



South Carolina Enterprise Information System

# Approve Employee Time Submission via Manager Self Service – MSS110

End User Training  
Summer 2011  
Columbia, SC

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# MySCEmployee Overview

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

- Is available online 24 hours a day, 7 days a week
- Provides an online process so that managers can easily view information about their employees and administer transactions such as approve time

# Course Learning Objectives

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- Upon completion of this course, you should be able to:
  - Log on and navigate within the MySCEmployee Manager Self Service website
  - Approve or reject employee time submissions

Note: Additional training on Manager Self Service is available in MSS100. That course includes topics such as:

- View an employee's general and compensation information
- Approve an employee's leave request
- View the team calendar
- Create substitutions
- View organizational profiles
- Run reports

# Course Lessons

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- 🔄 **Lesson 1:** Logging into the Manager Self Service Area of the MySCEmployee Website
- 🔄 **Lesson 2:** Approve Employee Time Submissions
- 🔄 **Review and Summary**

**Approximate Course Time: 1 hours**



# LESSON 1: Logging into the MySCEmployee Website

# Lesson 1 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Access and log into the MySCEmployee Website
  - Navigate to the Manager Self Service home page (Universal Worklist and Reminder of Dates)
  - Access the different work areas within Manager Self Service

# MySCEmployee Login Page

1. Using your web browser (e.g., Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password in the areas indicated
3. Click the Log On button to be directed to MySCEmployee

## MySCEmployee

powered by **SCEIS**

Welcome South Carolina State Employees

Enter User ID

Enter Password

Click Log On

User ID \*

Password \*

Log on

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# MySCEmployee Main Page



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

The screenshot shows the MySCEmployee main page. At the top left, it says 'Welcome msstrain5, MySCEmployee powered by SCEIS'. On the right, there are links for 'Help', 'Personalize', and 'Log Off'. Below this is a navigation bar with three tabs: 'Welcome', 'Employee Self-Service', and 'Manager Self-Service', with the latter highlighted by a red box. Underneath the navigation bar are links for 'Alerts and Information' and 'Universal Worklist'. On the right side of the page, there are links for 'History', 'Back', and 'Forward'. The main content area is divided into three sections: a blue 'Welcome to MySCEmployee' section with a paragraph of text, a 'News Of Interest' section with three bullet points, and a 'Helpful Links' section with a list of links. To the right of the 'Helpful Links' section is a collage of images including the South Carolina State Capitol building, a white building, and a beach scene with palm trees and sailboats.

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

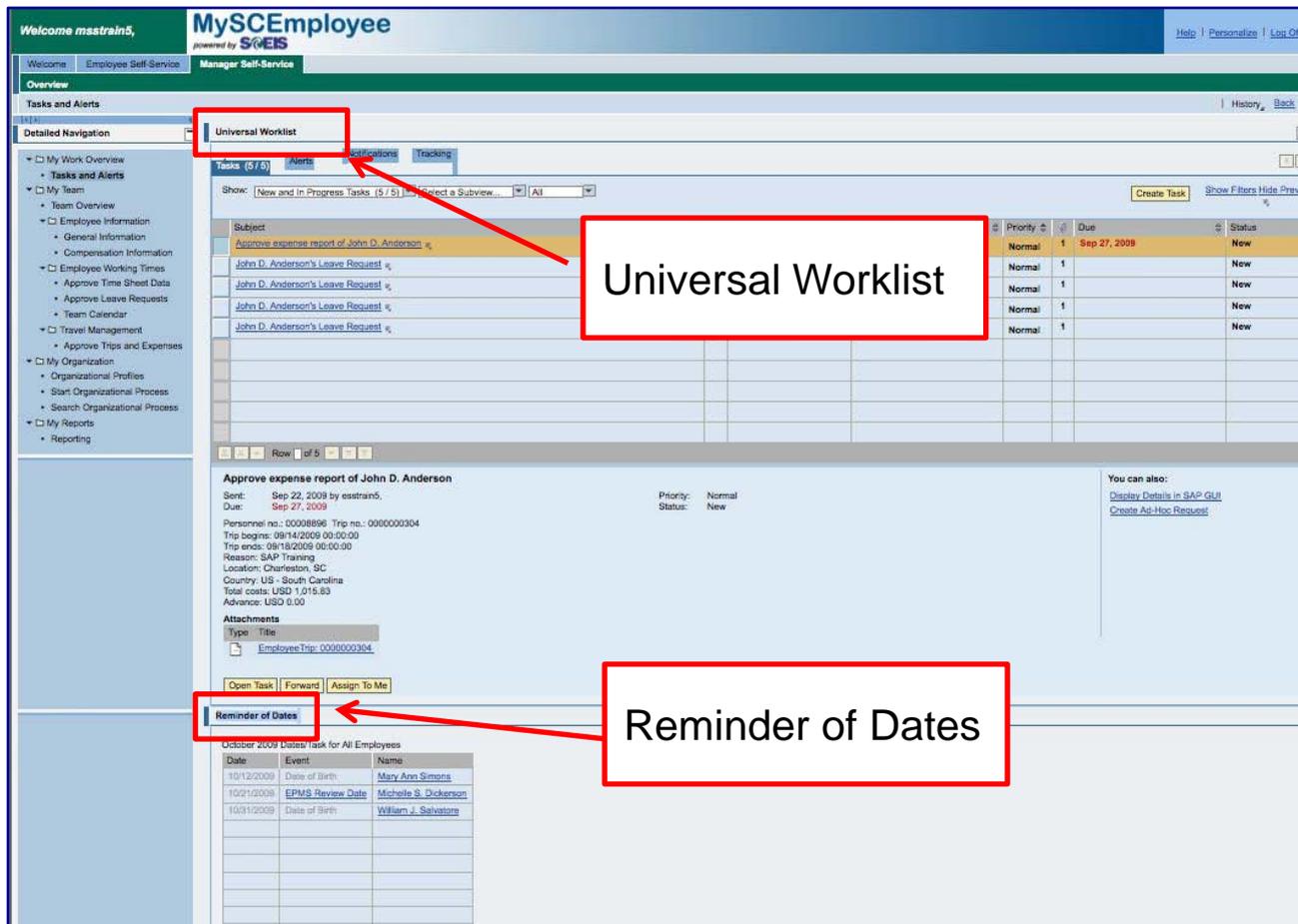
- **Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (ESS) and Manager Self Service (MSS) (if appropriate) training prior to using the system. Be on the lookout for information from your respective agency's training team.
- **Be Sure to Verify Your Personal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

