South Carolina Enterprise Information System

MySCEmployee
Manager Self Service – MSS100

End User Training
Columbia, SC

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

MySCEmployee Overview

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

- 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

- **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 Time Submissions
- **Lesson 4:** Approve Employee Leave Requests
- **Lesson 5:** View the Team Calendar
- **Lesson 6:** Create Substitutions
- **Lesson 7:** View Organizational Profiles
- **Lesson 8:** Run Reports
- **Review and Summary**

Approximate Course Time: 1 hour

South Carolina Enterprise Information System

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)
  - Access the different work areas within Manager Self Service

MySCEmployee Login Page

1. Using your web browser (e.g., Internet Explorer) type <u>https://myscemployee.sc.gov</u>
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 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.

News Of Interest

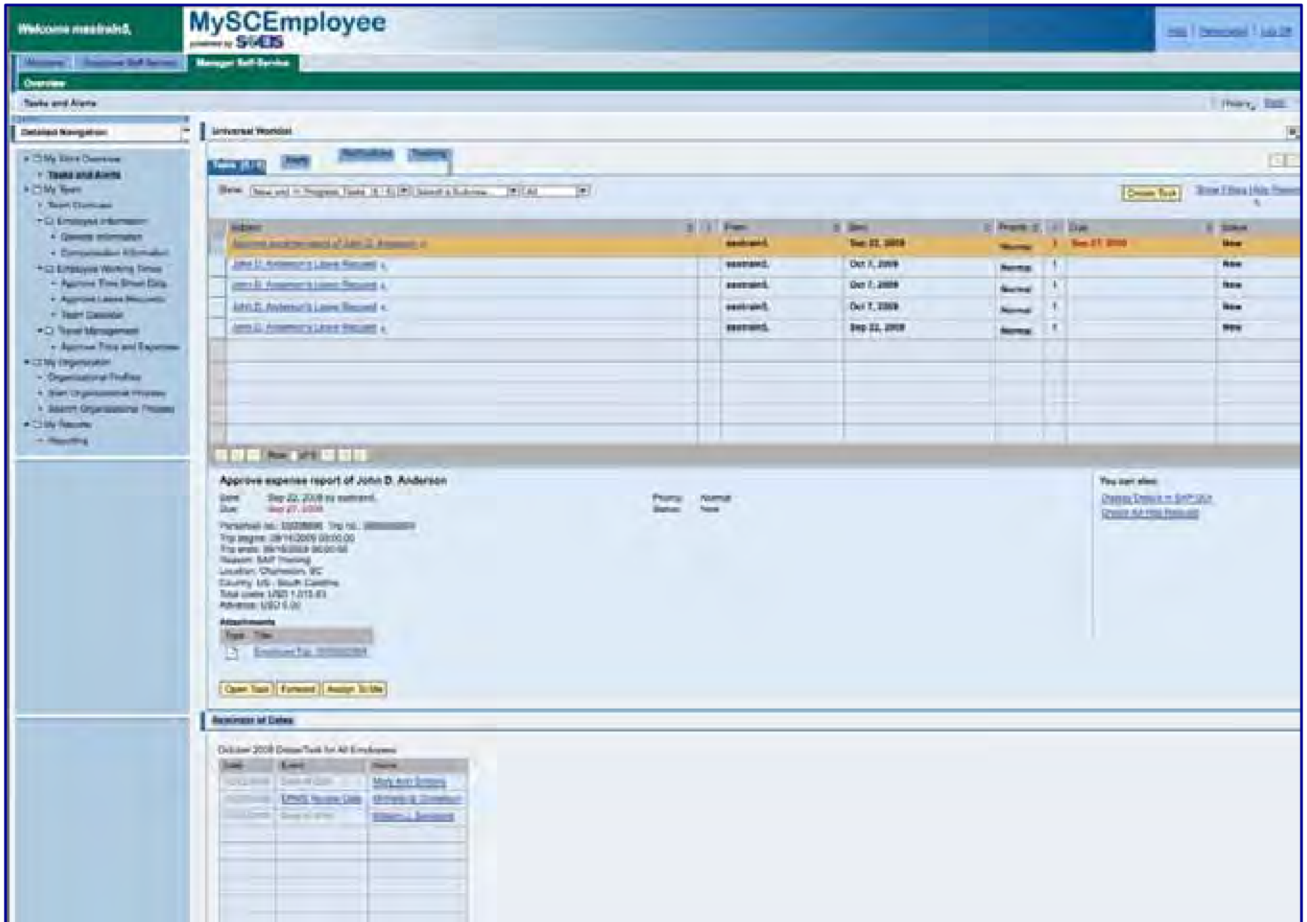
- **Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- **Be Sure to Verify Your Personal 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.

Helpful Links

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

Manager Self Service – Area Page (Main Overview)

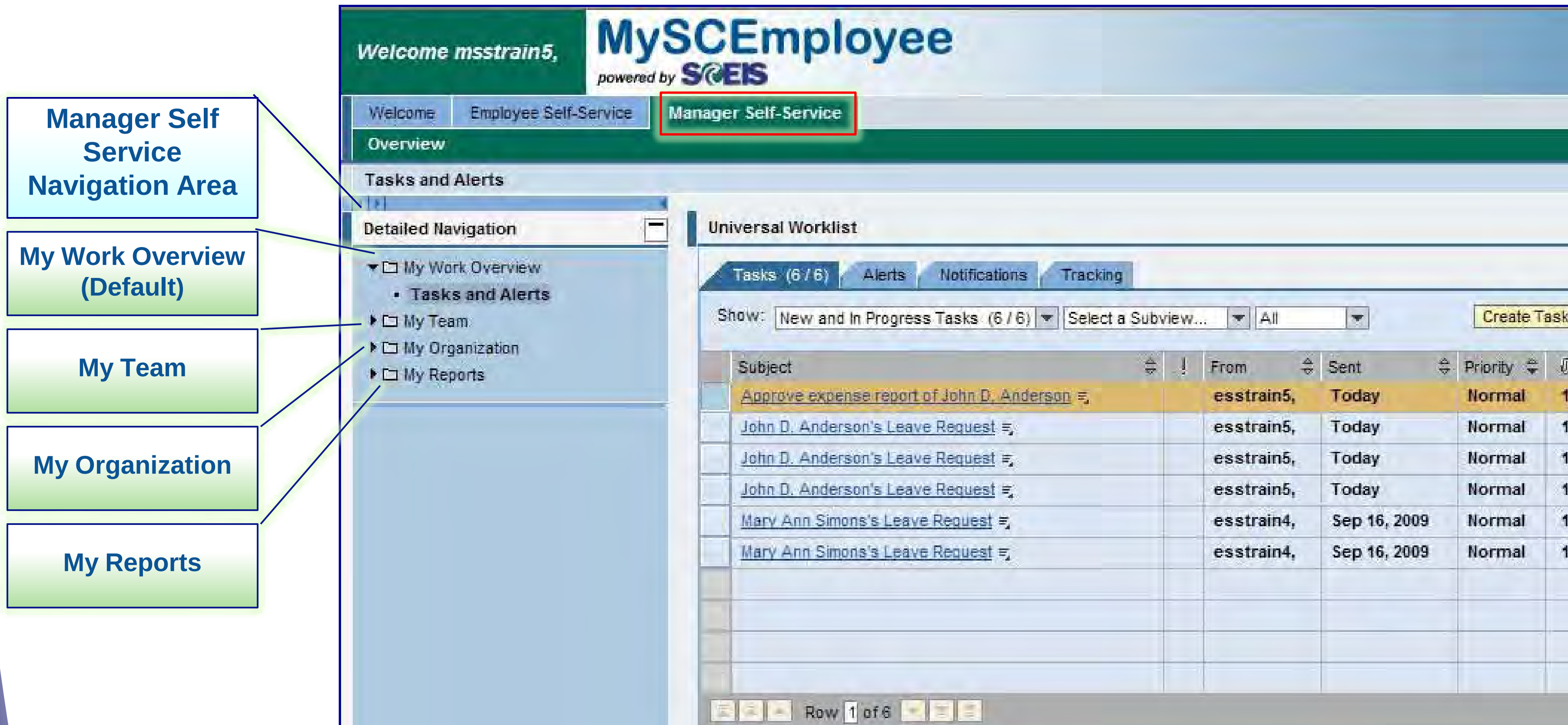
Upon clicking the Manager Self Service tab, the Universal Worklist is displayed. Think of this as your Manager Self Service home page. The image below displays the page in its entirety and the screens that follow provide further detail on the different areas of this page.



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).



Detailed Navigation

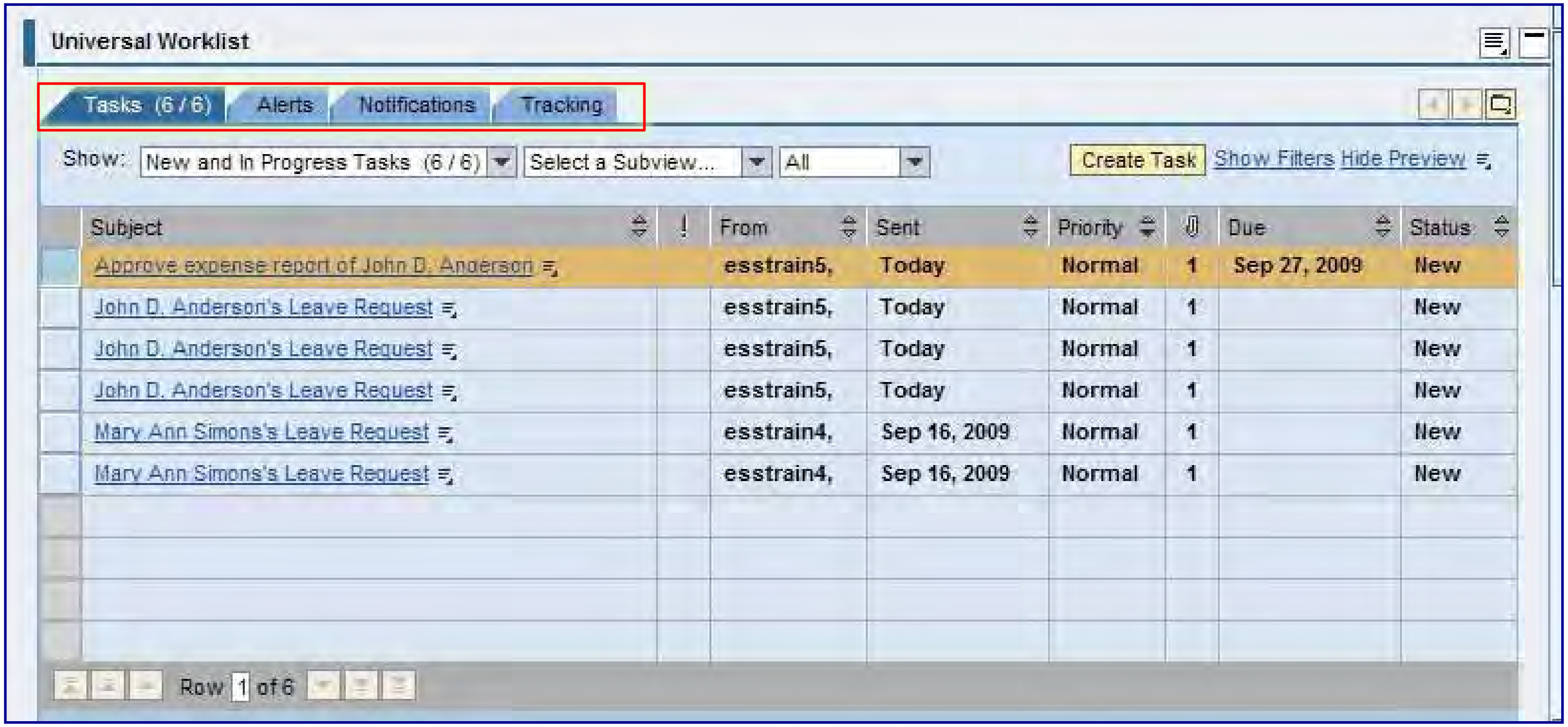
This graphic shows the Manager Self Service Detailed Navigation area when all folders have been expanded. To expand or collapse a folder click the black triangle that appears to the left of the folder icon.

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.

