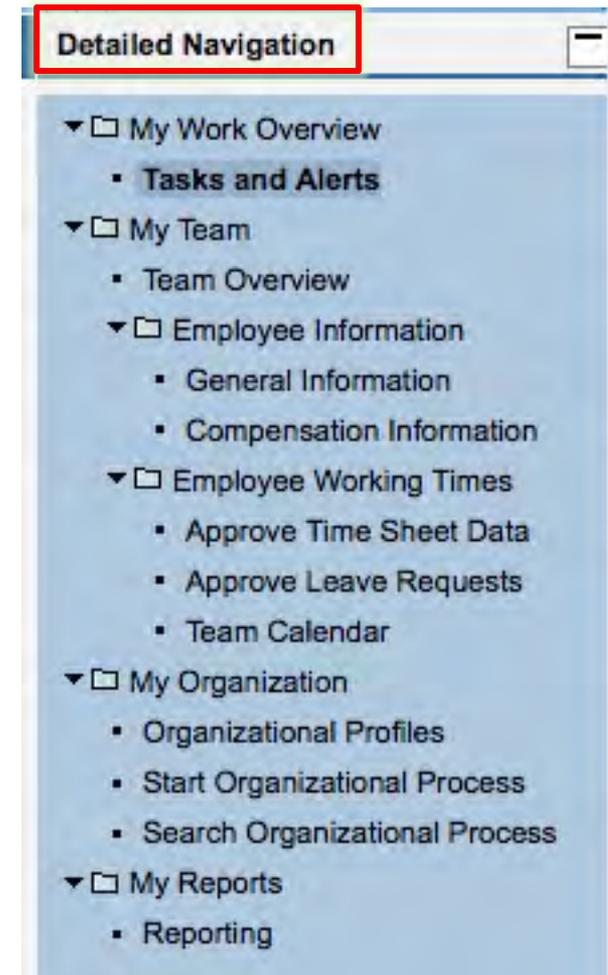
- Manager Self Service Navigation Area
- My Work Overview (Default)
- My Team
- My Organization
- My Reports

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 subfolders that managers will most often use:

- Employee Information,
- Employee Working Times, and
- Travel Management.



Manager Self Service – Area Page (Universal Worklist)



The Universal Worklist has four tabs that organize information – **Tasks**, **Alerts**, **Notifications** and **Tracking**. The Tasks list is the default tab and displays your employees' leave and travel requests.

The screenshot shows the 'Universal Worklist' application window. At the top, there are four tabs: 'Tasks (6/6)', 'Alerts', 'Notifications', and 'Tracking'. The 'Tasks (6/6)' tab is selected and highlighted with a red box. Below the tabs, there is a search and filter area with a 'Show:' dropdown set to 'New and In Progress Tasks (6/6)', a 'Select a Subview...' dropdown, and a 'Priority' dropdown set to 'All'. There are also buttons for 'Create Task', 'Show Filters', and 'Hide Preview'. The main area contains a table with the following columns: Subject, From, Sent, Priority, Due, and Status. The table lists six tasks, including one for approving an expense report and five for leave requests.

Subject	From	Sent	Priority	Due	Status
Approve expense report of John D. Anderson	esstrain5,	Today	Normal	1 Sep 27, 2009	New
John D. Anderson's Leave Request	esstrain5,	Today	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
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal	1	New
Mary Ann Simons's Leave Request	esstrain4,	Sep 16, 2009	Normal	1	New

At the bottom of the window, there is a status bar showing 'Row 1 of 6' and navigation icons.

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.
- Employee birthdays.

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

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

- ① You should now be able to:
 - Access and log into the MySCEmployee website
 - Navigate to the Manager Self Service home page (Universal Worklist)
 - Access the different work areas within Manager Self Service



LESSON 2: View Employee General and Compensation Information

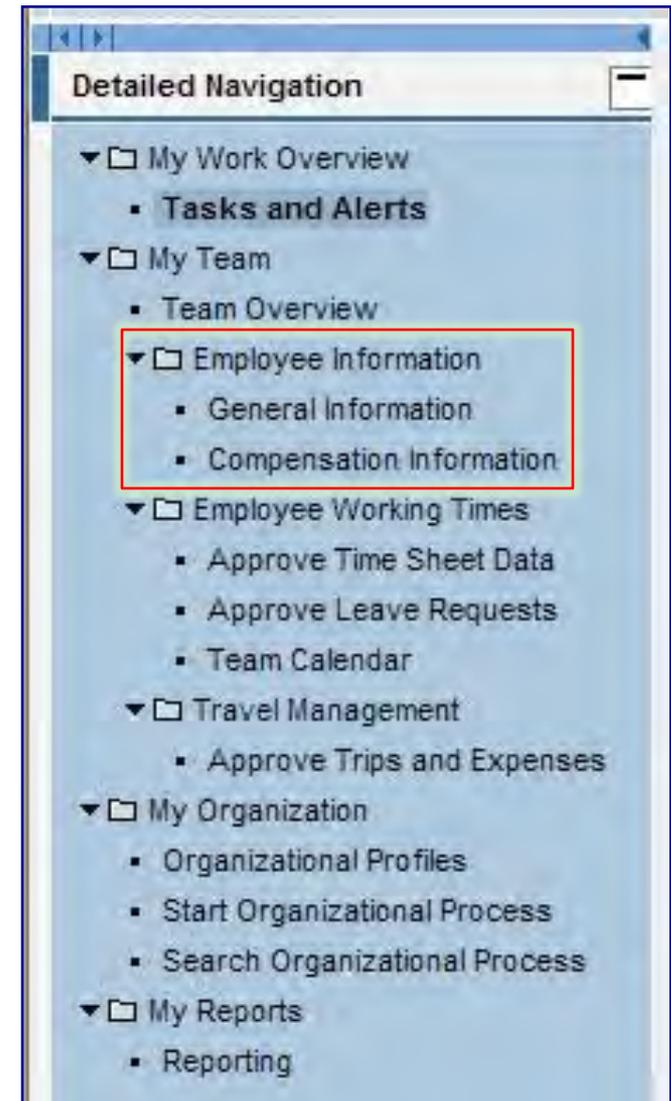
Lesson 2 Learning Objectives



- Upon completion of this lesson, you should be able to:
 - Access and review employee general information
 - § Understand how to enter time and 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

Employee Information

To access your employee's General Information and Compensation Information, expand the **Employee Information folder** and click the area you want to review first.



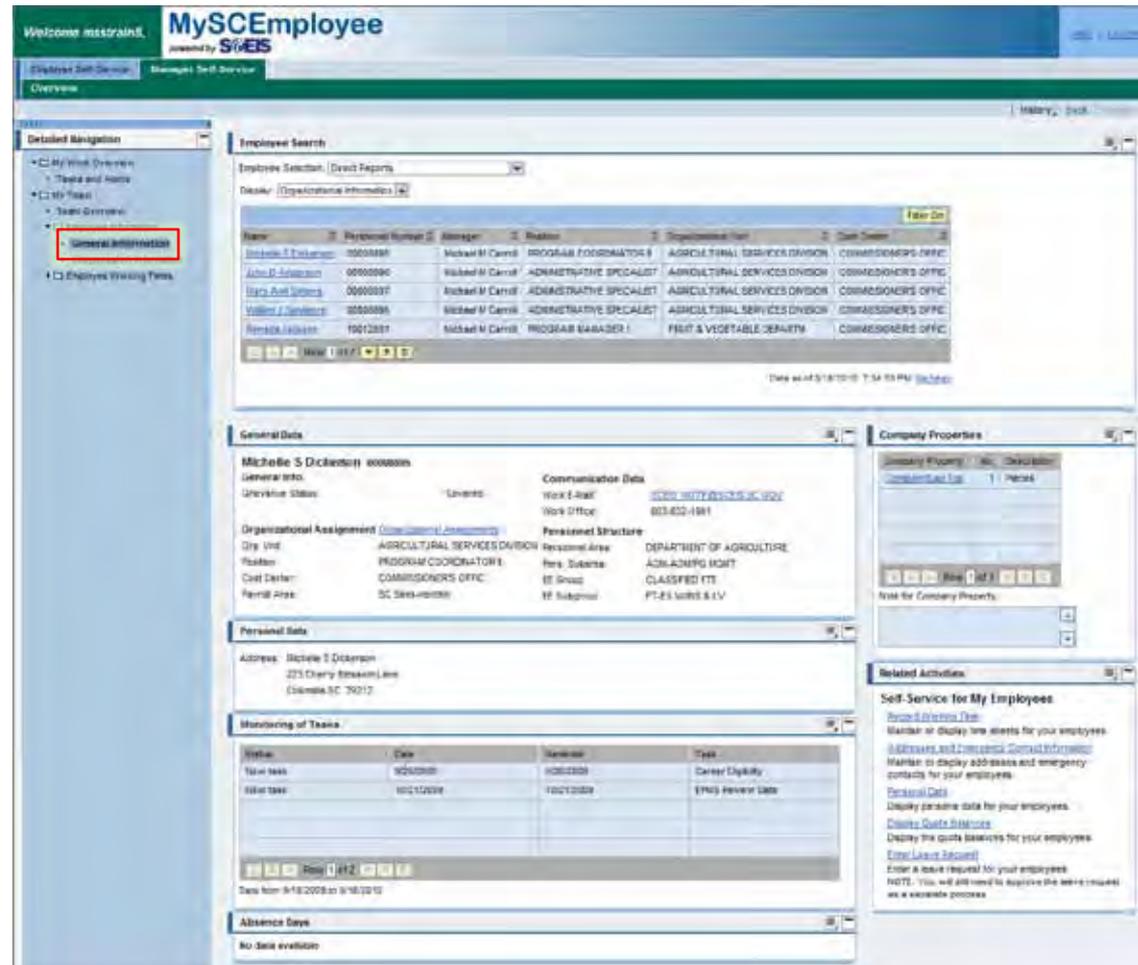
Employee General Information

Clicking the General Information link displays General Employee Information.