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



The screenshot displays the MySCEmployee Manager Self-Service interface. The top navigation bar includes "Welcome mastrain5", "MySCEmployee powered by SOEIS", and "Help | Personalize | Log Off". The main content area is divided into several sections:

- Tasks and Alerts:** A sidebar on the left contains a "Detailed Navigation" menu with options like "My Work Overview", "Tasks and Alerts", "My Team", "Employee Information", "Employee Working Times", "Travel Management", "My Organization", and "My Reports".
- Universal Worklist:** A central table displays a list of tasks. A red box highlights the "Universal Worklist" tab, and another red box highlights the table content. The table has columns for "Subject", "Priority", "Due", and "Status".
- Reminder of Dates:** A section at the bottom displays a table of dates for all employees. A red box highlights the "Reminder of Dates" tab, and another red box highlights the table content.

**Universal Worklist Table:**

Subject	Priority	Due	Status
Approve expense report of John D. Anderson	Normal	1 Sep 27, 2009	New
John D. Anderson's Leave Request	Normal	1	New
John D. Anderson's Leave Request	Normal	1	New
John D. Anderson's Leave Request	Normal	1	New
John D. Anderson's Leave Request	Normal	1	New

**Reminder of Dates Table:**

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

# Manager Self Service – Area Page (Main Overview)



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

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

The screenshot shows the MySCEmployee Manager Self-Service interface. The top navigation bar includes 'Welcome msstrain5', 'MySCEmployee powered by SOEIS', and tabs for 'Welcome', 'Employee Self-Service', and 'Manager Self-Service' (highlighted in green). The left-hand navigation area is titled 'Detailed Navigation' and contains a tree structure with folders for 'My Work Overview', 'My Team', 'My Organization', and 'My Reports'. The main content area is titled 'Universal Worklist' and displays a table of tasks and alerts. The table has columns for Subject, From, Sent, Priority, and a status icon. The first row is highlighted in yellow.

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

# Detailed Navigation

All of the folders have been expanded in this view of the **Detailed Navigation** area.

To expand or collapse a folder click the black triangle that appears to the left of the folder icon.

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

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



# Manager Self Service – Area Page (Universal Worklist)

Two tabs are used on the Universal Worklist:

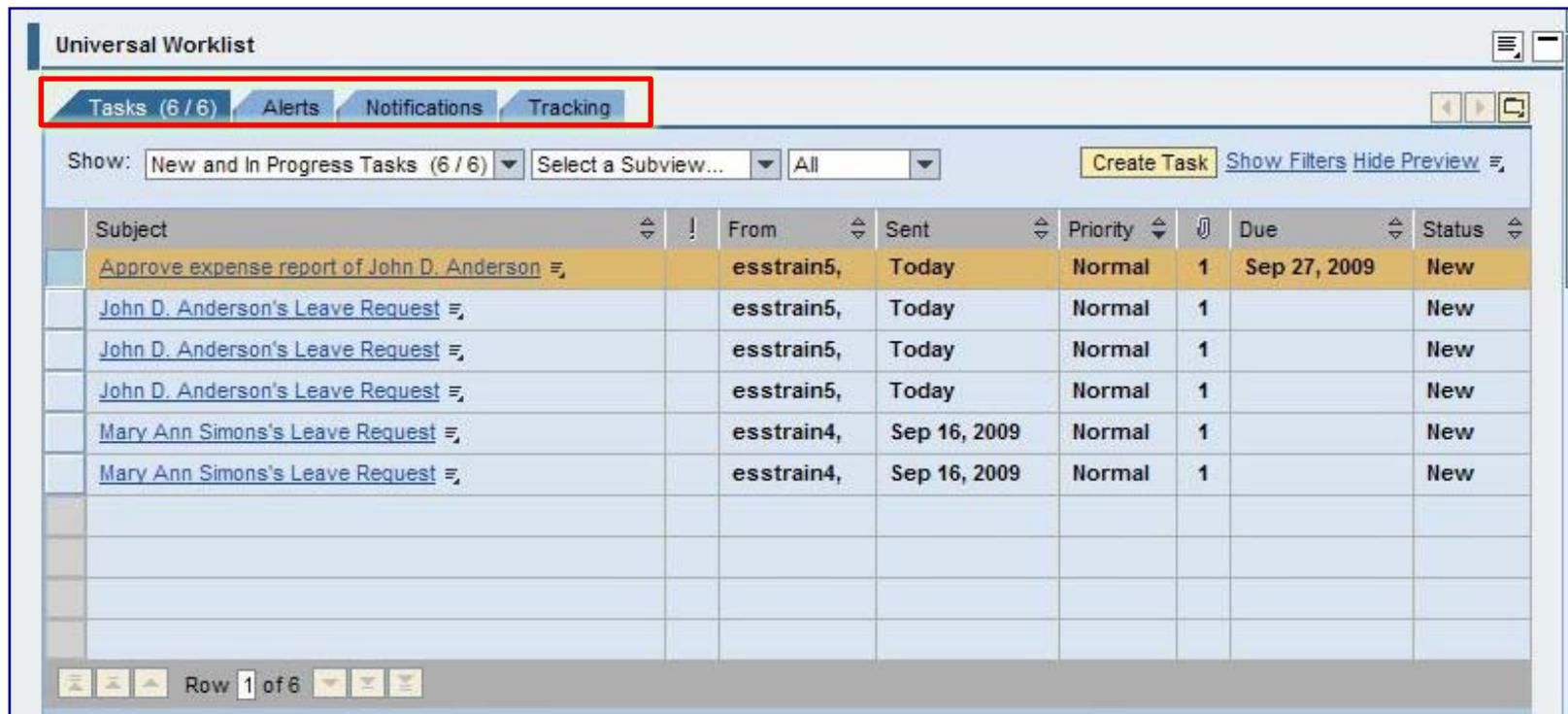
**Tasks**

**Notifications**

Note: Alerts and tracking are not currently being used.