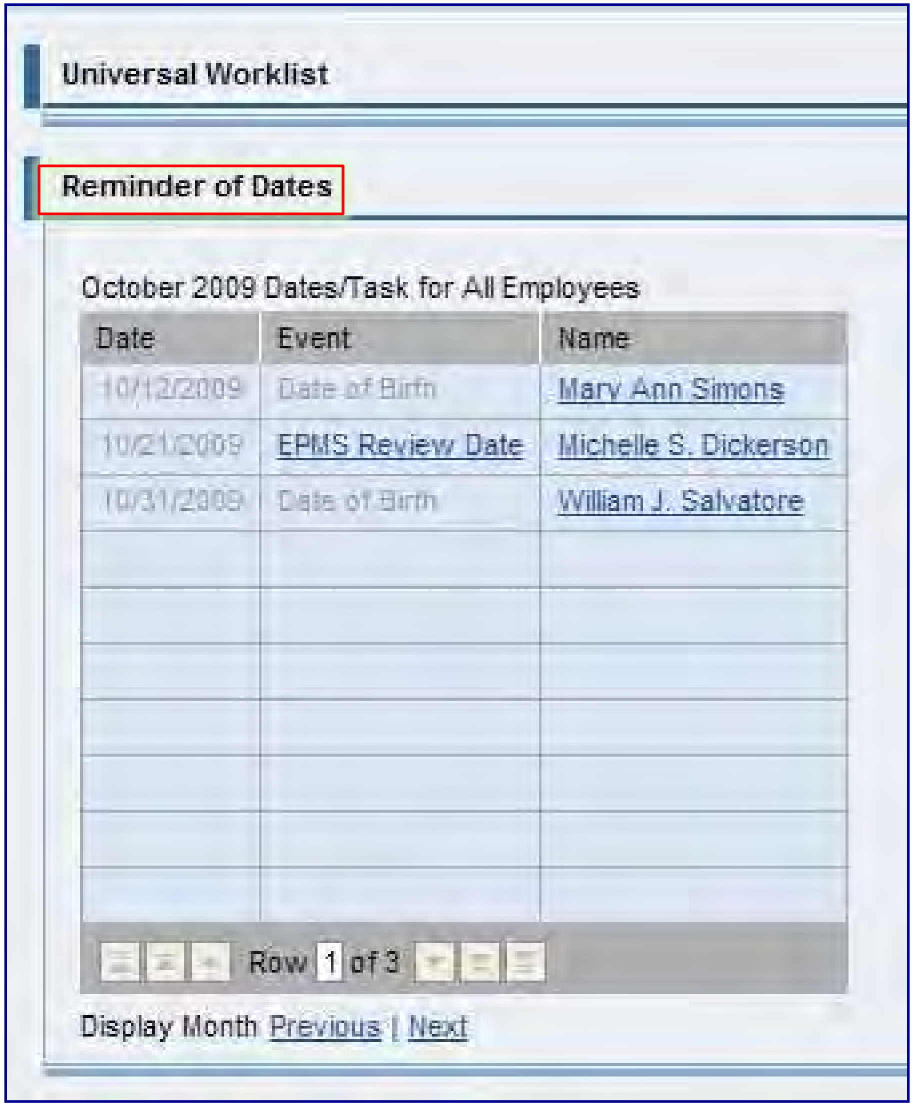


Manager Self Service – Area Page (Reminder of Dates)

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.



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)
  - Access the different work areas within Manager Self Service

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LESSON 2: View Employee General and Compensation Information

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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.

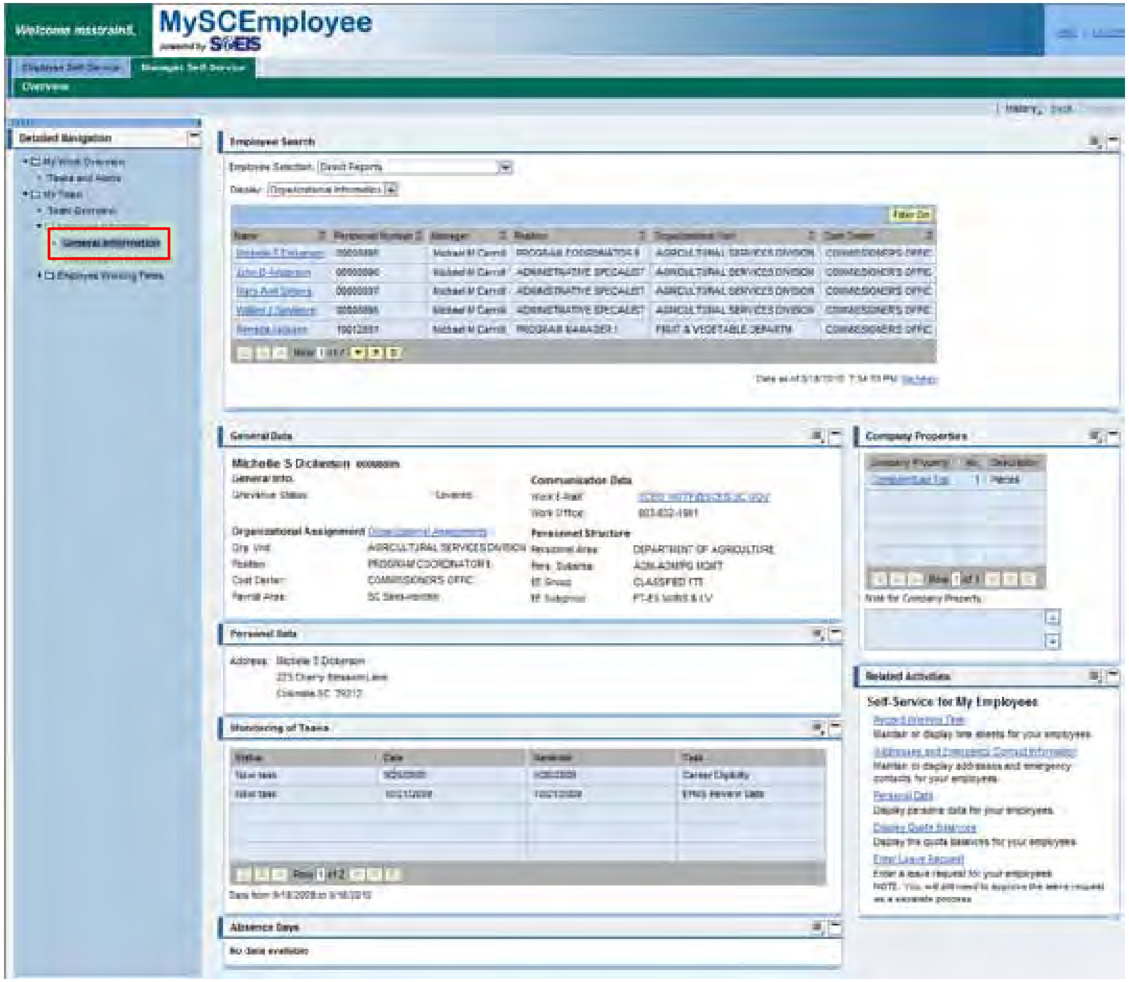
Employee General Information

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.



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.

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.

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

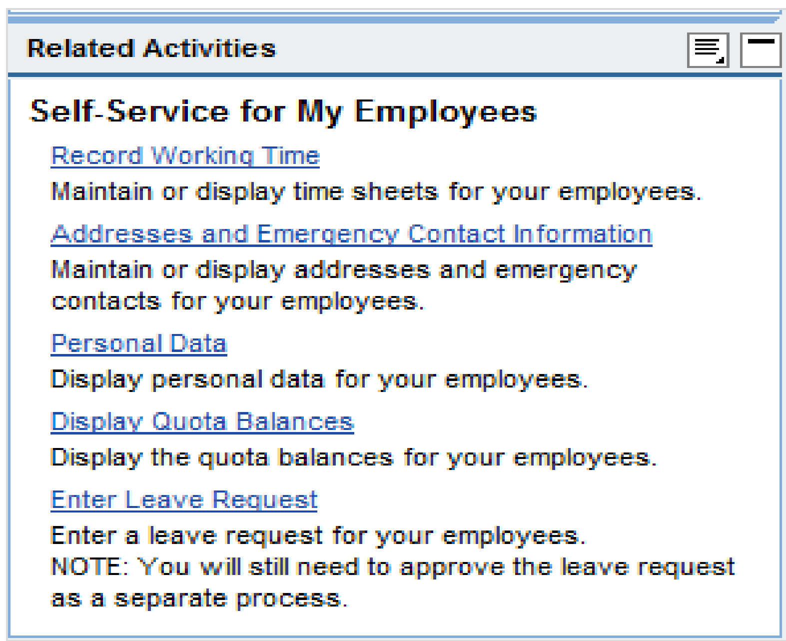
Data from 4/8/2009 to 4/8/2010

Employee General Information (Related Activities)

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

- 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.

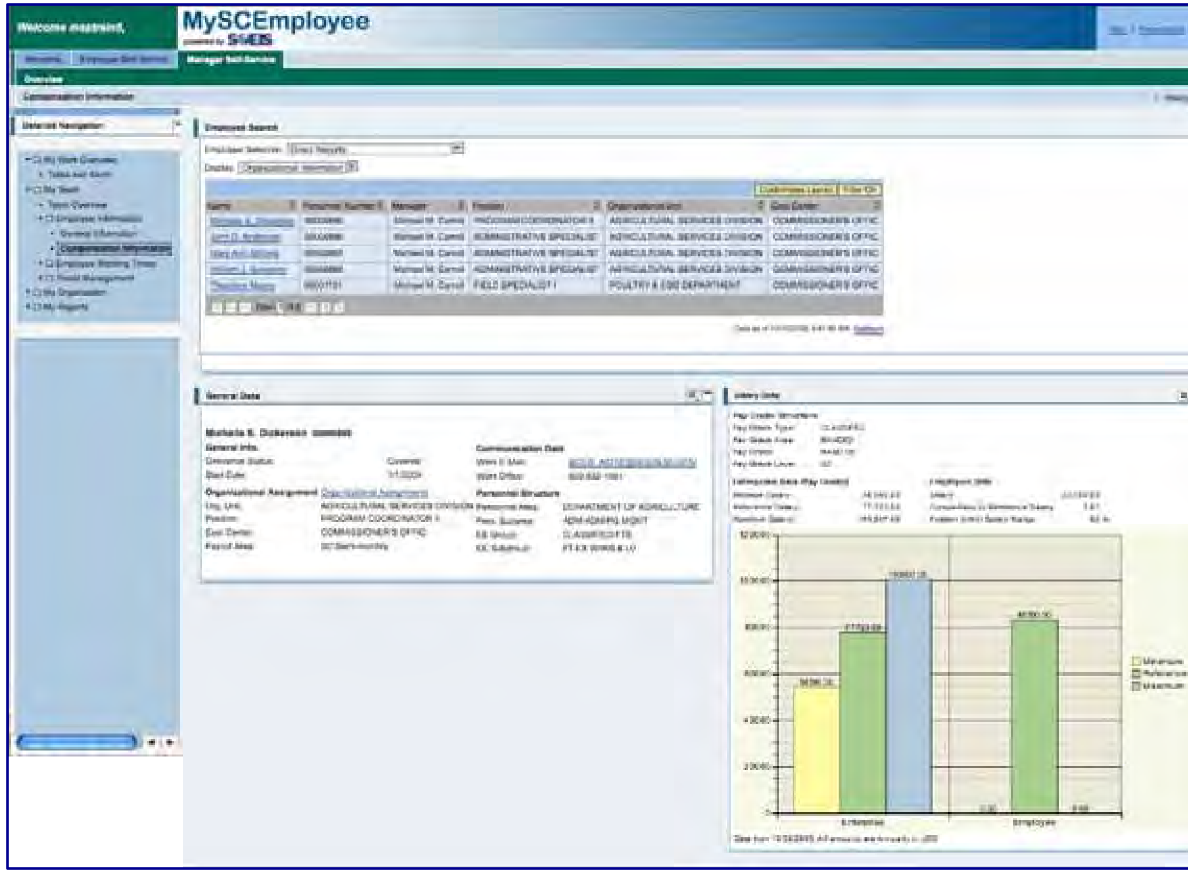


Employee Compensation Information

Managers can also view Employee Compensation Information.