Employee information displayed on this page includes:

- Basic employee information,
- Entering working time and leave requests on their behalf, and
- Maintaining and Viewing an employee's address and emergency contact information.

This image displays the page in its entirety and the screens that follow provide additional detail of this page.



The screenshot displays the MySCEmployee web application interface. The top navigation bar includes 'Welcome michs1000', 'MySCEmployee powered by SCEIS', and user information 'michs1000 | 2008'. The main content area is titled 'Employee Search' and shows a table of search results. The 'General Information' link in the left sidebar is highlighted with a red box. Below the search results, the detailed information for 'Michelle S Dickson' is displayed, including general info, organizational assignment, personnel data, and company properties.

Name	Employee Number	Manager	Position	Organizational Unit	Desk Group
Michelle S Dickson	00000001	Michael M Carrell	PROGRAM COORDINATOR	AGRICULTURAL SERVICES DIVISION	COMMISSIONERS OFFICE
John D Anderson	00000002	Michael M Carrell	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONERS OFFICE
Henry Ann Sanders	00000003	Michael M Carrell	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONERS OFFICE
William J Sanders	00000004	Michael M Carrell	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONERS OFFICE
Rebecca Johnson	10012001	Michael M Carrell	PROGRAM MANAGER	FRUIT & VEGETABLE DEPART	COMMISSIONERS OFFICE

General Data
Michelle S Dickson | 00000001
General Info: Michelle S Dickson, 225 Cherry Branch Lane, Columbia SC 29212
Organizational Assignment: AGRICULTURAL SERVICES DIVISION, PROGRAM COORDINATOR, COMMISSIONERS OFFICE, SC Dept-000001
Personnel Data: Michelle S Dickson, 225 Cherry Branch Lane, Columbia SC 29212
Manufacturing of Teams: Table with columns for Name, Date, Version, and Type.
Absence Days: No data available.

Company Properties
Company Name: 1 Palace
Related Activities: Self-Service for My Employees

Employee General Information (Employee Search)



On the top middle of the Employee General Information page is a section called **Employee Search**. This section displays a list of your direct-report employees. When you click an employee's name, the lower part of the screen displays the employee's data. If you wanted to view Michelle S. Dickerson's information, you would click her name.

Employee Search

Employee Selection: Direct Reports

Display: Organizational Information

Filter On

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 Michelle S. Dickerson's name, information about her 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.

Michelle S. Dickerson 00008895

General Info.

Grievance Status:	Covered
Start Date:	1/1/2009

Communication Data

Work E-Mail:	SCEIS_NOTIF@SCEIS.SC.GOV
Work Office:	803-832-1901

Organizational Assignment [Organizational Assignments](#)

Org. Unit:	AGRICULTURAL SERVICES DIVISION
Position:	PROGRAM COORDINATOR II
Cost Center:	COMMISSIONER'S OFFIC
Payroll Area:	SC Semi-monthly

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, her home address is displayed.

In the **Monitoring of Tasks** area, dates, reminders and tasks are displayed for items such as the employee's career eligibility date, her EPMS review date and other relevant dates.

The screenshot displays a web-based interface with two main sections. The first section, titled 'Personal Data', shows the address: Michelle S. Dickerson, 223 Cherry Blossom Lane, Columbia SC 29212. The second section, titled 'Monitoring of Tasks', contains a table with the following data:

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

Below the table is a navigation bar with the text 'Row 1 of 3' and several small icons. At the bottom of the interface, it says 'Data from 4/8/2009 to 4/8/2010'.

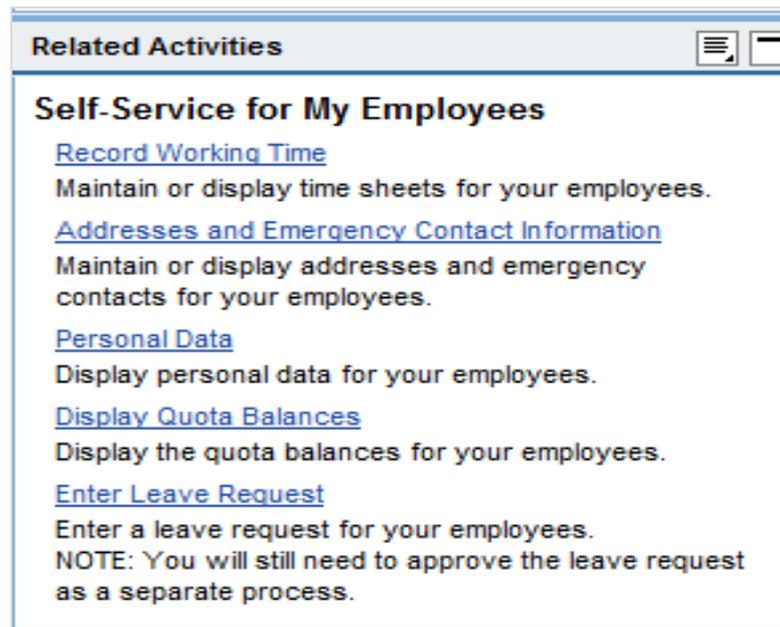
Employee General Information (Related Activities)



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

- Recording working time on behalf of an employee,
- Requesting leave on behalf of an employee,
- Viewing an employee's available quota balances,
- Maintaining the selected employee's addresses and emergency contact information, and
- Viewing the employee's personal data.

Note: The manager will still need to approve the employee's time using the normal process of Approving Time Sheet Data through Manager Self Service.

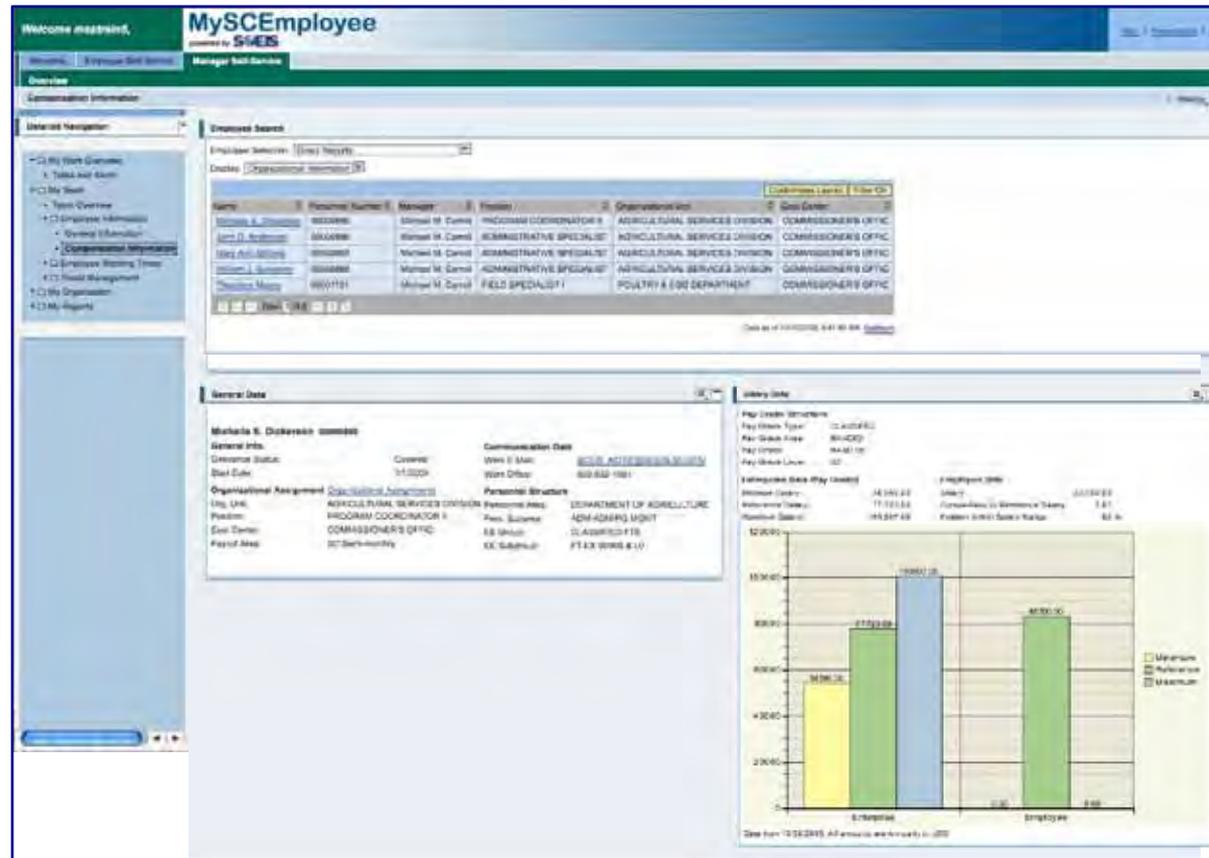


Employee Compensation Information

Managers can also view Employee Compensation Information.