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

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



Subject	From	Sent	Priority	Due	Status
<a href="#">Approve expense report of John D. Anderson</a>	esstrain5,	Today	Normal	Sep 27, 2009	New
<a href="#">John D. Anderson's Leave Request</a>	esstrain5,	Today	Normal		New
<a href="#">John D. Anderson's Leave Request</a>	esstrain5,	Today	Normal		New
<a href="#">John D. Anderson's Leave Request</a>	esstrain5,	Today	Normal		New
<a href="#">Mary Ann Simons's Leave Request</a>	esstrain4,	Sep 16, 2009	Normal		New
<a href="#">Mary Ann Simons's Leave Request</a>	esstrain4,	Sep 16, 2009	Normal		New

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



**Reminder of Dates** section includes the following information:

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

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

Universal Worklist

**Reminder of Dates**

October 2009 Dates/Task for All Employees

Date	Event	Name
10/12/2009	Date of Birth	<a href="#">Mary Ann Simons</a>
10/21/2009	<a href="#">EPMS Review Date</a>	<a href="#">Michelle S. Dickerson</a>
10/31/2009	Date of Birth	<a href="#">William J. Salvatore</a>

Row 1 of 3

Display Month [Previous](#) | [Next](#)

# Lesson 1 Summary

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



South Carolina Enterprise Information System

# LESSON 2: Approve Employee Time Submissions

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# Lesson 2 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Access and approve or reject an employee's working time

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

# Key Terms and Concepts



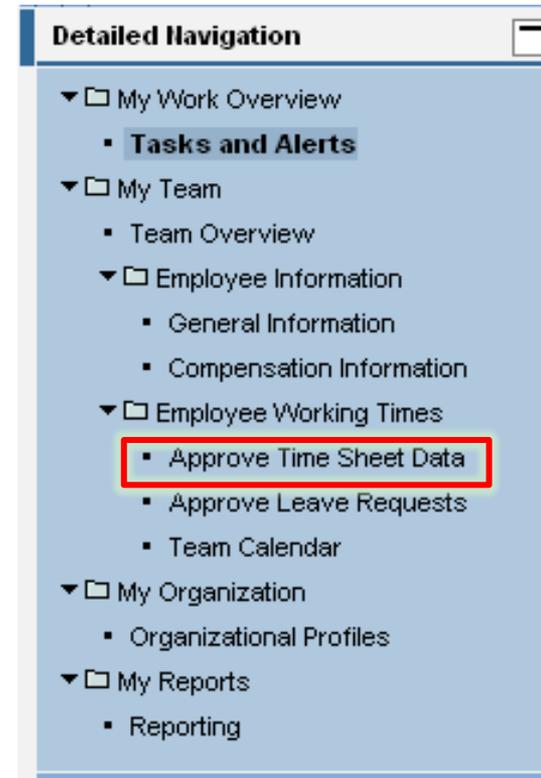
Before continuing with this lesson, you should familiarize yourself with the following terms, which will assist you in managing the time approval process:

Term	What It Means:
<b>Approve All</b>	<p>Select “Approve All” to approve all time for all employees who have time entered pending approval.</p> <p><b>Note:</b> The system will default to this option. Managers need to be cautious that they are approving the time which they intended.</p>
<b>Reject All</b>	<p>Select “Reject All” to reject a specific line item of time. This can be a daily or weekly amount of time, depending upon the view you have chosen. 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><b>Note:</b> Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.</p>
<b>Resubmit All</b>	<p>Select “Resubmit All” to put the approval or rejection of time on hold. This can be a daily or weekly amount of time, depending upon the view you have chosen. This excludes the time data from being approved or rejected and will be available in the Approve Time Sheet Data service the next time you access the Approve Time Sheet Data service.</p> <p><b>Note:</b> This option is primarily used if the manager does not have enough information to approve/reject an individual employee’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