To view this information:

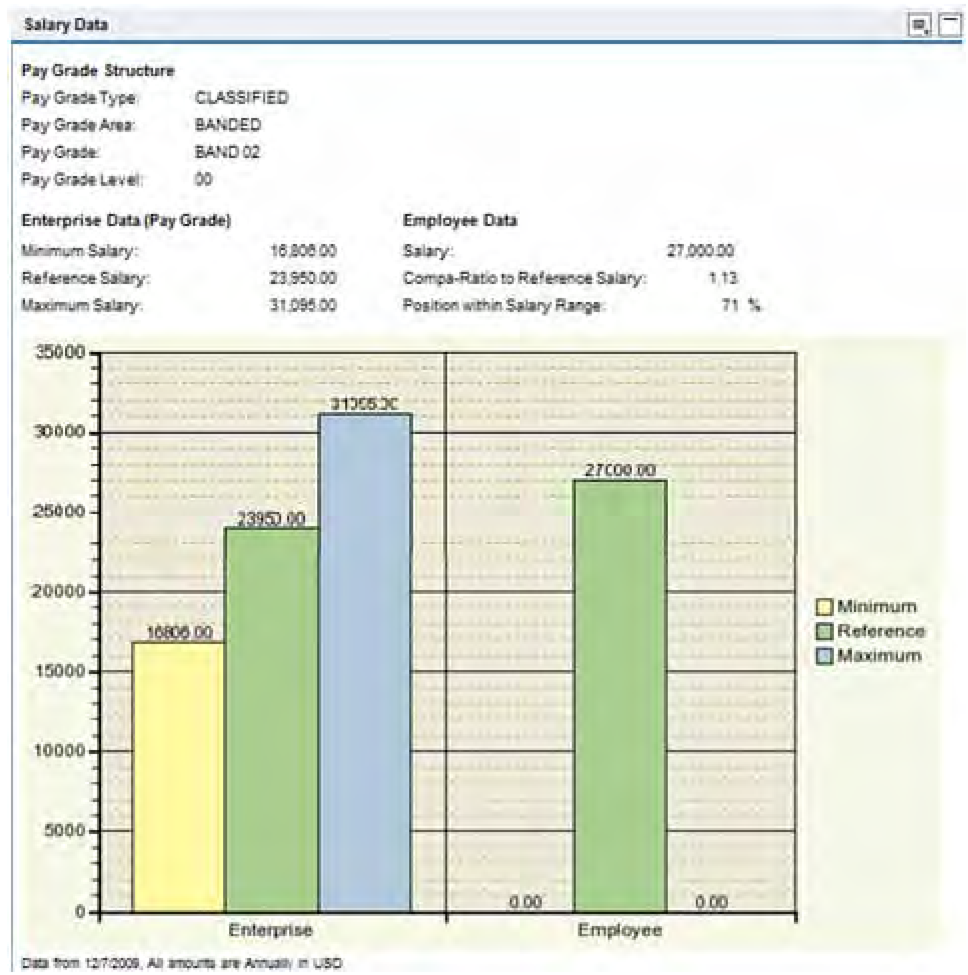
- Click the Compensation Information link,
- Then click on the name of the employee whose information you want to view.



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

- 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	**Select to "Approve All" displayed time for the employee.** **Note:** The system will default to this option. Managers need to be cautious that they are approving the time which they intended.
Reject All	**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.** **Note:** Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.
Resubmit All	**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).** **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.

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 Collective Approval — 2 Review and Save — 3 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	
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	

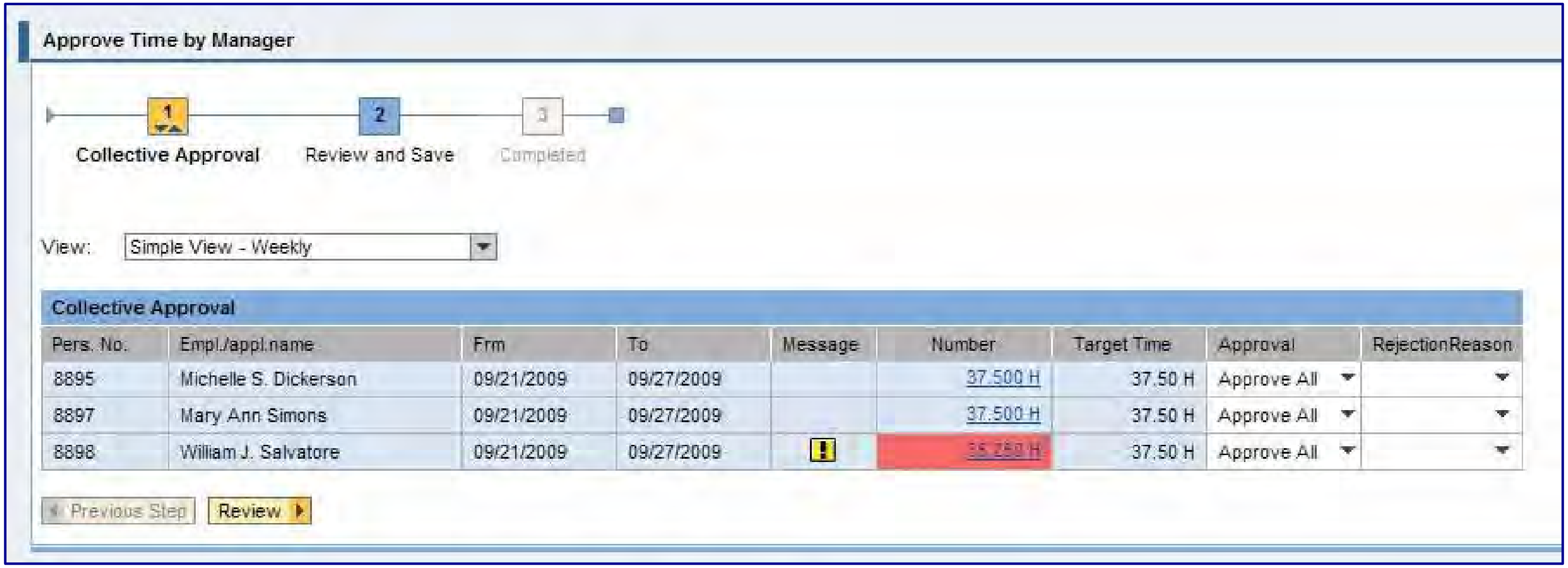
Previous Step | Review

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.

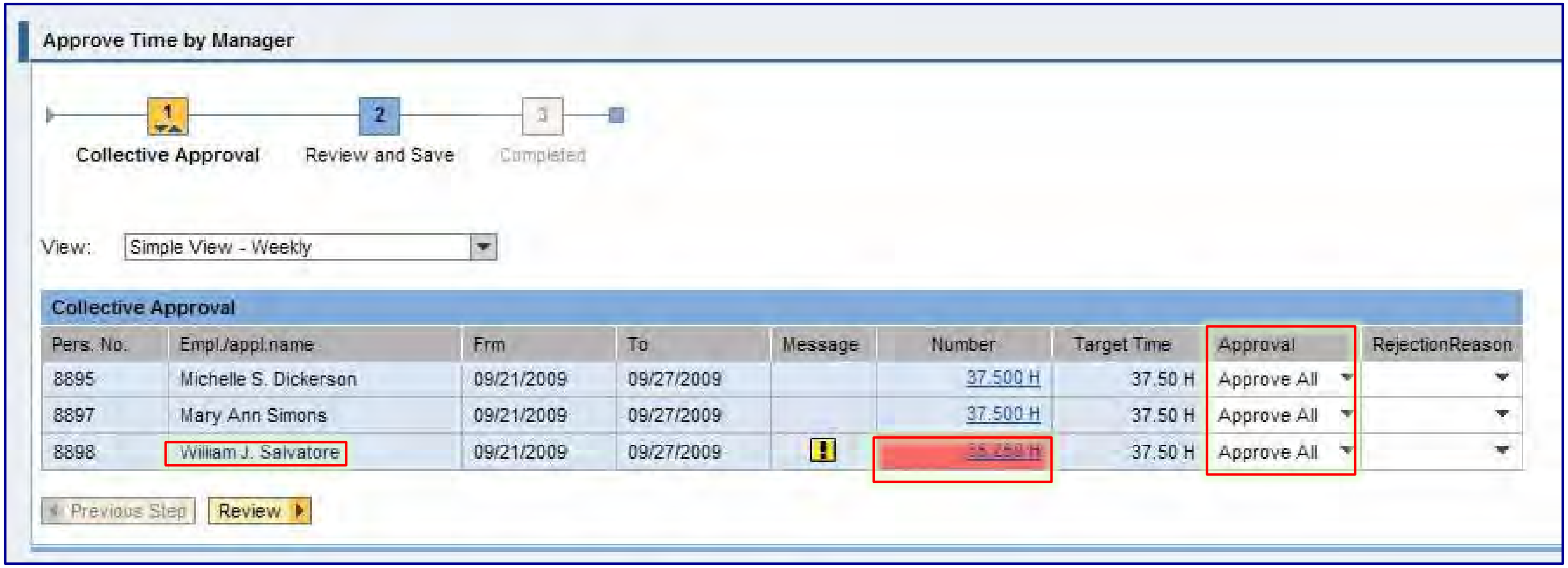


Pers. No.	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8897	Mary Ann Simons	09/21/2009	09/27/2009		37.500 H	37.50 H	Approve All	
8898	William J. Salvatore	09/21/2009	09/27/2009	!	[illegible]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

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.

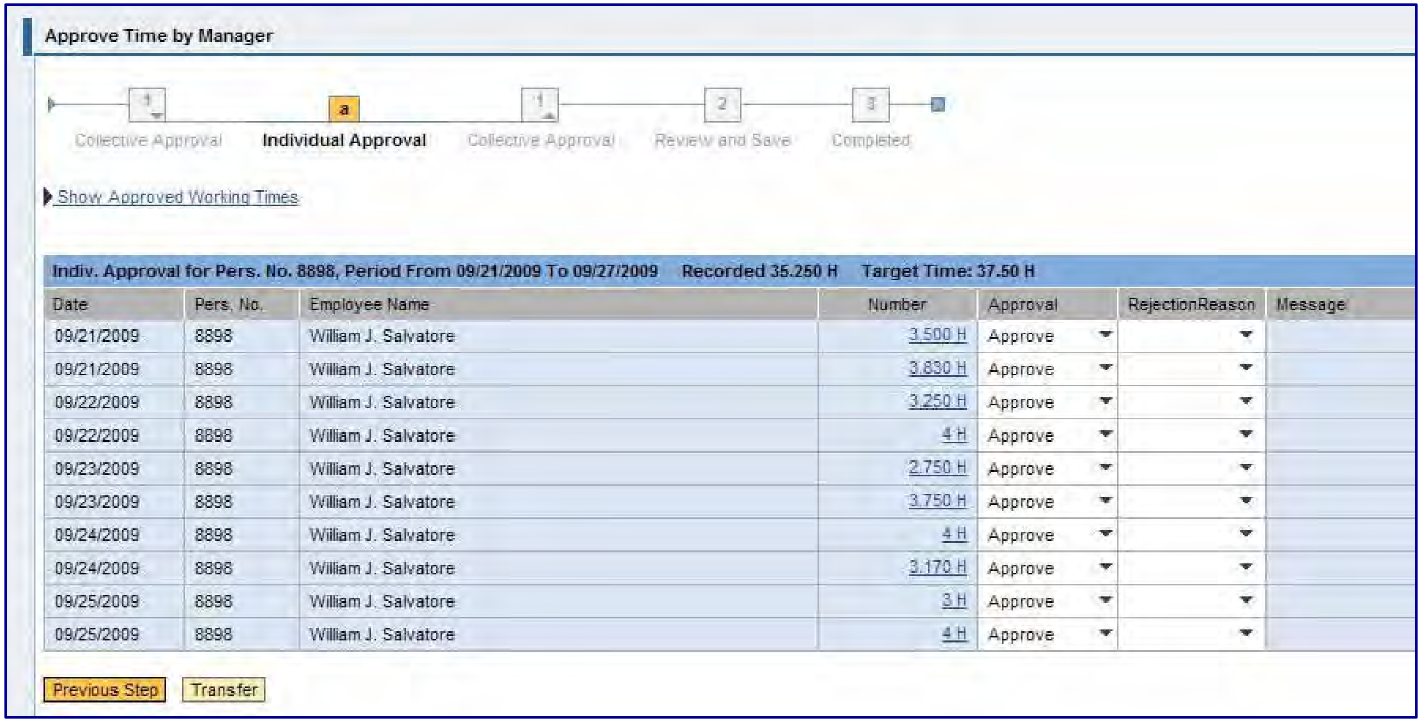
If you know that all employees' hours are correct, you can leave the Approval column set to Approve All (which is the default), click the Review button on the bottom of the page, then after reviewing, you will be given the option to make a final approval of all your employees' time submissions.



Approve Time 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.