To view this information:

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



The screenshot displays the MySCEmployee web application interface. The top navigation bar includes "Welcome, Michaela S. Dukerich" and "MySCEmployee powered by SOEIS". The left sidebar contains a "Userlist Navigator" with options like "Start Overview", "Task List", "My Work", "Task Overview", "Employee Information", "Compensation Information", "Employee Billing Times", "Hiring Management", "My Organization", and "My Reports". The "Compensation Information" link is highlighted.

The main content area shows an "Employee Search" section with a search bar and a table of search results. The table has columns for Name, Personnel Number, Manager, Position, Organization, and Compensation Level. The results table is as follows:

Name	Personnel Number	Manager	Position	Organization	Compensation Level
Michaela S. Dukerich	800000	Michael M. Carvel	REGIONS COORDINATOR	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
John D. Anderson	800000	Michael M. Carvel	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
SEB Anderson	800000	Michael M. Carvel	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
Michael M. Carvel	800000	Michael M. Carvel	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISION	COMMISSIONER'S OFFICE
Michaela Moore	8001101	Michael M. Carvel	FIELD SPECIALIST	POULTRY & EGG DEPARTMENT	COMMISSIONER'S OFFICE

Below the search results, the "General Data" section for Michaela S. Dukerich is displayed. It includes "General Info" (Current Status: Covered, Hire Date: 11/20/09), "Compensation Data" (Wage ID: 8000000000, Wage Office: 8000001001), "Organizational Assignment" (Org. Unit: AGRICULTURAL SERVICES DIVISION, Position: REGIONAL COORDINATOR, Emp. Status: COMMISSIONER'S OFFICE, Payroll Area: 001000-000000), and "Personnel Structure" (Personnel Area: DEPARTMENT OF AGRICULTURE, Pay Scheme: ADM-ADMIN UNIT, SS Group: CLASSIFIED-FTE, KK Subgroup: FT & 0000 & 10).

The "Salary Info" section shows "Pay Grade Structure" (Pay Grade Type: CLASSIFIED, Pay Grade Code: 800000, Pay Grade Level: 00) and "Employee Base Pay Loaded" (Minimum Salary: 14,000.00, Maximum Salary: 17,100.00, Current Salary: 14,000.00, Payroll Area: 001000-000000, Payroll Area Code: 001000, Payroll Area Name: 001000). A bar chart displays the salary range for the employee's position, with bars for Minimum (14,000.00), Performance (17,100.00), and Maximum (17,100.00).

Employee Compensation Information (Salary Data)



The **Salary Data** section displays:

- The employee's annual salary,
- Pay scale information, and
- Their salary range for their pay grade.



Lesson 2 Summary

- ④ You should now be able to:
 - Access and review employee general information
 - § Understand how to enter time and 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



LESSON 3: Approve Employee Time Submissions

Lesson 3 Learning Objectives



- Upon completion of this lesson, you should be able to:
 - Access and administer employee time submissions

Key Terms and Concepts



Before continuing with this lesson, you should familiarize yourself with the following terms, which will assist you in managing the time approval process:

Term	What It Means:
Approve All	<p>Select to “Approve All” displayed time for the employee.</p> <p>Note: The system will default to this option. Managers need to be cautious that they are approving the time which they intended.</p>
Reject All	<p>Select to “Reject All” displayed time for the employee. The employee will see the rejected time the next time he/she logs on to Employee Self Service and goes to the Record Working Time service.</p> <p>Note: Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.</p>
Resubmit All	<p>Select to “Resubmit All” displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the Approve Time Sheet Data service until processed (approved or rejected).</p> <p>Note: This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.</p>

Approve Time Sheet Data

Steps to approve your employee's time sheets:

1. Navigate to the Detailed Navigation section
2. Expand the Employee Working Times folder found in the My Team folder
3. Click **Approve Time Sheet Data**.

Note: When your employees enter and submit time to you through Employee Self Service, their time sheet data is sent to Manager Self Service for your approval.

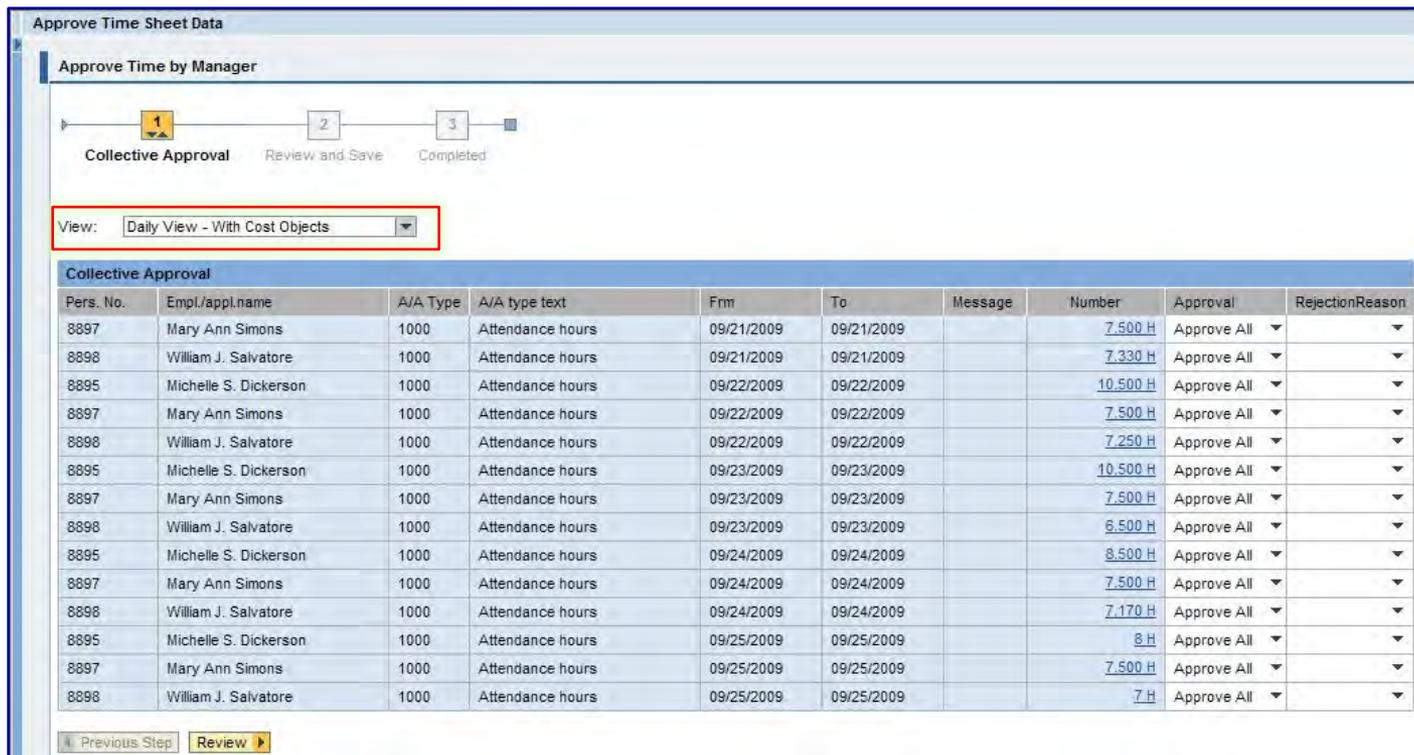


Approve Time Sheet Data

After clicking the Approve Time Sheet Data link, you will see a **View** drop down menu, which allows you to display how you would like to view the list of time submissions.

Options include: weekly, daily and with or without cost objects for each submission.

The example below shows a daily view of the three employees who have submitted time to the manager. The weekly view will make it easier to manage the time approval process.