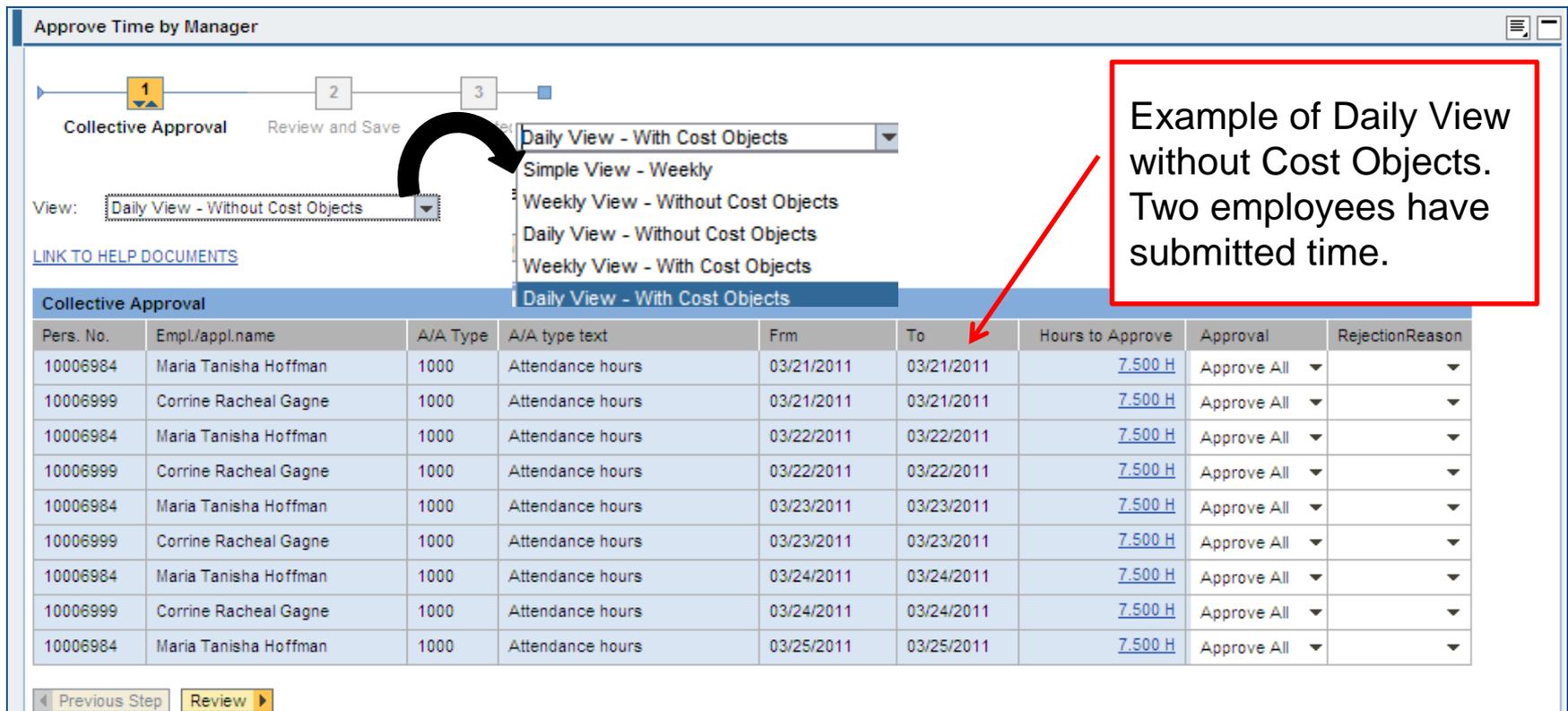
Steps to approve your employee's time sheet:

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**



# Approve Time Sheet Data

- On the *Approve Time by Manager* screen, use the **View** drop down menu to display how you want to view the list of time submissions. Options include:
  - Simple Weekly
  - Weekly or Daily Without Cost Objects
  - Weekly or Daily With Cost Objects



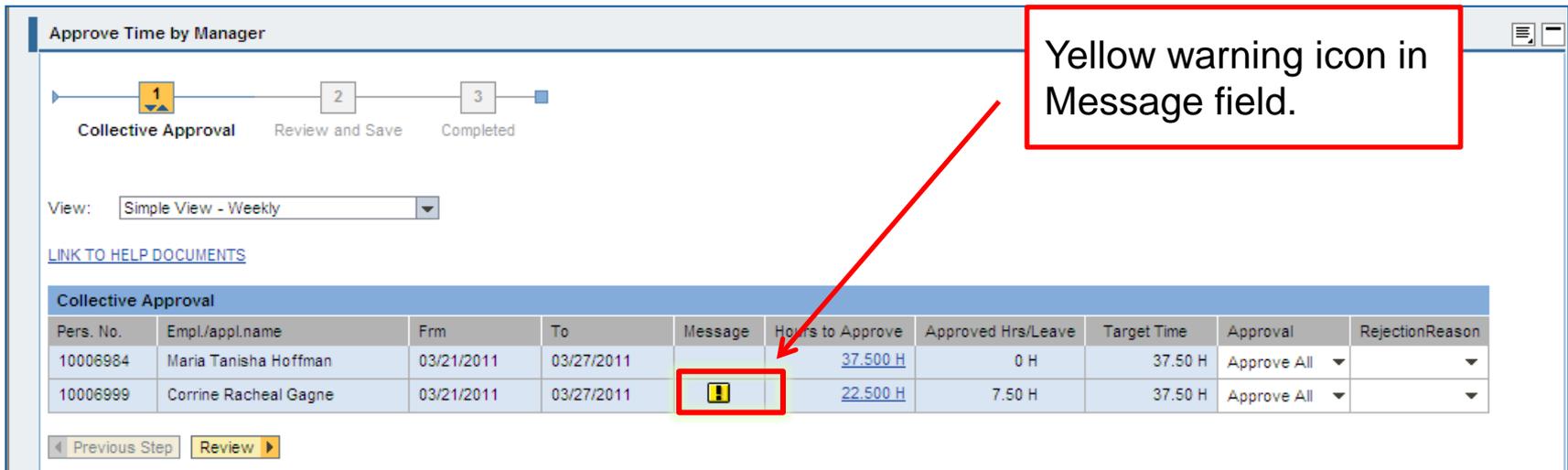
Example of Daily View without Cost Objects. Two employees have submitted time.

Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To	Hours to Approve	Approval	RejectionReason
10006984	Maria Tanisha Hoffman	1000	Attendance hours	03/21/2011	03/21/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/21/2011	03/21/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006984	Maria Tanisha Hoffman	1000	Attendance hours	03/22/2011	03/22/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/22/2011	03/22/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006984	Maria Tanisha Hoffman	1000	Attendance hours	03/23/2011	03/23/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/23/2011	03/23/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006984	Maria Tanisha Hoffman	1000	Attendance hours	03/24/2011	03/24/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/24/2011	03/24/2011	<a href="#">7.500 H</a>	Approve All ▼	▼
10006984	Maria Tanisha Hoffman	1000	Attendance hours	03/25/2011	03/25/2011	<a href="#">7.500 H</a>	Approve All ▼	▼

# Approve Time Sheet Data

**Simple View – Weekly** makes it easier to manage the approval process. For example, when the total of the **Hours to Approve** and the **Approved Hrs./Leave** does not equal or exceed the **Target Time**, a yellow warning icon displays in the **Message** field. This allows managers to identify employees who have not entered their time according to their work schedule.