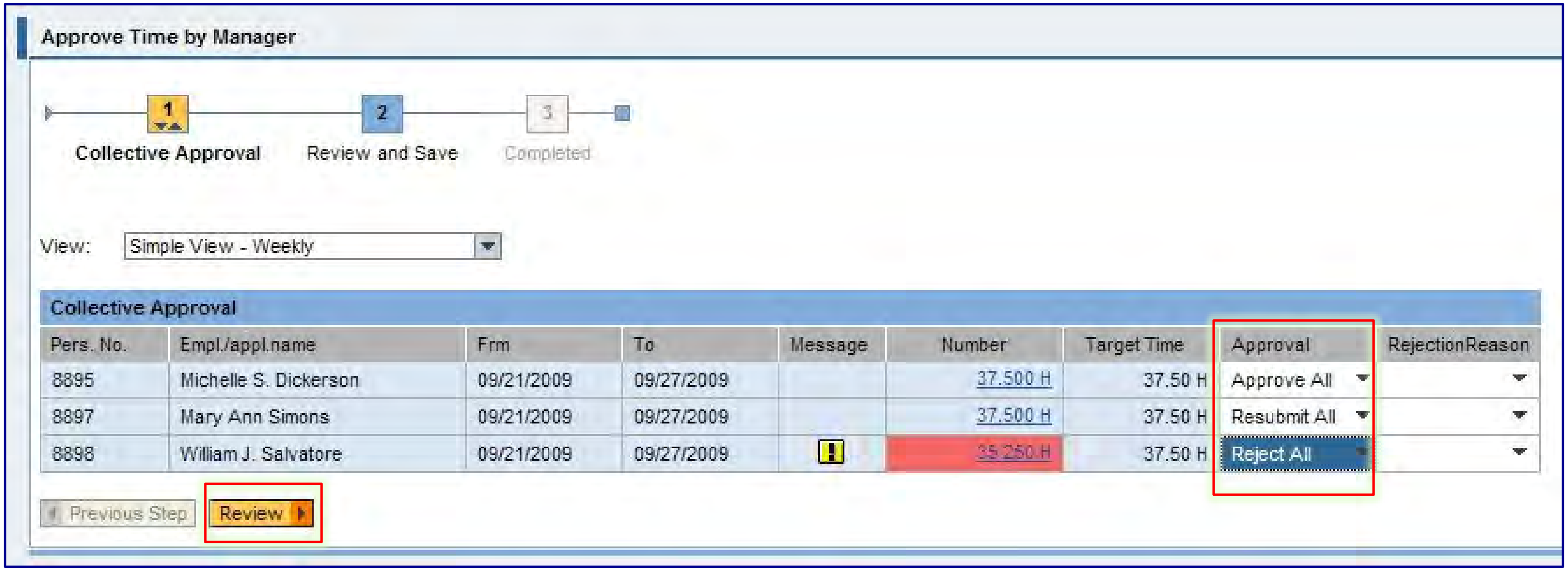
Date	Pers. No.	Employee Name	Number	Approval	RejectionReason	Message
09/21/2009	8898	William J. Salvatore	3.500 H	Approve		
09/21/2009	8898	William J. Salvatore	3.830 H	Approve		
09/22/2009	8898	William J. Salvatore	3.250 H	Approve		
09/22/2009	8898	William J. Salvatore	4 H	Approve		
09/23/2009	8898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

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.



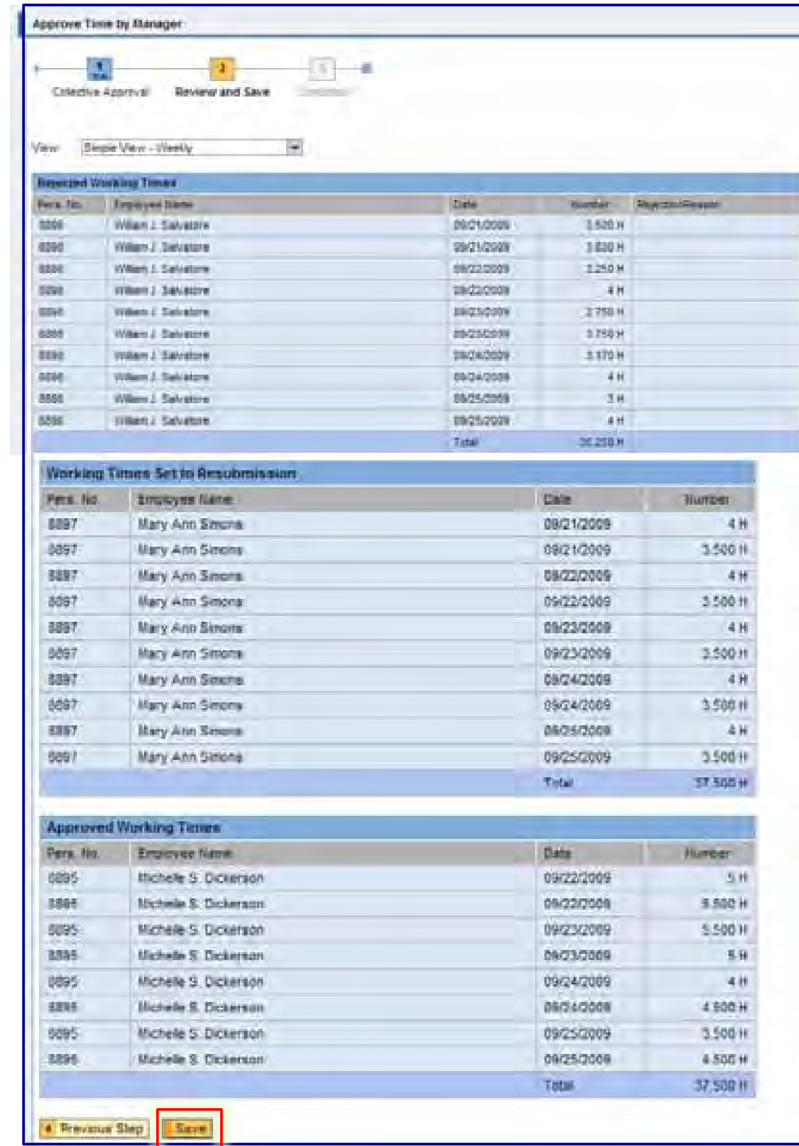
Approve Time Sheet Data

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.



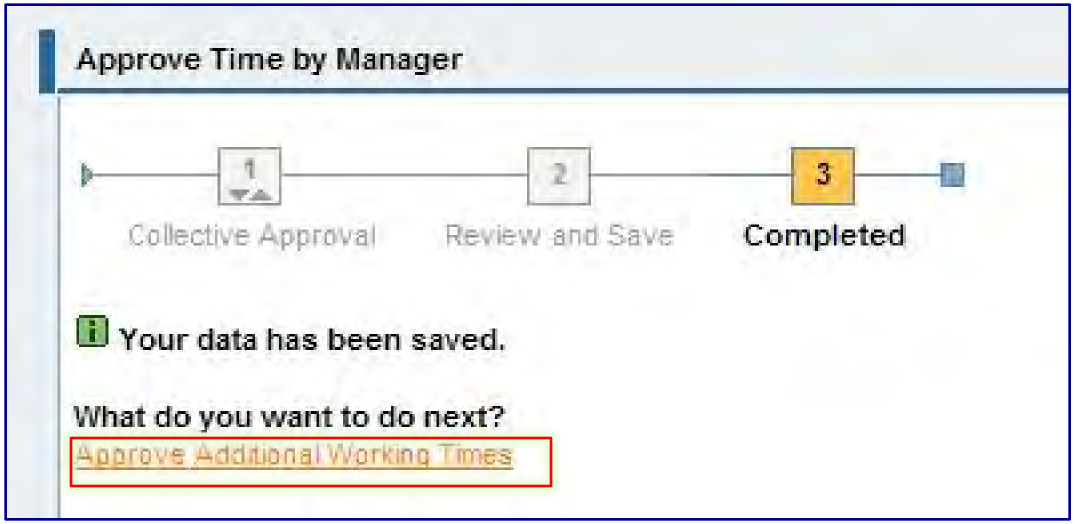
Approve Time Sheet Data

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.

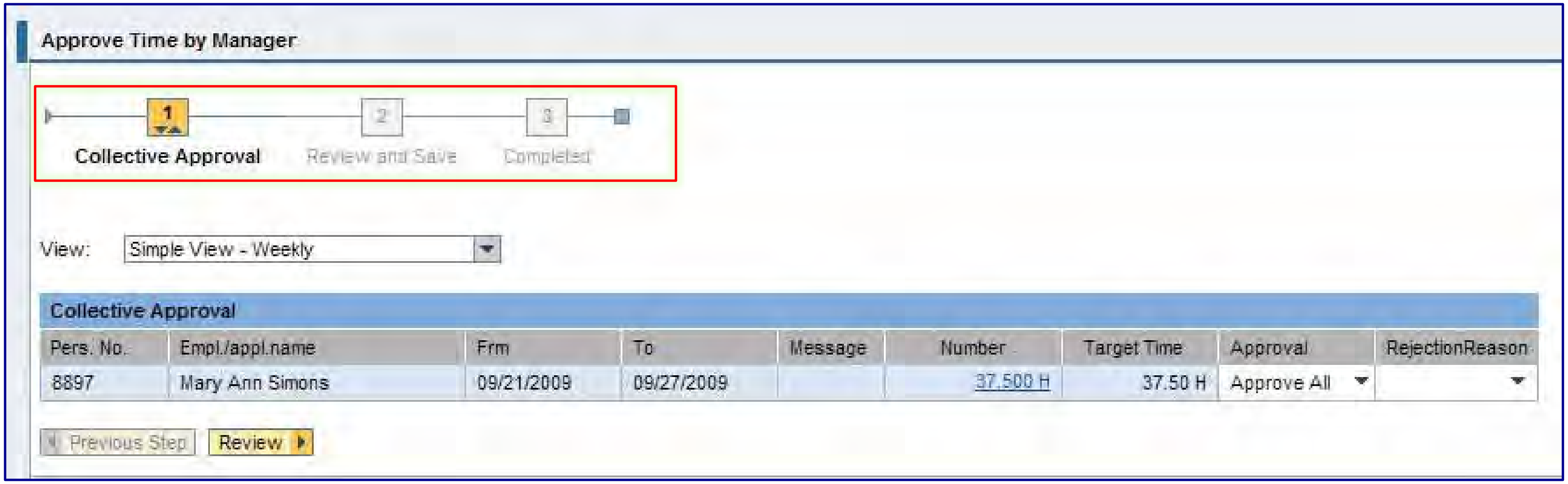


Approve Time Sheet Data

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.

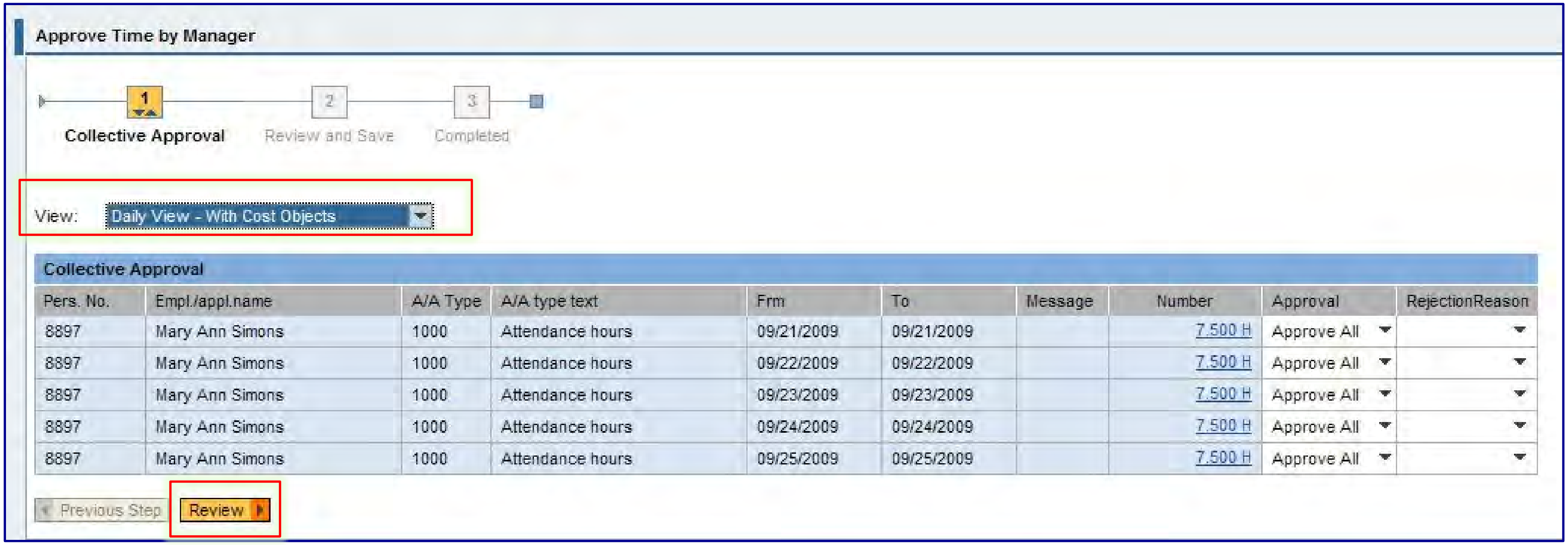


Approve Time Sheet Data

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.