Approve Time Sheet Data

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Daily View - With Cost Objects

Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To	Message	Number	Approval	RejectionReason
8897	Mary Ann Simons	1000	Attendance hours	09/21/2009	09/21/2009		7.500 H	Approve All	
8898	William J. Salvatore	1000	Attendance hours	09/21/2009	09/21/2009		7.330 H	Approve All	
8895	Michelle S. Dickerson	1000	Attendance hours	09/22/2009	09/22/2009		10.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/22/2009	09/22/2009		7.500 H	Approve All	
8898	William J. Salvatore	1000	Attendance hours	09/22/2009	09/22/2009		7.250 H	Approve All	
8895	Michelle S. Dickerson	1000	Attendance hours	09/23/2009	09/23/2009		10.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/23/2009	09/23/2009		7.500 H	Approve All	
8898	William J. Salvatore	1000	Attendance hours	09/23/2009	09/23/2009		6.500 H	Approve All	
8895	Michelle S. Dickerson	1000	Attendance hours	09/24/2009	09/24/2009		8.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/24/2009	09/24/2009		7.500 H	Approve All	
8898	William J. Salvatore	1000	Attendance hours	09/24/2009	09/24/2009		7.170 H	Approve All	
8895	Michelle S. Dickerson	1000	Attendance hours	09/25/2009	09/25/2009		8 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/25/2009	09/25/2009		7.500 H	Approve All	
8898	William J. Salvatore	1000	Attendance hours	09/25/2009	09/25/2009		7 H	Approve All	

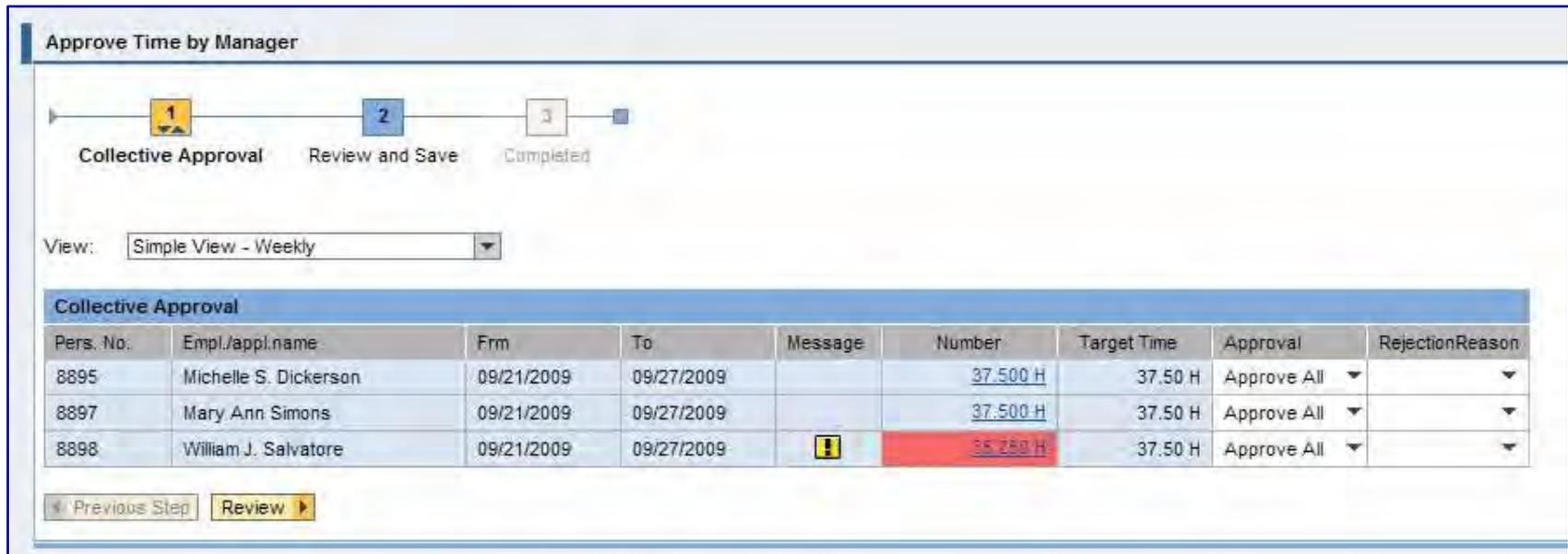
Previous Step Review

Approve Time Sheet Data

Simple View – Weekly makes it easier to manage the approval process. By comparing the **Number** (Hours) and **Target Time** columns, a manager can identify employees who have not entered their time according to their work schedule.

In the example below, William J. Salvatore has submitted less than his weekly target of 37.5 hours. His number column has turned red to let the manager know that the employee has entered either too many or too few hours for the week.

Note: The simple view is the only display option that offers the comparison of hours and it is compared to a full work week.



The screenshot displays the 'Approve Time by Manager' interface. At the top, a workflow diagram shows three steps: 1. Collective Approval (yellow box), 2. Review and Save (blue box), and 3. Completed (grey box). Below the workflow, the 'View:' dropdown is set to 'Simple View - Weekly'. The main data area is titled 'Collective Approval' and contains a table with the following data:

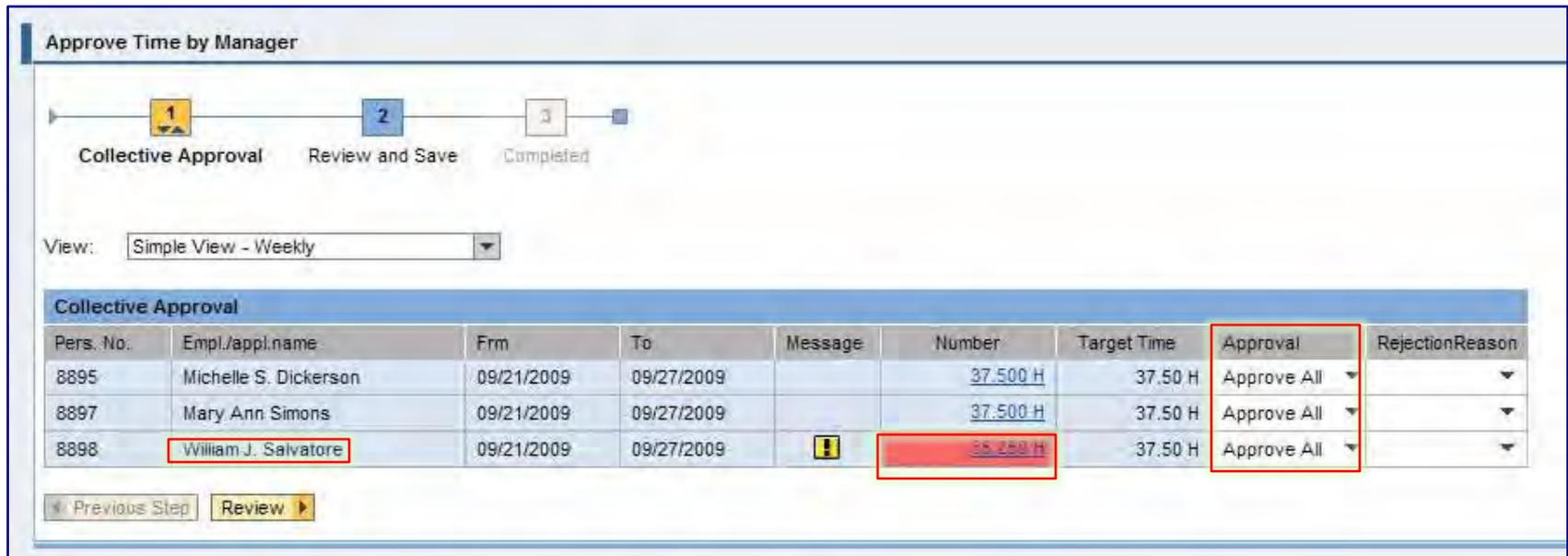
Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All ▼	▼
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All ▼	▼
8898	William J. Salvatore	09/21/2009	09/27/2009	!	35.250 H	37.50 H	Approve All ▼	▼

At the bottom of the interface, there are two buttons: 'Previous Step' and 'Review'.

Approve Time Sheet Data

Simple View – Weekly allows you to click on the number of hours that have been submitted by any of your employees to approve their time individually. The next few pages demonstrate this process. They will show what happens if you click on the **35.250** hours for William J. Salvatore.

If you know that all employees' hours are correct, you can leave the **Approval** column set to **Approve All** (which is the default), click the Review button on the bottom of the page, then after reviewing, you will be given the option to make a final approval of all your employees' time submissions.



Approve Time by Manager

1 Collective Approval 2 Review and Save 3 Completed

View: Simple View - Weekly

Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8898	William J. Salvatore	09/21/2009	09/27/2009	!	35.250 H	37.50 H	Approve All	

Previous Step Review

Approve Time Sheet Data

After clicking on the 35.250 hours submitted by William J. Salvatore, you will see a list of all hours submitted daily by him for the period of time you are reviewing.