In the example below, Connie Gagne has submitted less than her weekly target of 37.5 hours. The Warning icon indicates to the manager that the employee has entered either too many or too few hours for the week.



The screenshot shows the 'Approve Time by Manager' interface. At the top, there is a progress bar with three steps: 'Collective Approval' (step 1, highlighted with a yellow warning icon), 'Review and Save' (step 2), and 'Completed' (step 3). Below the progress bar, there is a 'View:' dropdown menu set to 'Simple View - Weekly' and a link to 'LINK TO HELP DOCUMENTS'. The main content is a table titled 'Collective Approval' with the following data:

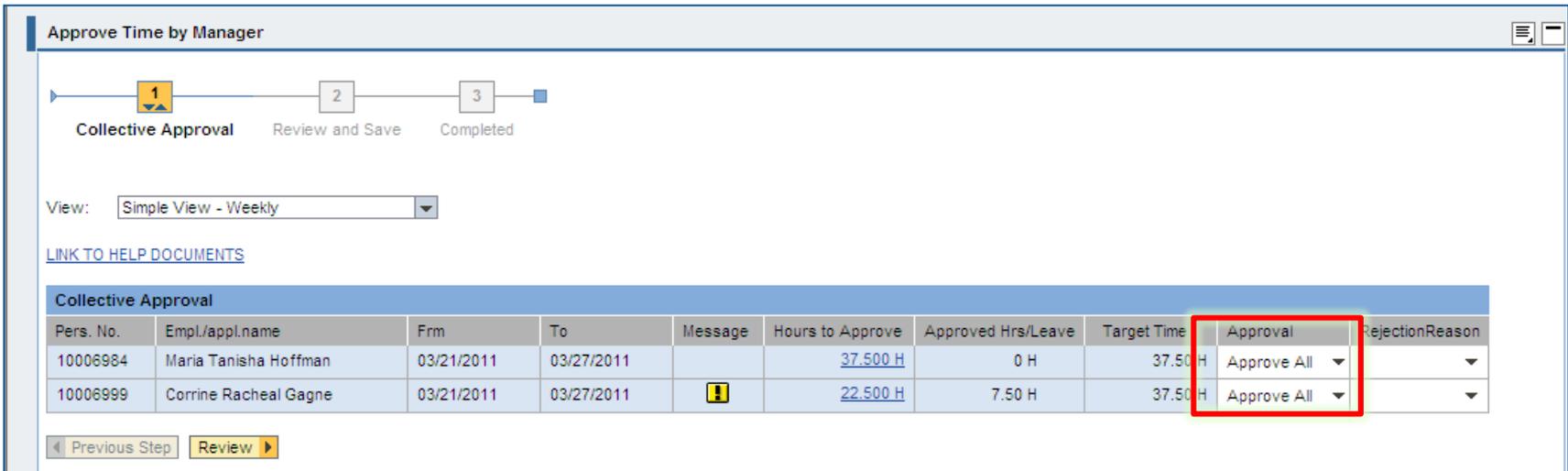
Pers. No.	Empl/appl.name	Frm	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10006984	Maria Tanisha Hoffman	03/21/2011	03/27/2011		<a href="#">37.500 H</a>	0 H	37.50 H	Approve All ▼	▼
10006999	Corrine Racheal Gagne	03/21/2011	03/27/2011		<a href="#">22.500 H</a>	7.50 H	37.50 H	Approve All ▼	▼

At the bottom of the interface, there are two buttons: 'Previous Step' and 'Review'. A red box highlights the yellow warning icon in the 'Message' field for Corrine Racheal Gagne, with a red arrow pointing to it from a text box that says 'Yellow warning icon in Message field.'

# 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 **22.50** hours for Connie Gagne.

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



Approve Time by Manager

1 2 3  
Collective Approval Review and Save Completed

View: Simple View - Weekly

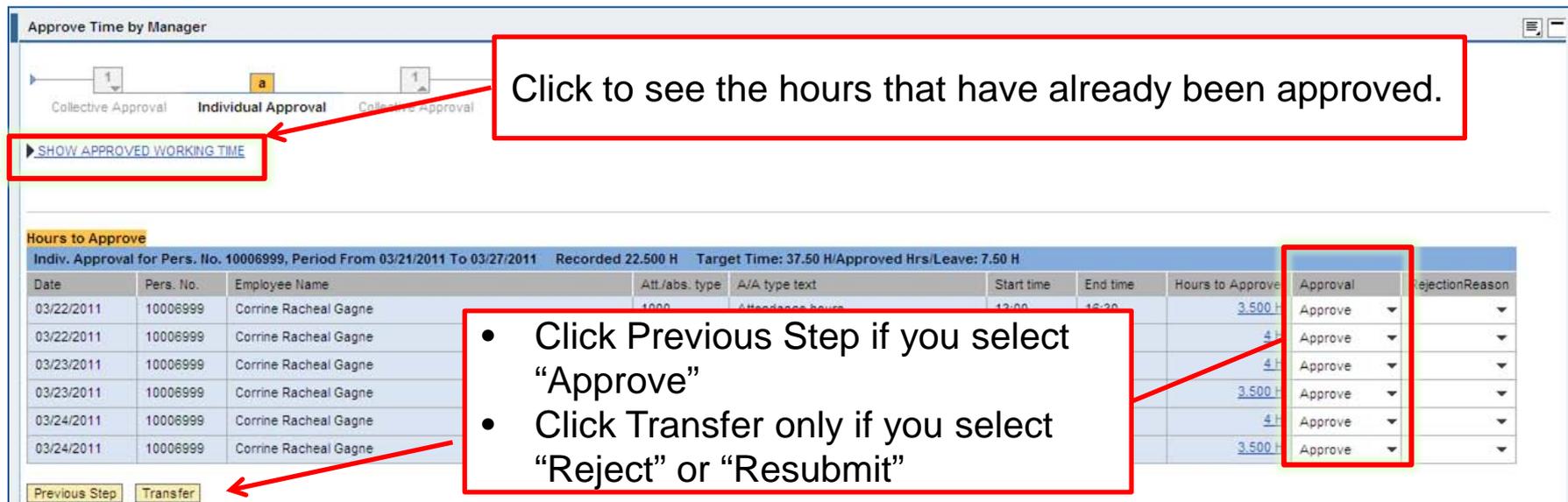
[LINK TO HELP DOCUMENTS](#)