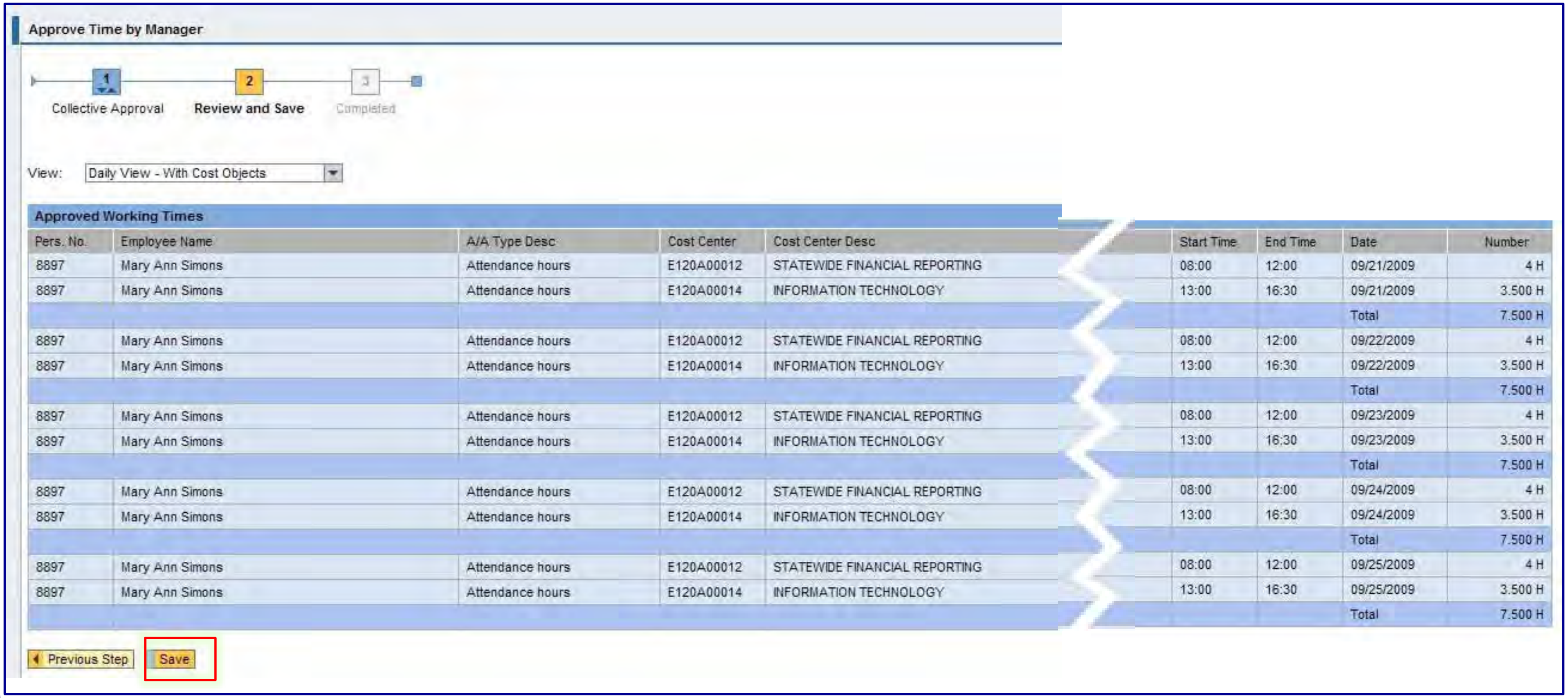


Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To	Message	Number	Approval	RejectionReason
8897	Mary Ann Simons	1000	Attendance hours	09/21/2009	09/21/2009		7.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance hours	09/22/2009	09/22/2009		7.500 H	Approve All	
8897	Mary Ann Simons	1000	Attendance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

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.



Pers. No.	Employee Name	A/A Type Desc	Cost Center	Cost Center Desc	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

Lesson 3 Summary

- 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.

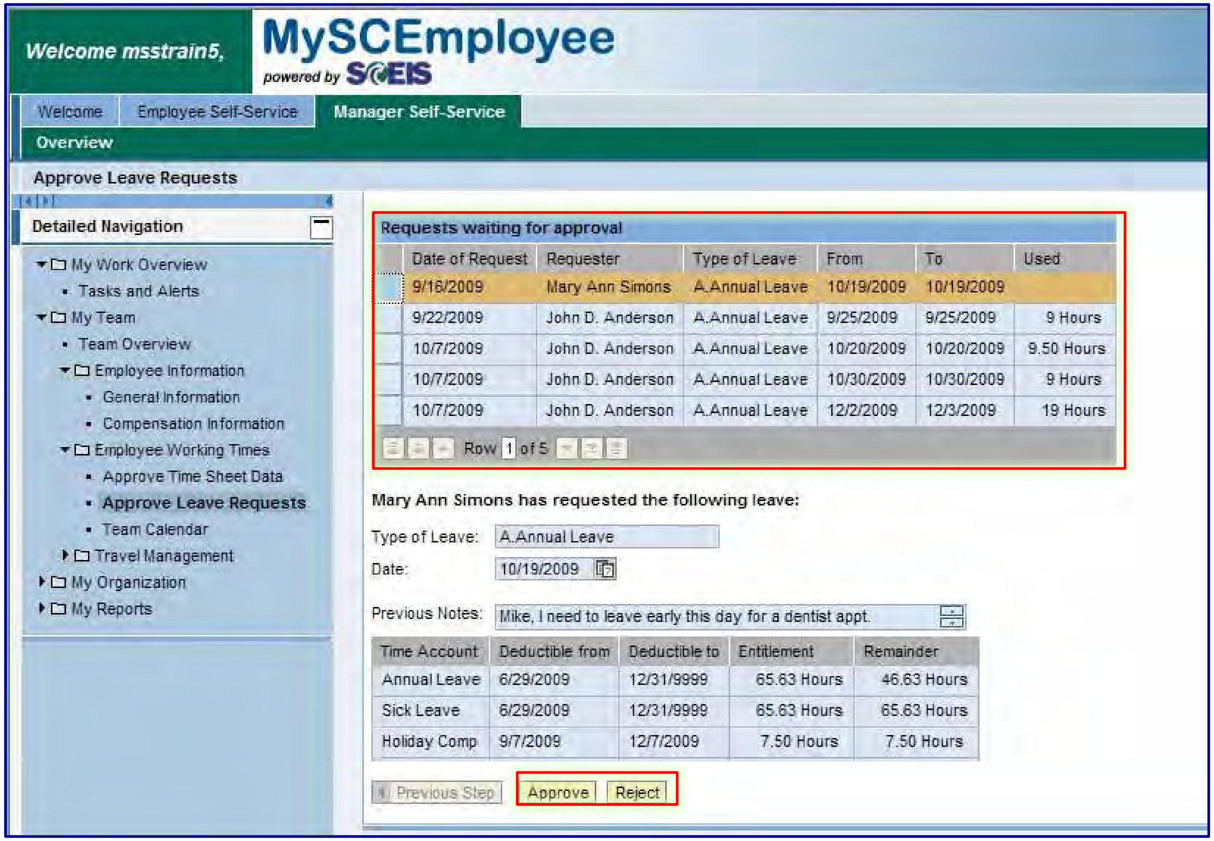
Approve Leave Requests

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.



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.

Approve Leave Requests

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

Lesson 4 Summary

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

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LESSON 5: View the Team Calendar

STATE INFORMATION TECHNOLOGY

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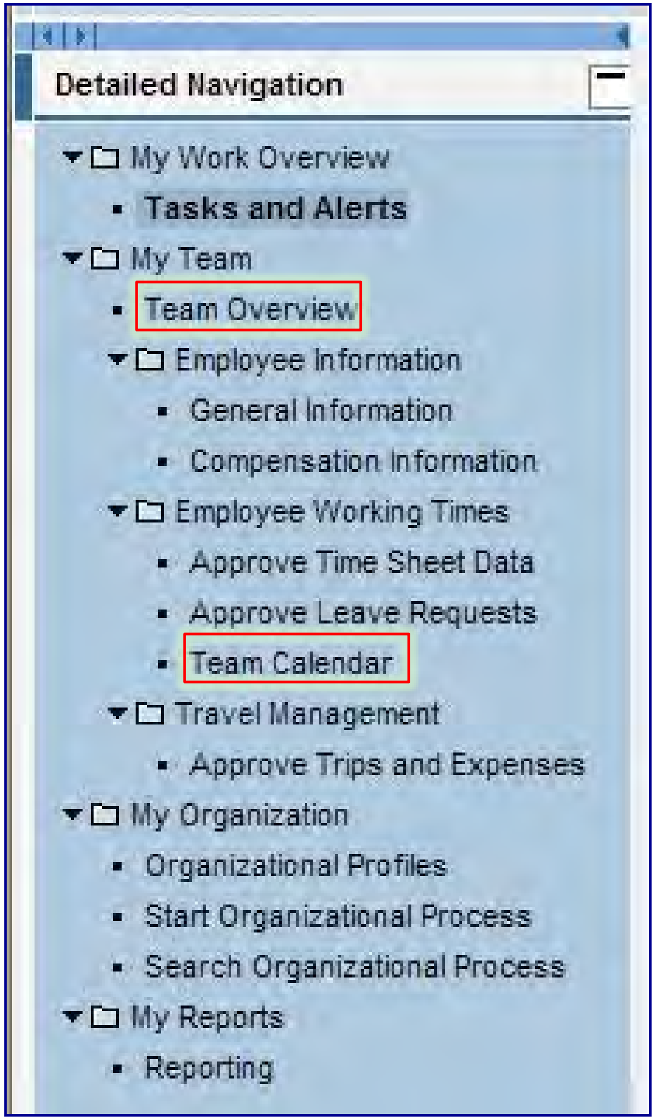
Lesson 5 Learning Objectives

- 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:

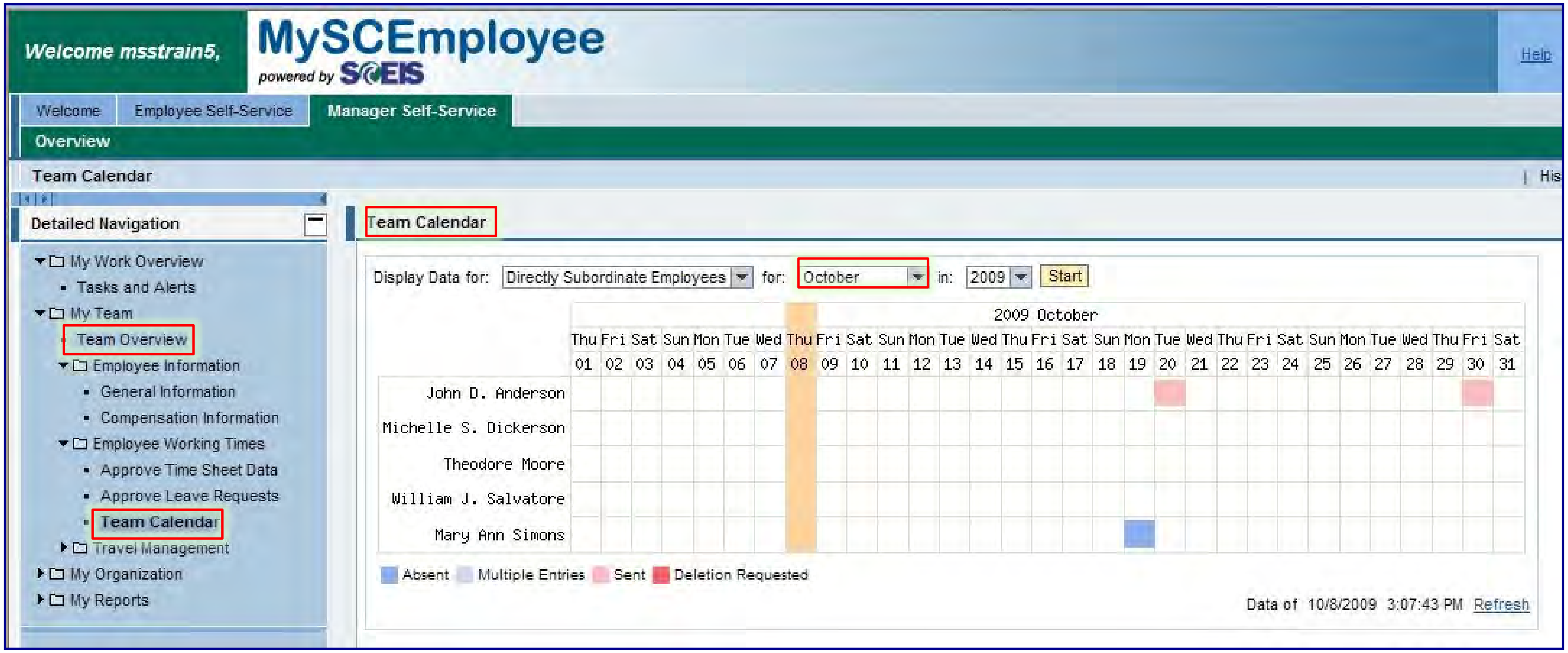
- From the Detailed Navigation area, you can expand the My Team folder and click the Team Overview link.
- Also from Detailed Navigation area, you can expand the My Team folder, then the Employee Working Times folder, then click Team Calendar.



Team Calendar

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

Other monthly views can be displayed by selecting a month from the drop-down menu.



