

MySCEmployee

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Mini Guide: Change the Number of Rows, Filter, Copy/Paste and Print From Absence Days Screen in MSS

Use the steps included in this guide to customize and work more efficiently with any of the screens in MySCEmployee Manager Self Service that include the rows feature.

Change the Number of Rows Displayed

1. Under the **Detailed Navigation** menu, click on the arrow beside **My Team**. Next, click on the arrow beside **Employee Information**, and then on **General Information** to access **Absence Days**.

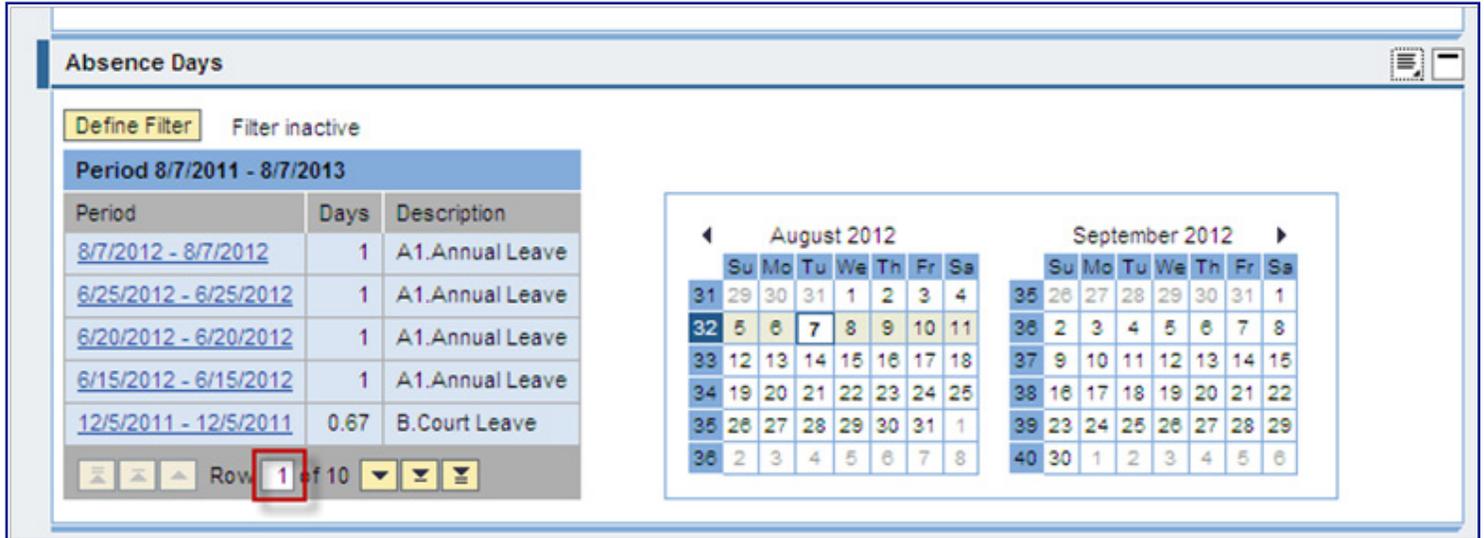
The screenshot displays the MySCEmployee Manager Self Service interface. The left sidebar contains a 'Detailed Navigation' menu with options like 'My Work Overview', 'My Team', and 'Employee Information'. The main content area shows 'General Data' for Augusta Marilyn Boyles, including 'General Info', 'Communication Data', 'Organizational Assignment', and 'Personnel Structure'. Below this is 'Personal Data' with an address. The 'Absence Days' section is highlighted with a red box and contains a table of absence periods and a calendar view for August and September 2012.