Collective Approval									
Pers. No.	Empl/appl.name	Frm	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10006984	Maria Tanisha Hoffman	03/21/2011	03/27/2011		<a href="#">37.500 H</a>	0 H	37.50 H	Approve All	
10006999	Corrine Racheal Gagne	03/21/2011	03/27/2011	!	<a href="#">22.500 H</a>	7.50 H	37.50 H	Approve All	

Previous Step Review

# Approve Time Sheet Data

- After clicking on the 22.5 hours submitted by Connie Gagne, a list of all of the hours submitted daily by her for the selected time period displays.
- 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.
- Use the Show Approved Working Time to display time you have already approved for same time period. It will also show any leave that for the time period that has been approved and posted.
- To Approve time, click the Previous Step button, which will take you back to the previous screen. If you choose reject or resubmit, you must click the Transfer button.



Approve Time by Manager

Collective Approval Individual Approval Collective Approval

Click to see the hours that have already been approved.

SHOW APPROVED WORKING TIME

Hours to Approve

Indiv. Approval for Pers. No. 10006999, Period From 03/21/2011 To 03/27/2011 Recorded 22.500 H Target Time: 37.50 H/Approved Hrs/Leave: 7.50 H

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Hours to Approve	Approval	RejectionReason
03/22/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	12:00	16:30	3.500 H	Approve	
03/22/2011	10006999	Corrine Racheal Gagne					4 h	Approve	
03/23/2011	10006999	Corrine Racheal Gagne					4 h	Approve	
03/23/2011	10006999	Corrine Racheal Gagne					3.500 H	Approve	
03/24/2011	10006999	Corrine Racheal Gagne					4 h	Approve	
03/24/2011	10006999	Corrine Racheal Gagne					3.500 H	Approve	

Previous Step Transfer

- Click Previous Step if you select "Approve"
- Click Transfer only if you select "Reject" or "Resubmit"

# Show Approved Working Time

These hours have already been approved.

## Approve Time by Manager



### SHOW APPROVED WORKING TIME

#### Approved working times

Period from: 3/21/2011 To: 3/27/2011

Pers. No. 10002406		Target Time:						
Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Approval date	Start time	End time	Approved Hrs/Leave
03/21/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	03/25/2011	08:00	12:00	4 H
03/21/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	03/25/2011	13:00	16:30	3.500 H
Total								7.500 H

#### Hours to Approve

Indiv. Approval for Pers. No. 10006999, Period From 03/21/2011 To 03/27/2011 Recorded 22.500 H Target Time: 37.50 H/Approved Hrs/Leave: 7.50 H

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Hours to Approve	Approval	Rejection Reason
03/22/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	13:00	16:30	3.500 H	Approve	
03/22/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	08:00	12:00	4 H	Approve	
03/23/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	08:00	12:00	4 H	Approve	
03/23/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	13:00	16:30	3.500 H	Approve	
03/24/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	08:00	12:00	4 H	Approve	
03/24/2011	10006999	Corrine Racheal Gagne	1000	Attendance hours	13:00	16:30	3.500 H	Approve	

These hours have not been approved.

# Approve Time Sheet Data

In the example below, the manager decides to:

- “Approve All” the time for Maria Hoffman
- Use the “Resubmit All” for Connie Gagne

Observe that “Reject All” was also an option.

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

Approve Time by Manager

1 2 3  
Collective Approval Review and Save Completed

View: Simple View  
[LINK TO HELP DOCUMENT](#)

Collective Approval

Pers. No.	Empl./appl.name	Frm	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10006984	Maria Tanisha Hoffman	03/21/2011	03/27/2011		<a href="#">37.500 H</a>	0 H	37.50 H	Approval Approve All	
10006999	Corrine Rachel Gagne	03/21/2011	03/27/2011	!	<a href="#">22.500 H</a>	7.50 H	37.50 H	Approval Approve All Approve All Reject All Resubmit All	

Previous Step Review

1. Select the appropriate status.

2. Click Review.

# Approve Time Sheet Data

- After clicking the Review button on the previous screen, a breakdown of the time you are reviewing divided into the two categories you chose displays:
  - Working Times Set to Resubmission
  - Approved Working Times (or Rejected if applicable)
- After you click the **Save** button the time will be processed accordingly.

View:

WORKING TIMES SET TO RESUBMISSION							
Pers. No.	Employee Name	Att./abs. type	A/A type text				
10008999	Corrine Racheal Gagne	1000	Attendance hours				
10008999	Corrine Racheal Gagne	1000	Attendance hours	08:00	12:00	03/22/2011	4 H
10008999	Corrine Racheal Gagne	1000	Attendance hours	13:00	16:30	03/23/2011	3.500 H
10008999	Corrine Racheal Gagne	1000	Attendance hours	08:00	12:00	03/23/2011	4 H
10008999	Corrine Racheal Gagne	1000	Attendance hours	13:00	16:30	03/24/2011	3.500 H
						Total	22.500 H