Notice in the Approval column that the default is set to Approve. However, you can also Reject the time, or use the Resubmit feature, which allows the time to stay in your time approval queue for later approval.

Approve Time by Manager



[Show Approved Working Times](#)

Indiv. Approval for Pers. No. 8898, Period From 09/21/2009 To 09/27/2009 Recorded 35.250 H Target Time: 37.50 H

Date	Pers. No.	Employee Name	Number	Approval	RejectionReason	Message
09/21/2009	8898	William J. Salvatore	3.500 H	Approve		
09/21/2009	8898	William J. Salvatore	3.830 H	Approve		
09/22/2009	8898	William J. Salvatore	3.250 H	Approve		
09/22/2009	8898	William J. Salvatore	4 H	Approve		
09/23/2009	8898	William J. Salvatore	2.750 H	Approve		
09/23/2009	8898	William J. Salvatore	3.750 H	Approve		
09/24/2009	8898	William J. Salvatore	4 H	Approve		
09/24/2009	8898	William J. Salvatore	3.170 H	Approve		
09/25/2009	8898	William J. Salvatore	3 H	Approve		
09/25/2009	8898	William J. Salvatore	4 H	Approve		

[Previous Step](#) [Transfer](#)

Approve Time Sheet Data

In the example below, the manager decides to:

- “Approve All” the time for Michelle S. Dickerson,
- Use the “Resubmit All” for Mary Ann Simons, and
- “Reject All” for William J. Salvatore.

After selecting the appropriate approval status for each employee, click the **Review** button.

Approve Time by Manager

1 Collective Approval → 2 Review and Save → 3 Completed

View: Simple View - Weekly

Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Resubmit All	
8898	William J. Salvatore	09/21/2009	09/27/2009	!	35.250 H	37.50 H	Reject All	

Previous Step | **Review**

Approve Time Sheet Data

After clicking the Review button on the previous screen, you will see a breakdown of the time you are reviewing divided into the three categories you chose:

- Rejected Working Times
- Working Times Set to Resubmission
- Approved Working Times

Although it is difficult to see, William J. Salvatore's time has been set to be **Rejected**, Mary Ann Simons' time has been set for **Resubmission** and Michelle S. Dickerson's time has been set for **Approval**.

Once you click the **Save** button the time will be processed accordingly.



Approve Time by Manager

1 Collective Approval 2 Review and Save 3 Approve

View: Simple View - Weekly

Rejected Working Times				
Pers. No.	Employee Name	Date	Number	Physician/Reason
0000	William J. Salvatore	09/01/2009	3,500 H	
0000	William J. Salvatore	09/01/2009	3,500 H	
0000	William J. Salvatore	09/02/2009	2,250 H	
0000	William J. Salvatore	09/02/2009	4 H	
0000	William J. Salvatore	09/03/2009	2,750 H	
0000	William J. Salvatore	09/03/2009	3,750 H	
0000	William J. Salvatore	09/04/2009	3,170 H	
0000	William J. Salvatore	09/04/2009	4 H	
0000	William J. Salvatore	09/05/2009	3 H	
0000	William J. Salvatore	09/05/2009	4 H	
Total			30,250 H	

Working Times Set to Resubmission			
Pers. No.	Employee Name	Date	Number
0097	Mary Ann Simons	09/01/2009	4 H
0097	Mary Ann Simons	09/01/2009	3,500 H
0097	Mary Ann Simons	09/02/2009	4 H
0097	Mary Ann Simons	09/02/2009	3,500 H
0097	Mary Ann Simons	09/23/2009	4 H
0097	Mary Ann Simons	09/23/2009	3,500 H
0097	Mary Ann Simons	09/24/2009	4 H
0097	Mary Ann Simons	09/24/2009	3,500 H
0097	Mary Ann Simons	09/25/2009	4 H
0097	Mary Ann Simons	09/25/2009	3,500 H
Total			37,500 H

Approved Working Times			
Pers. No.	Employee Name	Date	Number
0095	Michelle S. Dickerson	09/22/2009	5 H
0095	Michelle S. Dickerson	09/22/2009	3,500 H
0095	Michelle S. Dickerson	09/23/2009	5,500 H
0095	Michelle S. Dickerson	09/23/2009	5 H
0095	Michelle S. Dickerson	09/24/2009	4 H
0095	Michelle S. Dickerson	09/24/2009	4,500 H
0095	Michelle S. Dickerson	09/25/2009	3,500 H
0095	Michelle S. Dickerson	09/25/2009	4,500 H
Total			37,500 H

Previous Step Save

Approve Time Sheet Data

After clicking the Save button from the previous screen, you will see the completion screen.

In this example:

- William J. Salvatore will have to enter his time and re-submit it.
- Michelle S. Dickerson's time will be approved.
- Mary Ann Simons' time will remain in your queue for further evaluation.

To go ahead and take a closer look at Mary Ann Simons' time, click the **Approve Additional Working Times** link.

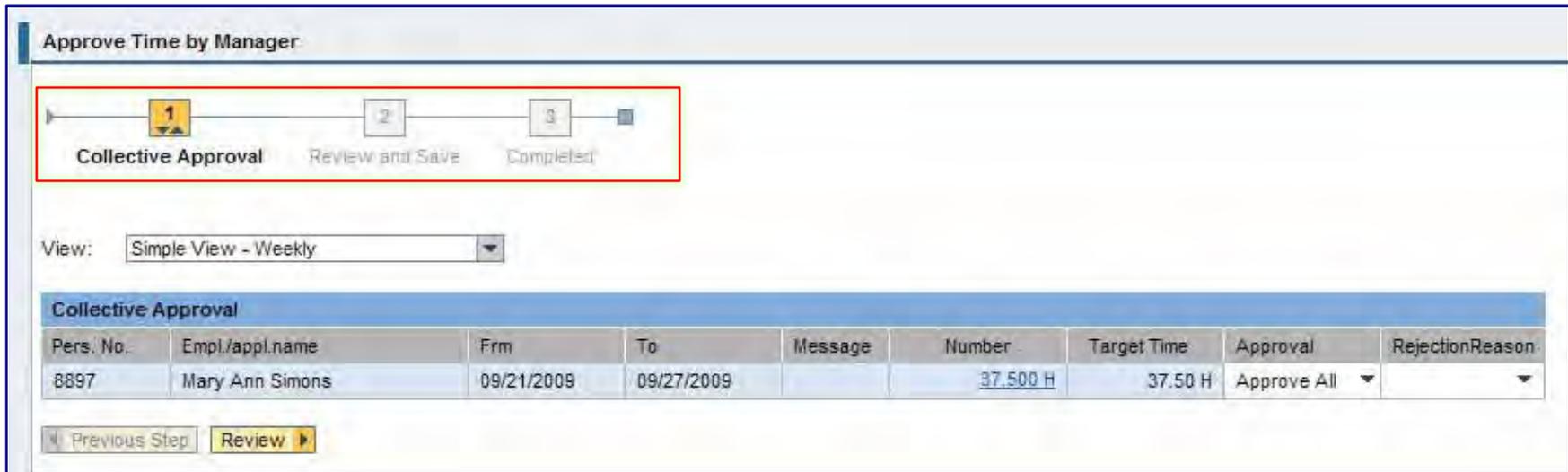
The screenshot shows a workflow titled "Approve Time by Manager" with three steps: 1. Collective Approval, 2. Review and Save, and 3. Completed. Step 3 is highlighted in yellow. Below the workflow, a message states "Your data has been saved." and asks "What do you want to do next?". A link labeled "Approve Additional Working Times" is highlighted with a red box.

Approve Time Sheet Data

After clicking the Approve Additional Working Times link you will be taken back to Step 1 of the time approval process.

Notice that Mary Ann Simons is the only employee listed at this point. This occurs when you use the Resubmit option which kept her time in your queue.

Also notice that the **View** defaulted back to **Simple View – Weekly**.



Approve Time by Manager

Progress: 1 Collective Approval | 2 Review and Save | 3 Completed

View: Simple View - Weekly

Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	

Previous Step Review

Approve Time Sheet Data

Mary Ann Simons is required to use Charge Objects when she enters time.

To accurately review her time submission, you should first change the View of her time to **Daily View – With Cost Objects**.

Once completed, click the **Review** button.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: **Daily View - With Cost Objects**

Collective Approval									
Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To	Message	Number	Approval	RejectionReason
8897	Mary Ann Simons	1000	Attendance hours	09/21/2009	09/21/2009		7.500 H	Approve All ▼	▼
8897	Mary Ann Simons	1000	Attendance hours	09/22/2009	09/22/2009		7.500 H	Approve All ▼	▼
8897	Mary Ann Simons	1000	Attendance hours	09/23/2009	09/23/2009		7.500 H	Approve All ▼	▼
8897	Mary Ann Simons	1000	Attendance hours	09/24/2009	09/24/2009		7.500 H	Approve All ▼	▼
8897	Mary Ann Simons	1000	Attendance hours	09/25/2009	09/25/2009		7.500 H	Approve All ▼	▼

Previous Step **Review**

Approve Time Sheet Data

After clicking the Review button, Mary Ann Simons' time is displayed with the charge objects used. The screen below has been split to highlight the important areas.