Lesson 5 Summary

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

South Carolina Enterprise Information System

LESSON 6: Substitutions

STATE INFORMATION TECHNOLOGY

SC BUDGET AND CONTROL BOARD

Lesson 6 Learning Objectives

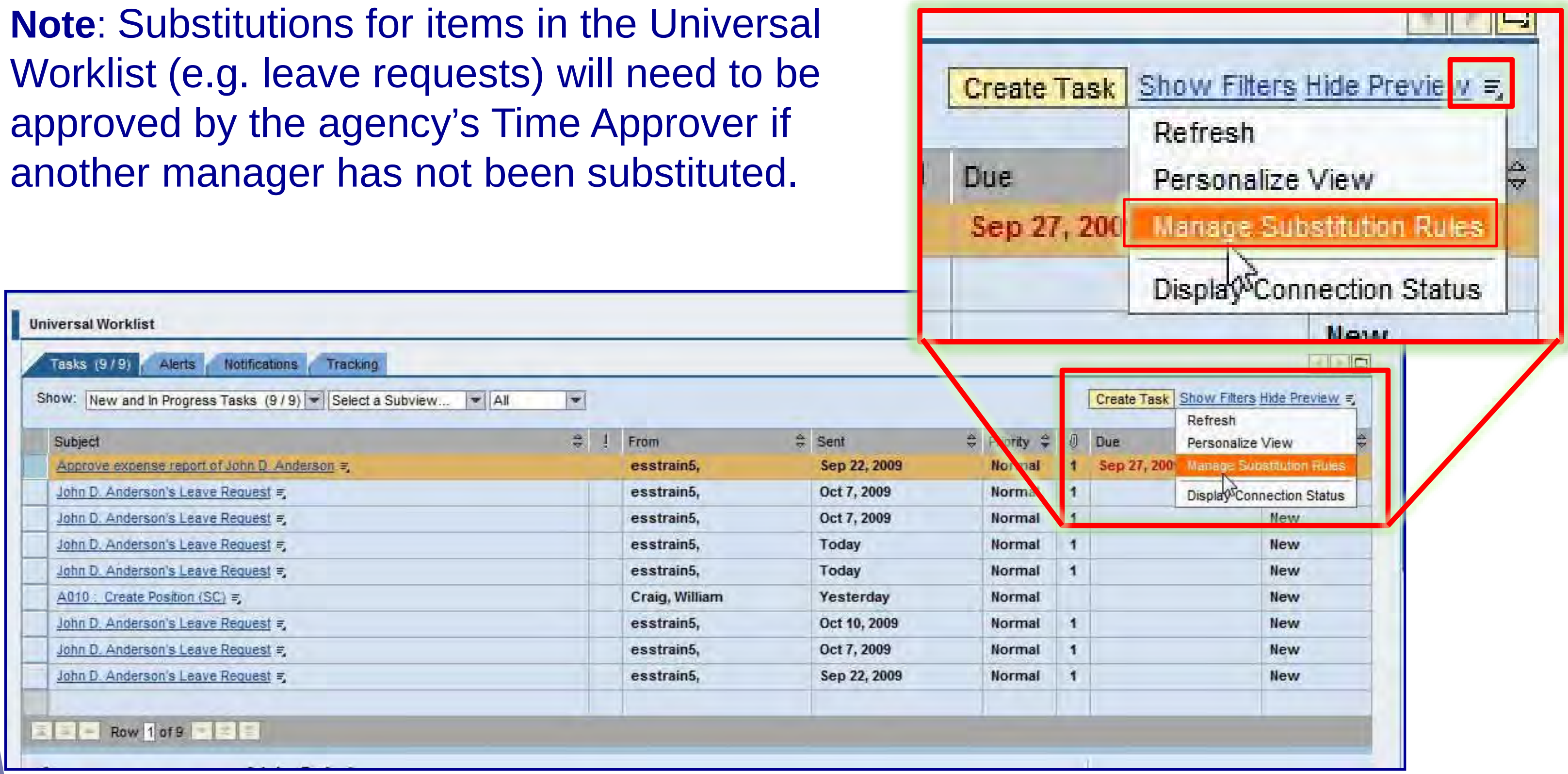
- Upon completion of this lesson, you should be able to:
  - Create substitutions

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.

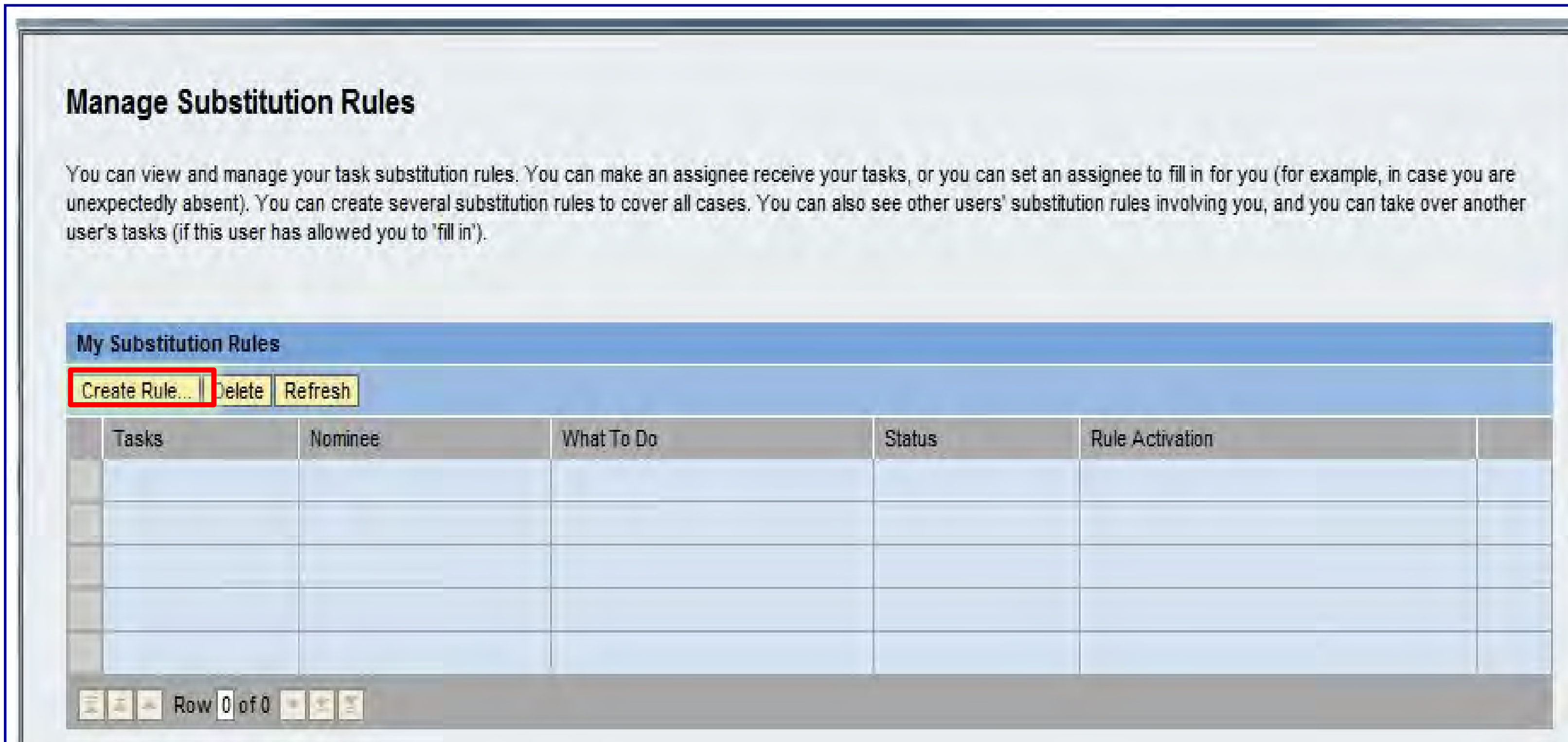
To assign a Substitute, scroll to the upper-right portion of the worklist and click the icon. Then select Manage Substitution Rules as shown in the graphic.

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.



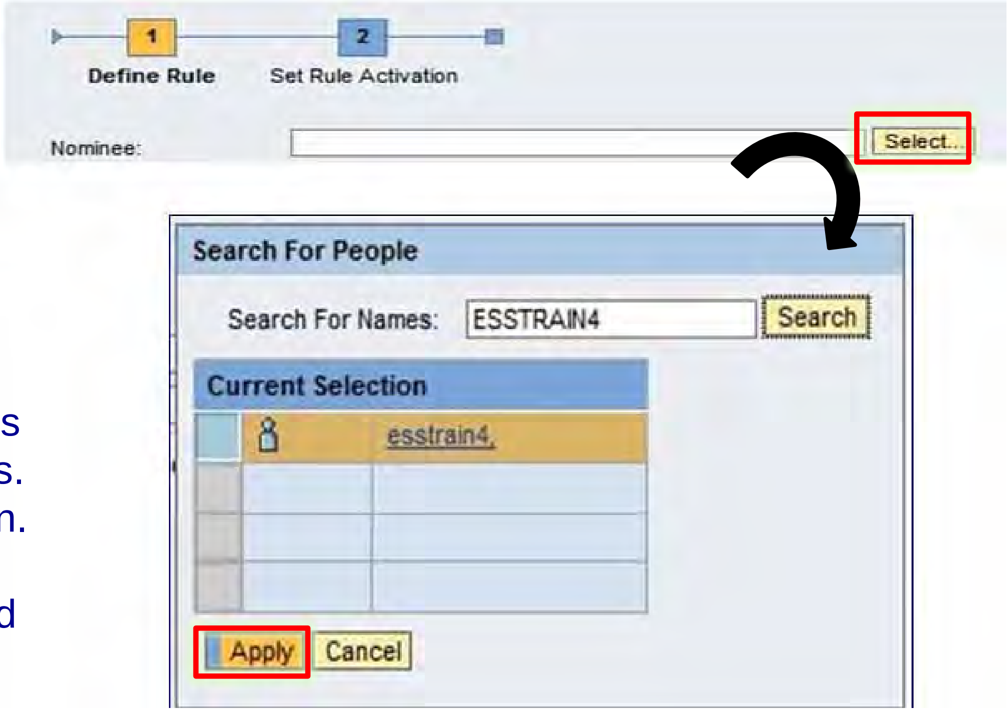
Substitutions – Receive My Tasks

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.

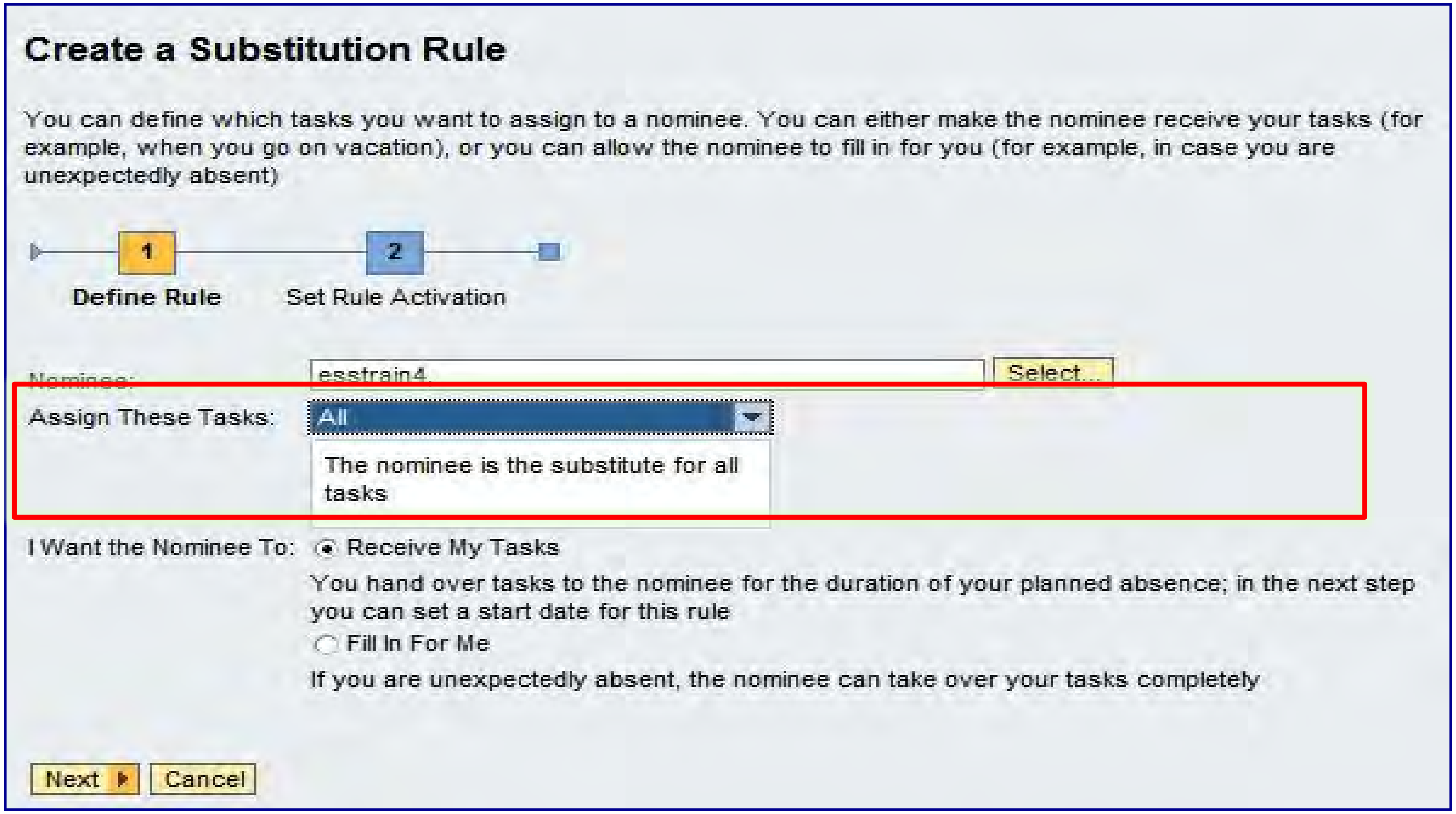
To identify the correct employee if more than one of the same name appears, click on one of the names and you will see the employee's user id, phone number and/or e-mail address. Use these items to identify the correct person.