APPROVED WORKING TIMES							
Pers. No.	Employee Name	Att./abs. type	A/A type text				
10008984	Maria Tanisha Hoffman	1000	Attendance hours				
10008984	Maria Tanisha Hoffman	1000	Attendance hours	08:00	12:00	03/22/2011	4 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	13:00	16:30	03/22/2011	3.500 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	08:00	12:00	03/23/2011	4 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	13:00	16:30	03/23/2011	3.500 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	08:00	12:00	03/24/2011	4 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	13:00	16:30	03/24/2011	3.500 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	08:00	12:00	03/25/2011	4 H
10008984	Maria Tanisha Hoffman	1000	Attendance hours	13:00	16:30	03/25/2011	3.500 H
						Total	37.500 H

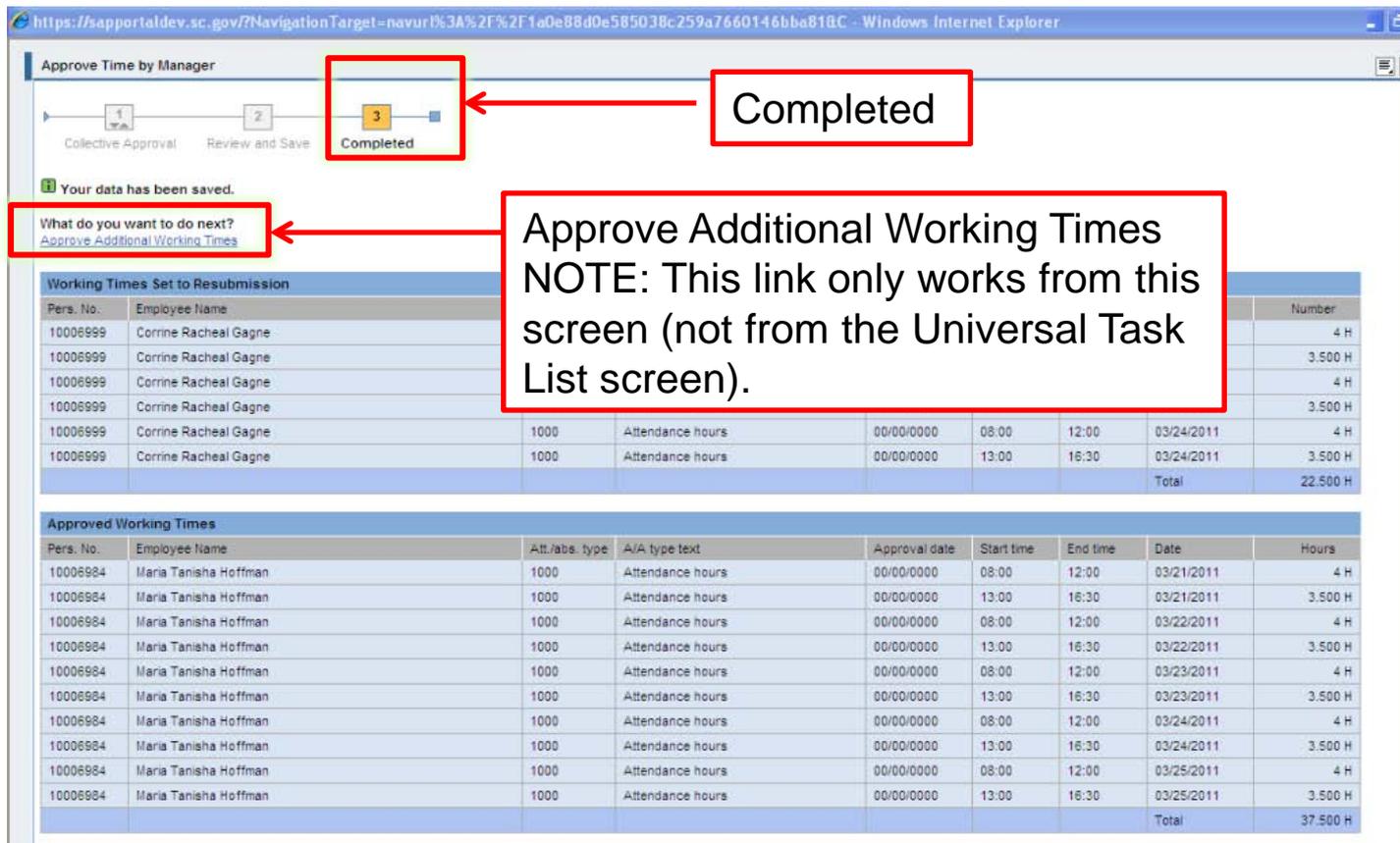
◀ Previous Step:

Connie Gagne: Working Time Set to Resubmission

Maria Hoffman: Approved Working Times

# Approve Time Sheet Data

- After clicking the Save button from the previous screen, you will see the completion screen. In this example:
  - The manager should contact Connie to enter missing time.
  - Marie's time will process as approved.



Completed

Your data has been saved.

What do you want to do next?  
[Approve Additional Working Times](#)

Approve Additional Working Times  
NOTE: This link only works from this screen (not from the Universal Task List screen).

Working Times Set to Resubmission								Number
Pers. No.	Employee Name							
10006999	Corrine Racheal Gagne							4 H
10006999	Corrine Racheal Gagne							3,500 H
10006999	Corrine Racheal Gagne							4 H
10006999	Corrine Racheal Gagne							3,500 H
10006999	Corrine Racheal Gagne	1000	Attendance hours	00/00/0000	08:00	12:00	03/24/2011	4 H
10006999	Corrine Racheal Gagne	1000	Attendance hours	00/00/0000	13:00	16:30	03/24/2011	3,500 H
Total								22,500 H

Approved Working Times								
Pers. No.	Employee Name	Att./abs. type	A/A type text	Approval date	Start time	End time	Date	Hours
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	08:00	12:00	03/21/2011	4 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	13:00	16:30	03/21/2011	3,500 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	08:00	12:00	03/22/2011	4 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	13:00	16:30	03/22/2011	3,500 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	08:00	12:00	03/23/2011	4 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	13:00	16:30	03/23/2011	3,500 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	08:00	12:00	03/24/2011	4 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	13:00	16:30	03/24/2011	3,500 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	08:00	12:00	03/25/2011	4 H
10006984	Maria Tanisha Hoffman	1000	Attendance hours	00/00/0000	13:00	16:30	03/25/2011	3,500 H
Total								37,500 H