When viewing in Manager Self Service, you may have to scroll horizontally. After reviewing the time, click the **Save** button if you approve of the time submission.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Daily View - With Cost Objects

Approved Working Times					Start Time	End Time	Date	Number	
8897	Mary Ann Simons	Attendance hours	E120A00012	STATEWIDE FINANCIAL REPORTING	08:00	12:00	09/21/2009	4 H	
8897	Mary Ann Simons	Attendance hours	E120A00014	INFORMATION TECHNOLOGY	13:00	16:30	09/21/2009	3.500 H	
								Total	7.500 H
8897	Mary Ann Simons	Attendance hours	E120A00012	STATEWIDE FINANCIAL REPORTING	08:00	12:00	09/22/2009	4 H	
8897	Mary Ann Simons	Attendance hours	E120A00014	INFORMATION TECHNOLOGY	13:00	16:30	09/22/2009	3.500 H	
								Total	7.500 H
8897	Mary Ann Simons	Attendance hours	E120A00012	STATEWIDE FINANCIAL REPORTING	08:00	12:00	09/23/2009	4 H	
8897	Mary Ann Simons	Attendance hours	E120A00014	INFORMATION TECHNOLOGY	13:00	16:30	09/23/2009	3.500 H	
								Total	7.500 H
8897	Mary Ann Simons	Attendance hours	E120A00012	STATEWIDE FINANCIAL REPORTING	08:00	12:00	09/24/2009	4 H	
8897	Mary Ann Simons	Attendance hours	E120A00014	INFORMATION TECHNOLOGY	13:00	16:30	09/24/2009	3.500 H	
								Total	7.500 H
8897	Mary Ann Simons	Attendance hours	E120A00012	STATEWIDE FINANCIAL REPORTING	08:00	12:00	09/25/2009	4 H	
8897	Mary Ann Simons	Attendance hours	E120A00014	INFORMATION TECHNOLOGY	13:00	16:30	09/25/2009	3.500 H	
								Total	7.500 H

Previous Step Save

Lesson 3 Summary

- ① You should now be able to:
 - Access and administer employee time submissions



LESSON 4: Approve Employee Leave Requests



Lesson 4 Learning Objectives

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

Approve Leave Requests

To approve your employees' leave requests, you have two options:

- Click on their name from the Tasks tab on the Universal Worklist (Manager Self Service home page), or
- From the Detailed Navigation area (on the right), you can expand the Employee Working Times folder found in the My Team folder, then click **Approve Leave Request**.

When your employees submit leave requests to you through Employee Self Service, their requests are sent to Manager Self Service for your approval.



Approve Leave Requests



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

By clicking the blank column next to an employee's request, you will see their 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.

MySCEmployee
powered by SCEIS

Welcome msstrain5, 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
- Travel Management
- My Organization
- My Reports

Requests waiting for approval

	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:

Date:

Previous Notes:

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

Approve Leave Requests

If you approve the request, you will be taken to the second step of the leave approval process.

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

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

The screenshot shows a web interface titled "Approve Leave Requests". At the top, there is a progress bar with three steps: 1 (Display and Edit), 2 (Review and Send), and 3 (Completed). Step 2 is highlighted in yellow, indicating the current step. Below the progress bar, the text reads: "Mary Ann Simons has requested the following leave:". Underneath, it specifies "Type of Leave: A. Annual Leave" and "Date: on Monday, October 19, 2009". At the bottom of the interface, there are two buttons: "Previous Step" and "Approve Request". The "Approve Request" button is highlighted with a red border.

Approve Leave Requests

After approving the request, you will see a screen indicating that you have **Completed** the leave approval process for that employee.

Approve Leave Requests

```
graph LR; A[1] --> B[2] --> C[3] --> D[ ]
```

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

Lesson 4 Summary

- ④ You should now be able to:
 - Access and administer employee leave requests



LESSON 5: View the Team Calendar

Lesson 5 Learning Objectives

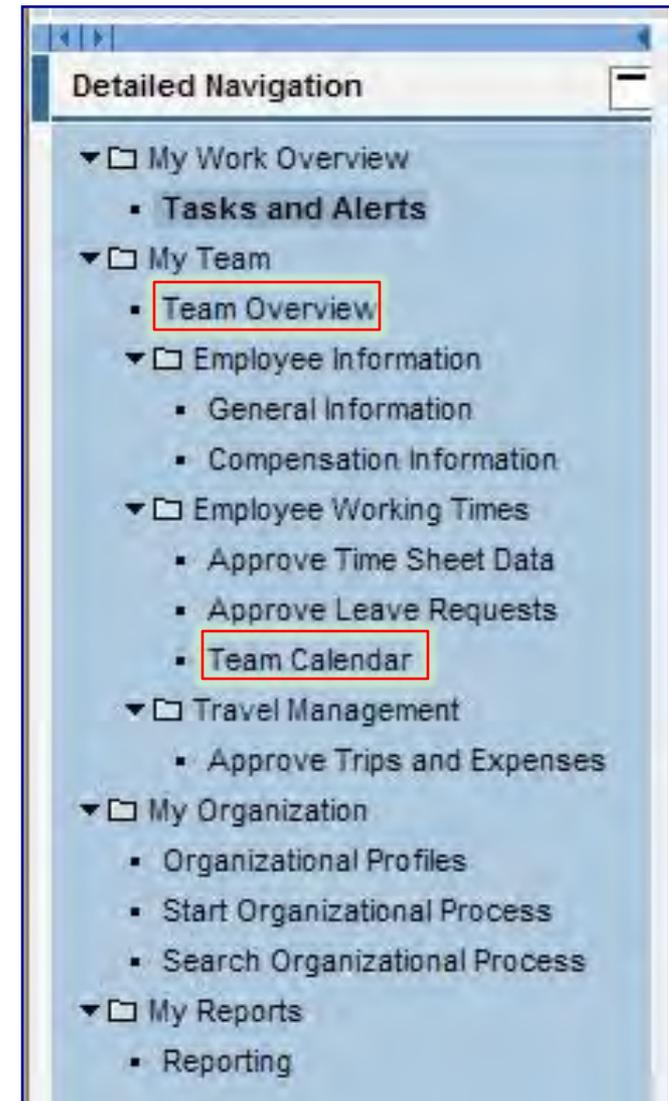


- Upon completion of this lesson, you should be able to:
 - Understand how to access and view the team calendar

Team Calendar

The Team Calendar can be accessed in two ways:

- From the Detailed Navigation area, you can expand the My Team folder and click the **Team Overview** link.
- Also from Detailed Navigation area, you can expand the My Team folder, then the Employee Working Times folder, then click **Team Calendar**.



Lesson 5 Summary

- ④ You should now be able to:
 - Understand how to access and view the team calendar



LESSON 6: Substitutions



Lesson 6 Learning Objectives



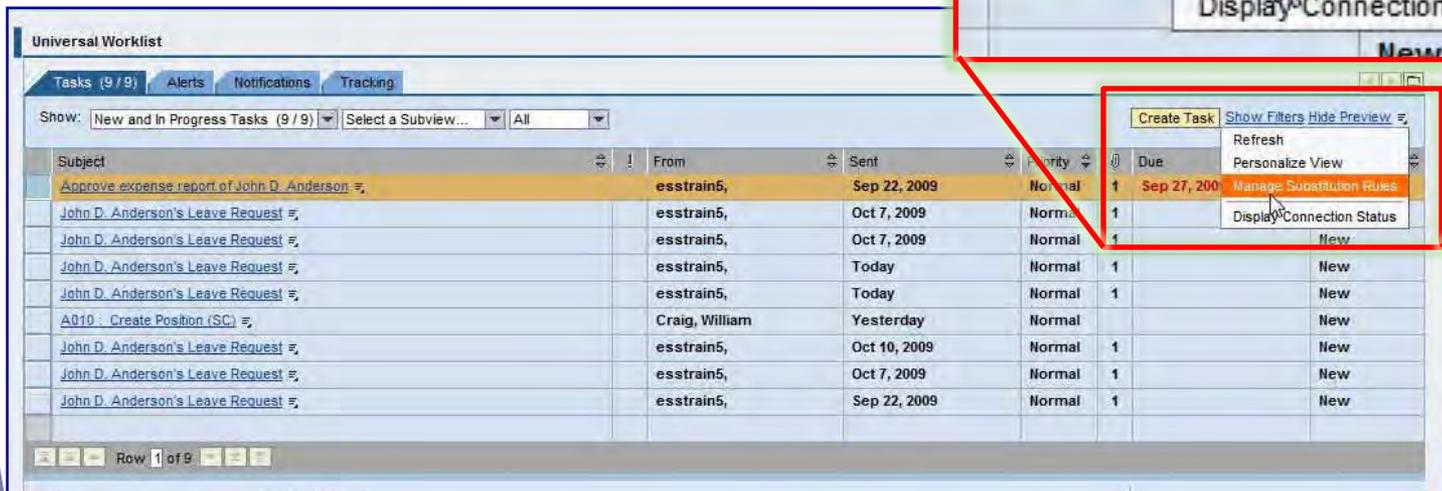
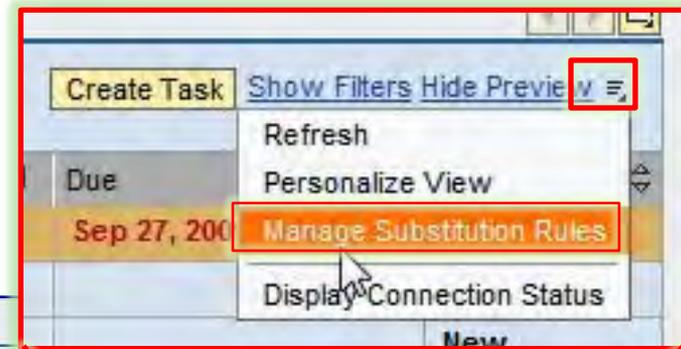
- Upon completion of this lesson, you should be able to:
 - Create substitutions