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.

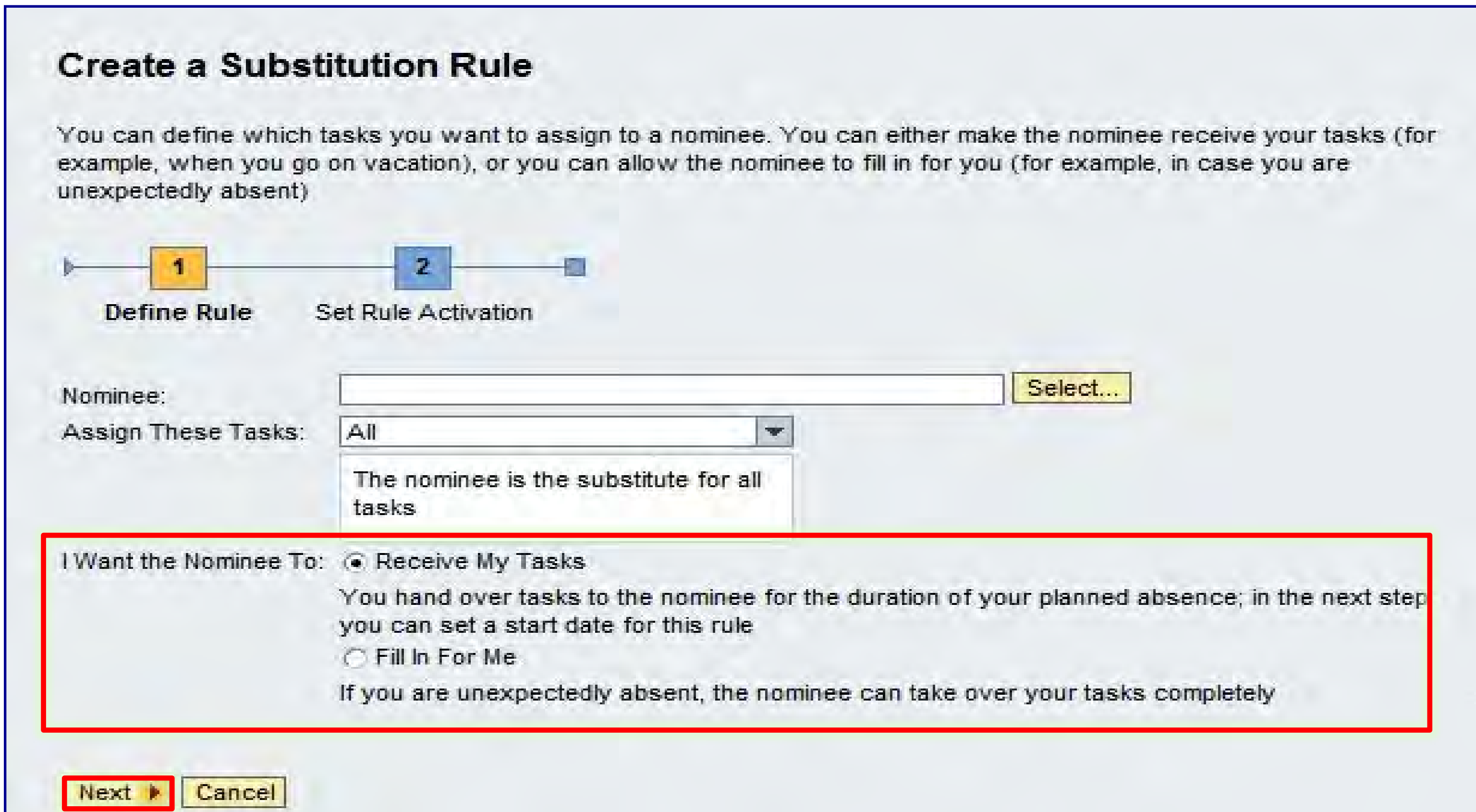


Substitutions

In the I Want the Nominee To area, select:

- Receive My Tasks or
- Fill in For Me

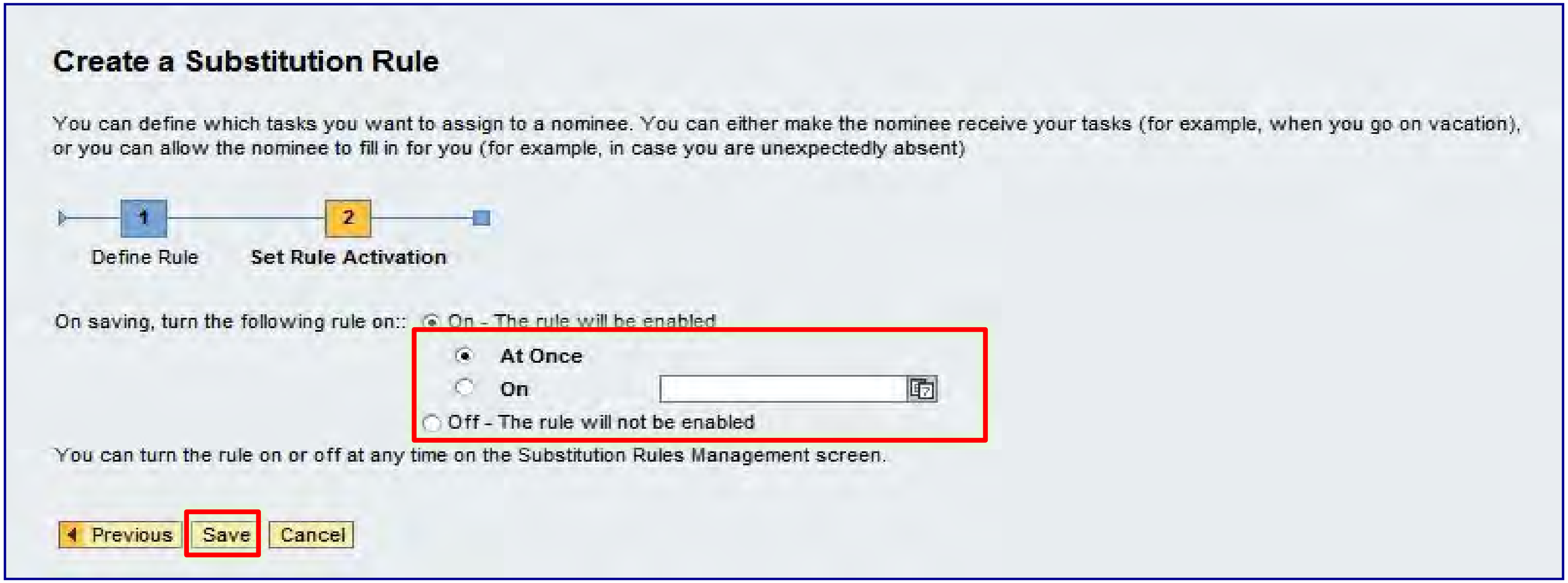
In this example, Receive My Tasks was selected. Click the Next button.



Substitutions – Receive Tasks (cont.)

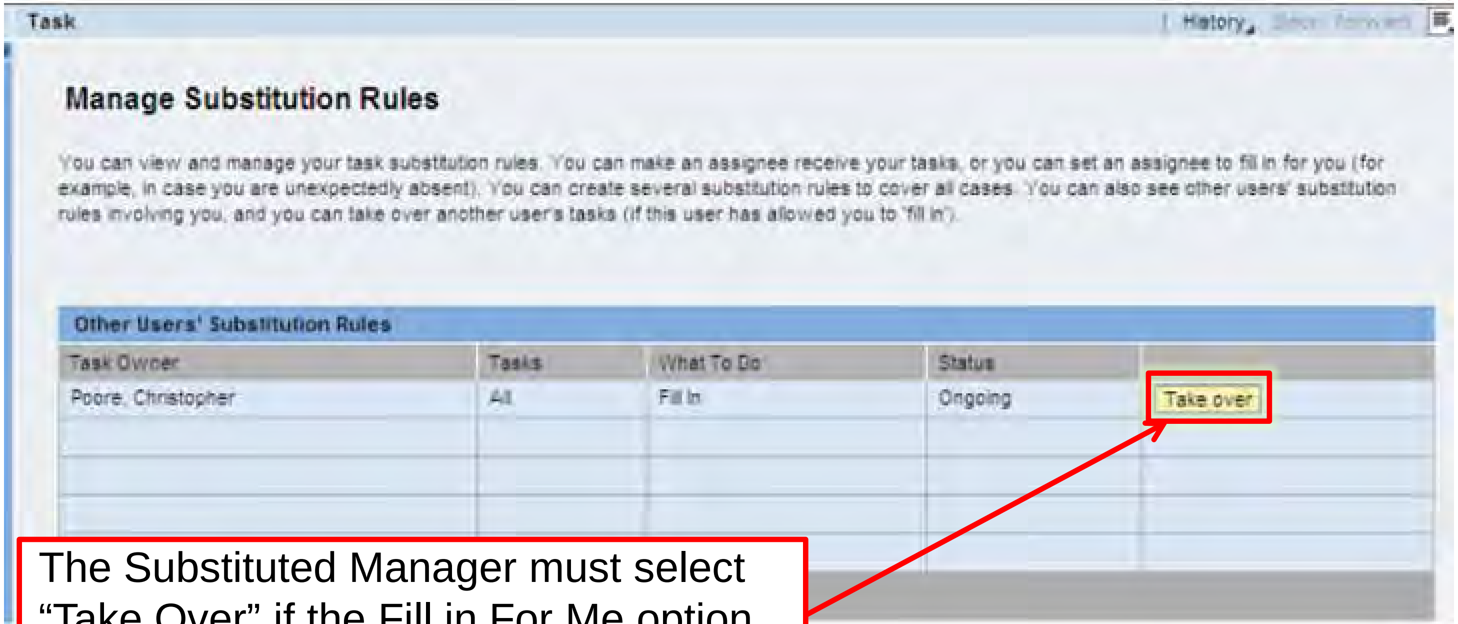
After clicking the Next button, you can identify whether you want the substitute to begin receiving your items **At Once**, or you can specify a specific **Date** by clicking the **On** radio button and typing in the effective date or selecting the effective date from the drop down calendar.

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.



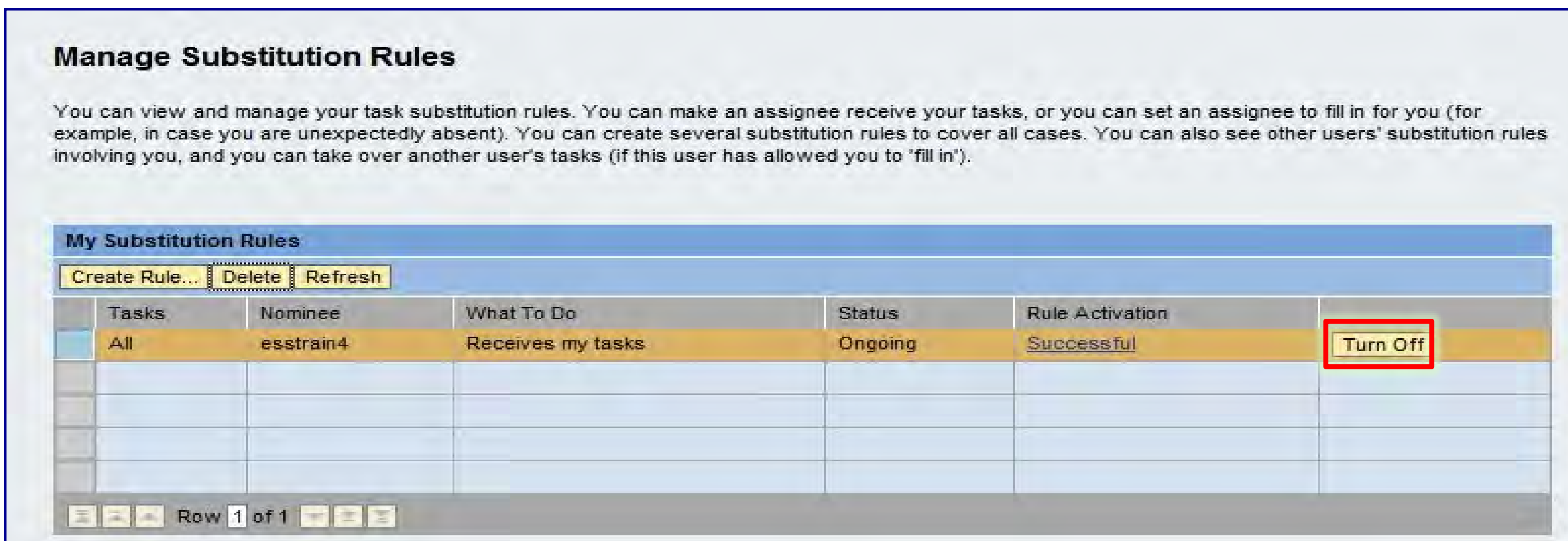
The Substituted Manager must select "Take Over" if the Fill in For Me option is selected.