# Approve Time Sheet Data

- After clicking the Approve Additional Working Times link the system returns to Step 1 of the time approval process.
- Notice that Connie Gagne 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

View: Simple View - Weekly

[LINK TO HELP DOCUMENTS](#)

Pers. No.	Empl./aplname	Frm	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10006999	Corrine Racheal Gagne	03/21/2011	03/27/2011	!	22.500 H	7.50 H	37.50 H	Approve All	

Previous Step Review

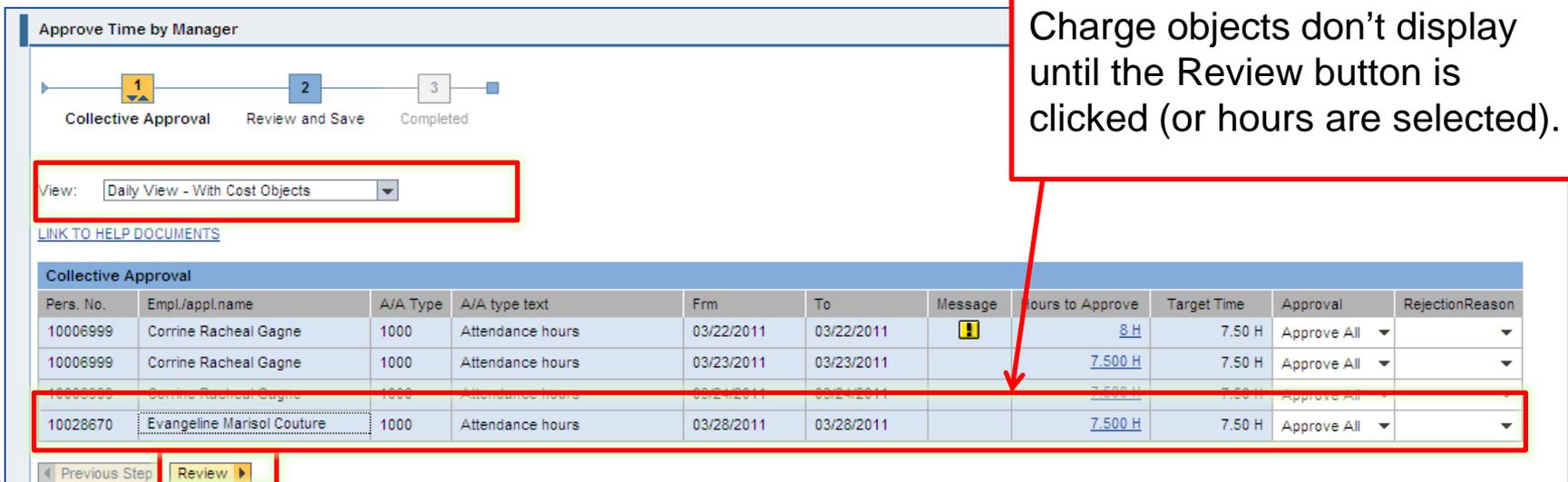
# Approve Time Sheet Data

Charge objects allow you to charge hours to specific funds in the General Ledger on the Finance side of SCEIS SAP. In this example, Evangeline Couture is required to use Charge Objects when she enters time.

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

The Charge objects will not appear until you click on a specific number of hours or click on the Review button

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**

[LINK TO HELP DOCUMENTS](#)

Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To	Message	Hours to Approve	Target Time	Approval	RejectionReason
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/22/2011	03/22/2011	!	8 H	7.50 H	Approve All	
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/23/2011	03/23/2011		7.500 H	7.50 H	Approve All	
10006999	Corrine Racheal Gagne	1000	Attendance hours	03/24/2011	03/24/2011		7.500 H	7.50 H	Approve All	
10028670	Evangeline Marisol Couture	1000	Attendance hours	03/28/2011	03/28/2011		7.500 H	7.50 H	Approve All	

Previous Step **Review**

Charge objects don't display until the Review button is clicked (or hours are selected).

# Approve Time Sheet Data

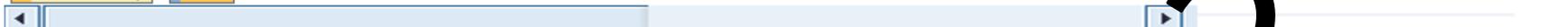
After clicking the Review button, Evangeline's time displays with the charge objects used. The screen below has been split to highlight the important areas.

In Manager Self Service, you have to scroll horizontally to see all of the fields. After reviewing the time, click the **Save** button if you approve of the time submission.

Note: If employees should have entered charge objects and failed to do so or they entered the wrong codes, you should reject the time.

Pers. No.	Employee Name	A/A Type Desc	Cost Center	Cost Center Desc
10006999	Corrine Racheal Gagne	Attendance hours		
10006999	Corrine Racheal Gagne	Attendance hours		
10028670	Evangeline Marisol Couture	Attendance hours	E080A00010	ADMINISTRATION
10028670	Evangeline Marisol Couture	Attendance hours	E080A00010	ADMINISTRATION

◀ Previous Step   Save



Fund	Functional Area	Grant	Start Time	End Time	Date	Number
			13:00	16:30	03/24/2011	3.500 H
			08:00	12:00	03/24/2011	4 H
					Total	7.500 H
10010000	E080_0000	NOT RELEVANT	08:00	12:00	03/28/2011	4 H
10010000	E080_0000	NOT RELEVANT	13:00	16:30	03/28/2011	3.500 H
					Total	7.500 H

# Lesson 2 Summary

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- 🌀 You should now be able to:
  - Access and approve or reject an employee's working time



South Carolina Enterprise Information System

# COURSE SUMMARY

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Course Summary

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- You should now be able to:
  - Log on and navigate within the MySCEmployee Manager Self Service website
  - Approve or reject employee time submissions

***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