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.

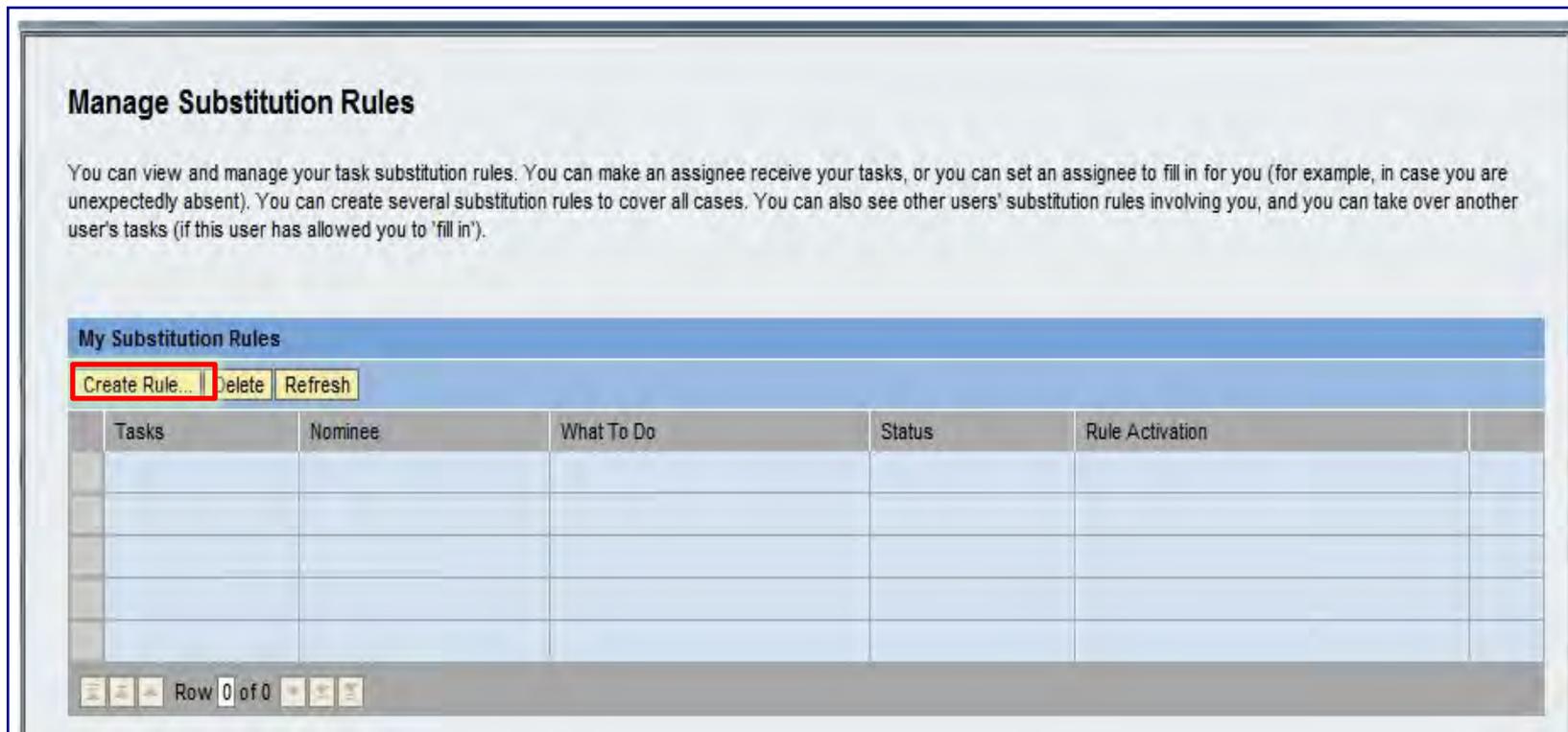
To assign a Substitute, scroll to the upper-right portion of the worklist and click the  icon. Then select **Manage Substitution Rules** as shown in the graphic.

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.



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	
	esstrain4

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)

Nominee:

Assign These Tasks:

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

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)



Nominee:

Assign These 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

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)

1 Define Rule 2 Set Rule Activation

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.

The screenshot shows a web application window titled "Task" with a "History" link and a "Forward" button. The main heading is "Manage Substitution Rules". Below the heading is a paragraph of instructions: "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')." Below this is a table titled "Other Users' Substitution Rules". The table has four columns: "Task Owner", "Tasks", "What To Do", and "Status". The first row shows "Poore, Christopher" as the task owner, "All" as the tasks, "Fill in" as what to do, and "Ongoing" as the status. A "Take over" button is located in the rightmost column of this row, highlighted with a red box. A red arrow points from this button to a text box below the screenshot.

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

Lesson 6 Summary

- ① You should now be able to:
 - Create substitutions



LESSON 7: View Organizational Profiles



Lesson 7 Learning Objectives



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

Organizational Profile

To access the Organizational Profile from the Detailed Navigation area, you can expand My Organization folder, then click **Organizational Profiles**.

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

You can also display a Position Profile from within the Organizational Profile page. The positions for the Organizational Unit are displayed as active links. When the position link is selected, a new page will launch to display the details of the selected position.

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 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

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

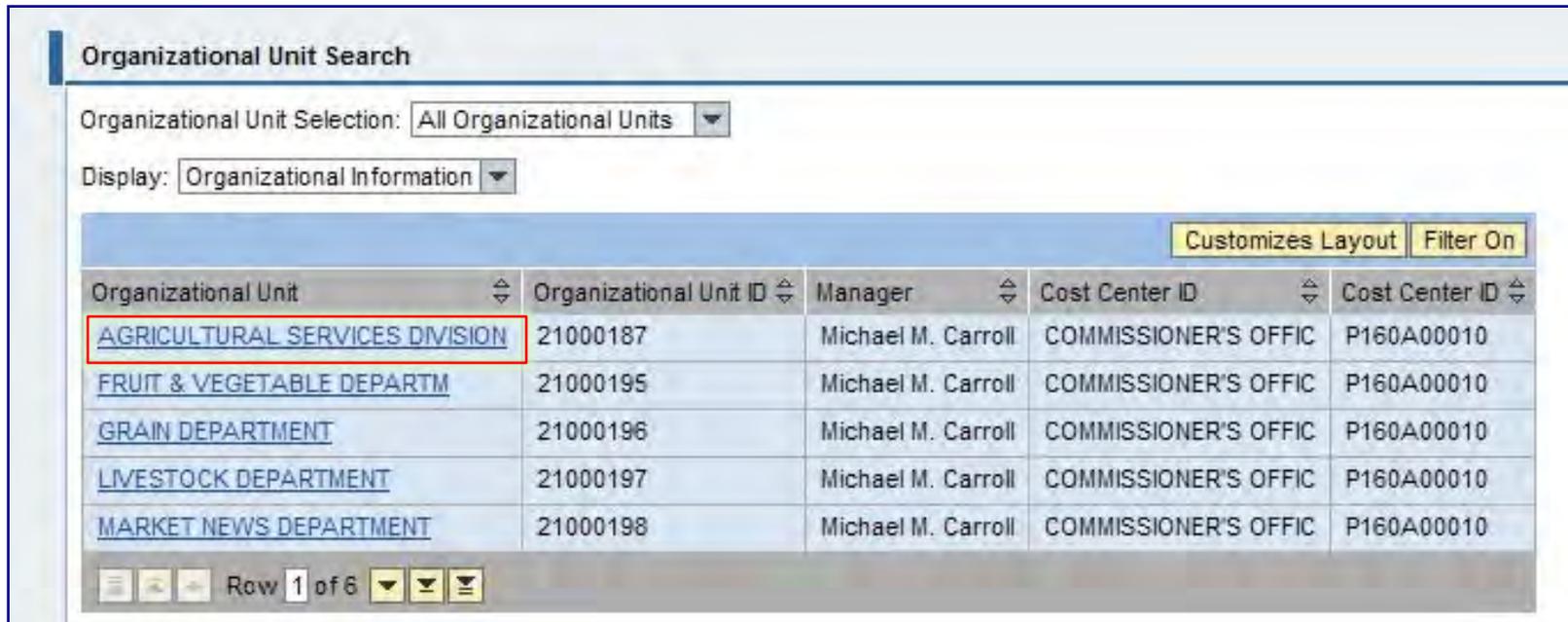
Cost Distribution

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
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