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.



Lesson 6 Summary

- 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

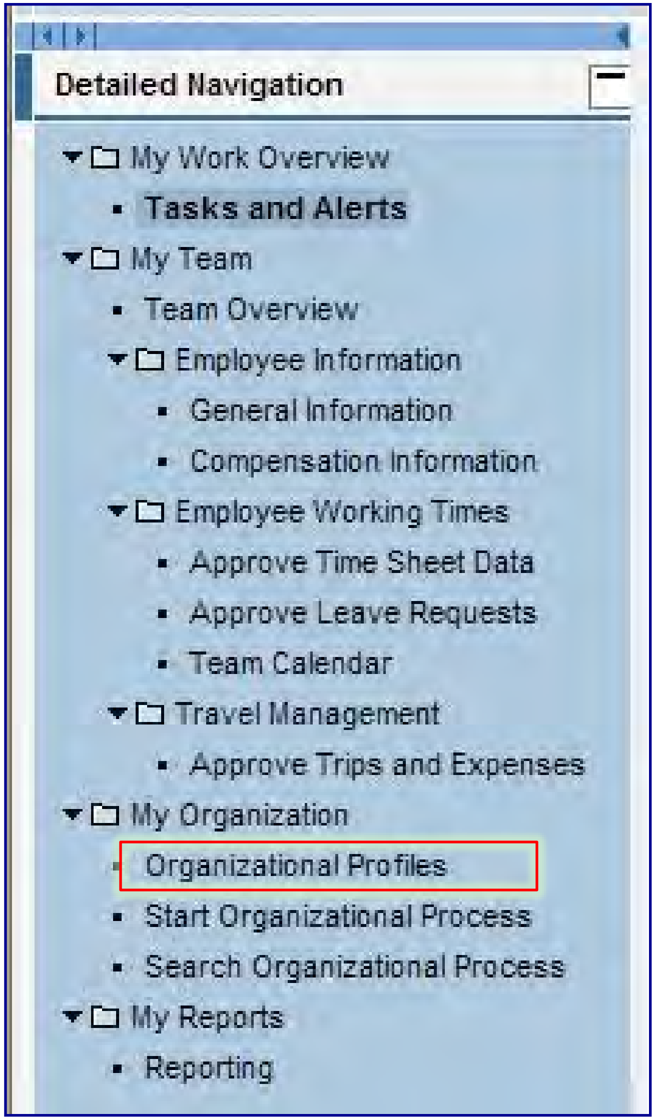
Organizational Profile

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.

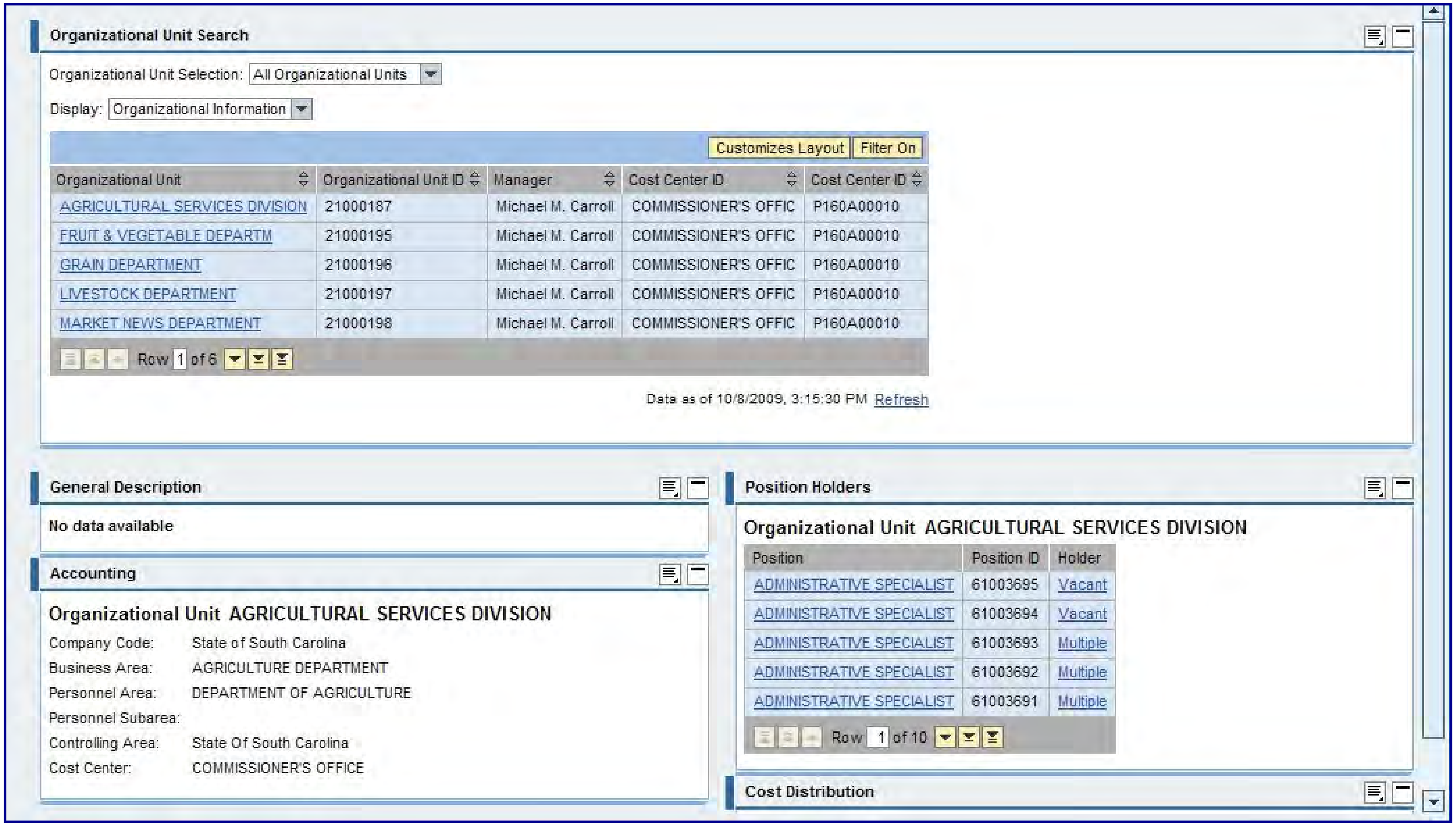
You can also display a Position Profile from within the Organizational Profile page. The positions for the Organizational Unit are displayed as active links. When the position link is selected, a new page will launch to display the details of the selected position.

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 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

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		

Vacancy

Position Holders

Position ADMINISTRATIVE SPECIALIST

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

Row 1 of 1

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

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

SCEIS

South Carolina Enterprise Information System

LESSON 8: Reports

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

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.

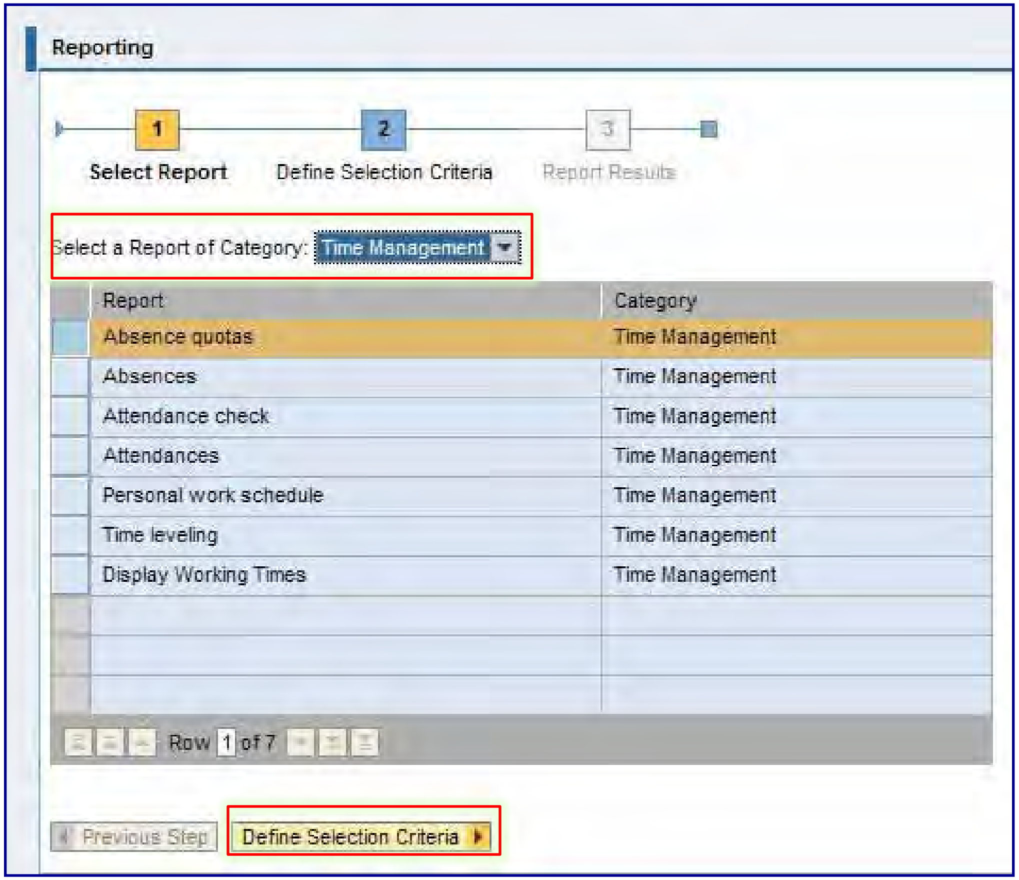
Reporting

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.



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.

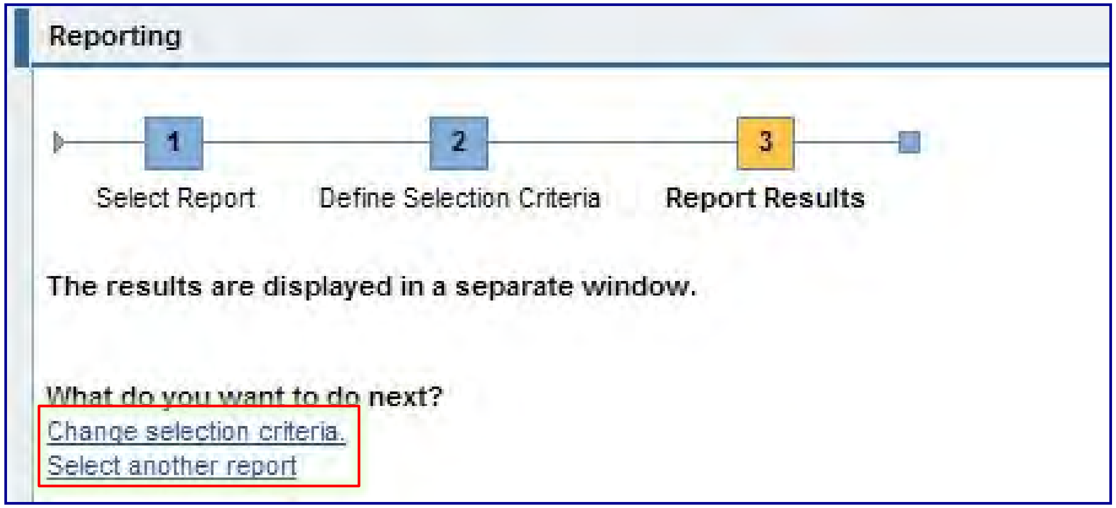
Once you have identified the employee(s) who you want to run the report on, click the Report Result button.

The report will open in a new window.

Reporting

Step three indicates that the report has been generated.

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



Lesson 8 Summary

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

COURSE SUMMARY

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