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 Holders 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

Position Description

Position ADMINISTRATIVE SPECIALIST

Agency: Dept of Agriculture

Position Holders

Position ADMINISTRATIVE SPECIALIST

Holders	Capacity (%)	Hours/Week
John D. Anderson	0	37.5

Row 1 of 1

Accounting

Position ADMINISTRATIVE SPECIALIST

Company Code: State of South Carolina
 Business Area: AGRICULTURE DEPARTMENT
 Personnel Area: DEPARTMENT OF AGRICULTURE
 Personnel Subarea: ADM-ADM/PG MGMT
 Controlling Area: State Of South Carolina
 Cost Center: COMMISSIONER'S OFFICE

Compensation

Position ADMINISTRATIVE SPECIALIST

Pay Grade Type: CLASSIFIED
 Pay Grade Area: BANDED
 Pay Grade: BAND 09
 Pay Grade Level: 00 To: 00
 Amount: 66,360.00 To: 122,775.00
 Reference Amount: 94,567.00
 Time Unit: Annually
 Currency: USD

Cost Distribution

Position ADMINISTRATIVE SPECIALIST

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

Row 1 of 1

Employee Group

Position ADMINISTRATIVE SPECIALIST

Employee Group: CLASSIFIED FTE
 Employee Subgroup: FT-EX W/INS & LV

Lesson 7 Summary

- ① You should now be able to:
 - Access organizational profiles



South Carolina Enterprise Information System

LESSON 8: Reports



Lesson 8 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, expand the My Reports folder and then click **Reporting**.



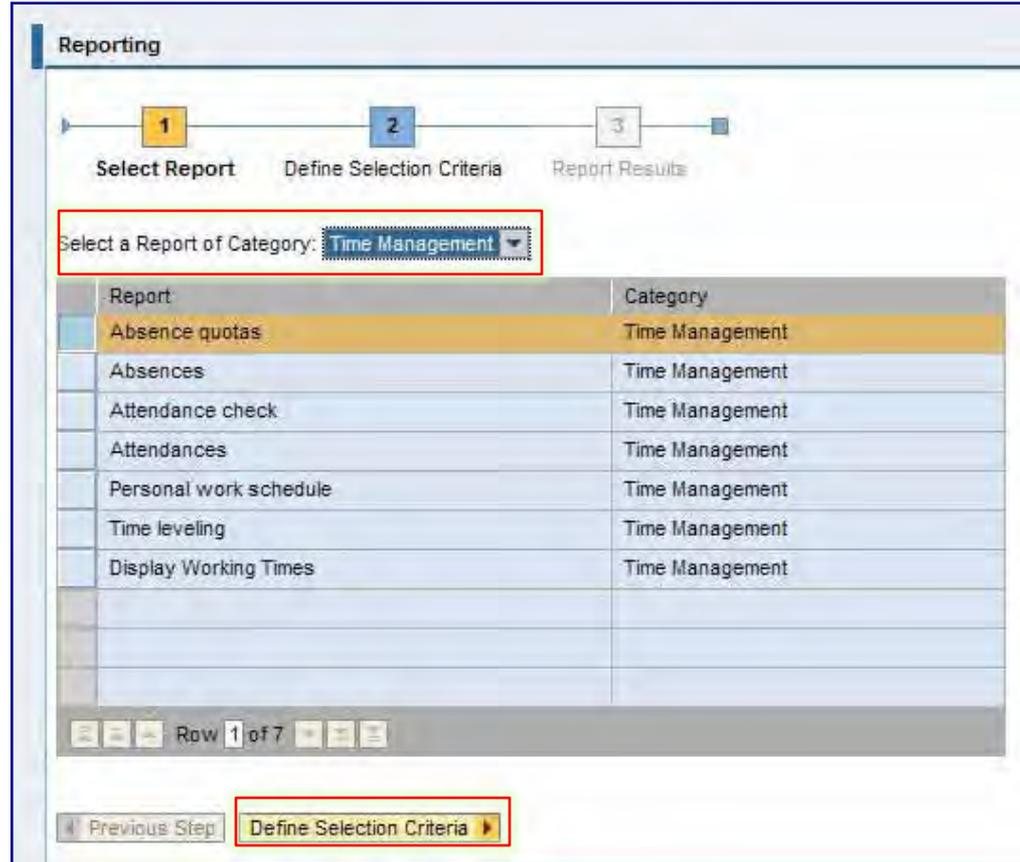
Reporting

Step 1 of running a report is now shown.

From the **Select a Report or Category** area, you can choose to view **All Categories** of reports, **Employee Data** reports or **Time Management** reports.

In this screen, the manager has chosen to review available Time Management reports.

Once the type of report has been identified, click the **Define Selection Criteria** button.



The screenshot shows the 'Reporting' interface with a progress bar indicating three steps: 1. Select Report (highlighted), 2. Define Selection Criteria, and 3. Report Results. Below the progress bar, a dropdown menu is set to 'Time Management'. A table lists reports under this category:

Report	Category
Absence quotas	Time Management
Absences	Time Management
Attendance check	Time Management
Attendances	Time Management
Personal work schedule	Time Management
Time leveling	Time Management
Display Working Times	Time Management

At the bottom of the screen, the 'Define Selection Criteria' button is highlighted with a red box.

Reporting

Step Two will now ask you to identify if you want to run the chosen report on all or only some of your employees.

For All Employees-
Click on 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 will open in a new window.



Reporting

1 Select Report 2 Define Selection Criteria 3 Report Results

Period: Today Date: 10/12/2009

Selection: Direct Reports

Select All Deselect All Filter On

Employee	ID	
Michelle S. Dickerson	00008895	P
John D. Anderson	00008896	P
Mary Ann Simons	00008897	P
William J. Salvatore	00008898	P
Theodore Moore	00001131	P

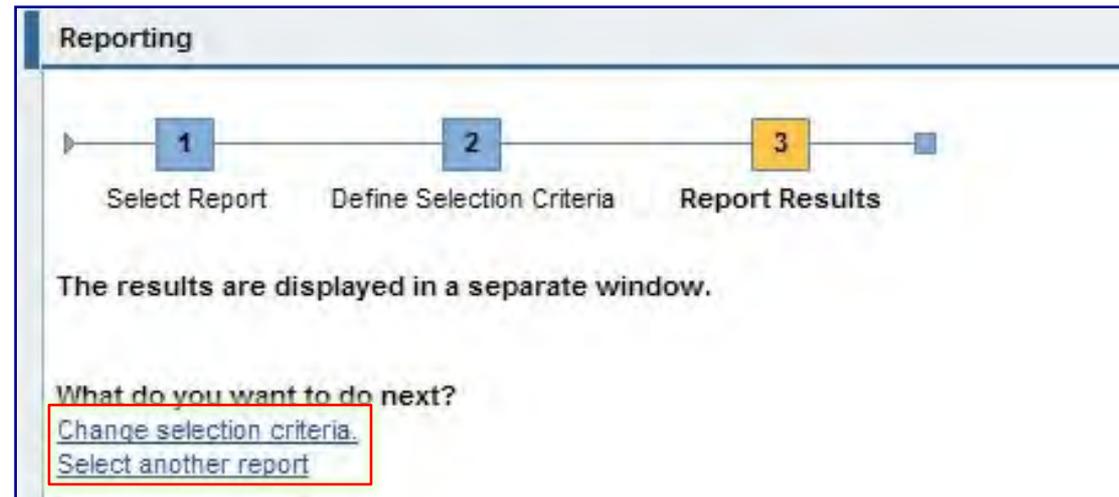
Row 1 of 5

Previous Step **Report Result**

Reporting

Step three indicates that the report has been generated.

From here, you can
Change selection criteria
or **Select another report.**



Lesson 8 Summary

- ④ 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 employee time submissions and leave requests
 - Create substitutions
 - Understand Working Time Enhancements
 - 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