Period	Days	Description
8/7/2012 - 8/7/2012	1	A1.Annual Leave
8/25/2012 - 8/25/2012	1	A1.Annual Leave
8/20/2012 - 8/20/2012	1	A1.Annual Leave
8/15/2012 - 8/15/2012	1	A1.Annual Leave
12/5/2011 - 12/5/2011	0.67	B.Court Leave

Row 1 of 10

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2. In the **Absence Days** section of the screen, click in the text box containing the number 1 and located to the right of the word **Row**.



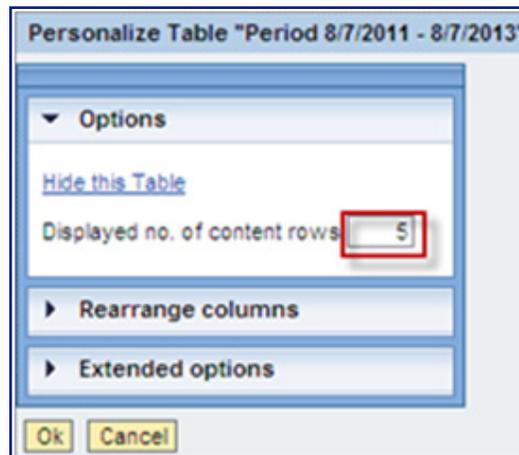
The screenshot shows the 'Absence Days' window. On the left, there is a table with the following data:

Period	Days	Description
8/7/2012 - 8/7/2012	1	A1.Annual Leave
6/25/2012 - 6/25/2012	1	A1.Annual Leave
6/20/2012 - 6/20/2012	1	A1.Annual Leave
6/15/2012 - 6/15/2012	1	A1.Annual Leave
12/5/2011 - 12/5/2011	0.67	B.Court Leave

Below the table, there are navigation buttons and a 'Row' label with a text box containing the number '1' and 'of 10'.

On the right, there is a calendar view for August and September 2012. The calendar shows dates from 31st of August to 1st of September.

3. Hold the Control key (Ctrl) down on your keyboard and press the right mouse button. The pop-up window shown below will appear. Enter the number of rows you would like to display in **Displayed no. of content rows** field boxed in red below. Click the **Ok** button when finished.



The screenshot shows a 'Personalize Table' dialog box for the table 'Period 8/7/2011 - 8/7/2013'. The dialog has the following options:

- Options**
 - [Hide this Table](#)
 - Displayed no. of content rows:
- Rearrange columns**
- Extended options**

At the bottom, there are 'Ok' and 'Cancel' buttons.

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Filter Absences

1. You can filter the type of leave using the **Define Filter** button.
2. Click the **Define Filter** button to select one or more types of leave.

Note: Only leave types that have been taken by an employee will display for selection.

The screenshot shows the 'Absence Days' window. At the top left, the 'Define Filter' button is highlighted with a red box. Below it, the text 'Filter inactive' is visible. The main area contains a table with the following data:

Period	Days	Description
8/7/2012 - 8/7/2012	1	A1.Annual Leave
6/25/2012 - 6/25/2012	1	A1.Annual Leave
6/20/2012 - 6/20/2012	1	A1.Annual Leave
6/15/2012 - 6/15/2012	1	A1.Annual Leave
12/5/2011 - 12/5/2011	0.67	B.Court Leave

Below the table, there are navigation icons and the text 'Row 1 of 10'. To the right of the table is a calendar view for August and September 2012.

3. Uncheck any leave that you do not want included in the list. For example, if you only want to see annual leave, uncheck all other boxes. Click the **Adopt** button once you are finished. The list will now only display the types of leave you selected.

Note: This is helpful to identify the number of days of annual leave used in a calendar year.

The screenshot shows the 'Absence Days' window with the 'Define Filter' dialog box open. The dialog box has a red border and contains the following options:

- A1.Annual Leave
- B.Court Leave
- A6.LWOP
- A2.Sick Leave

The 'Adopt' button is highlighted with a yellow box. Below the dialog box, the table from the previous screenshot is visible, showing the same absence periods. The calendar view for August and September 2012 is also present.

Exporting or Printing Absence Days

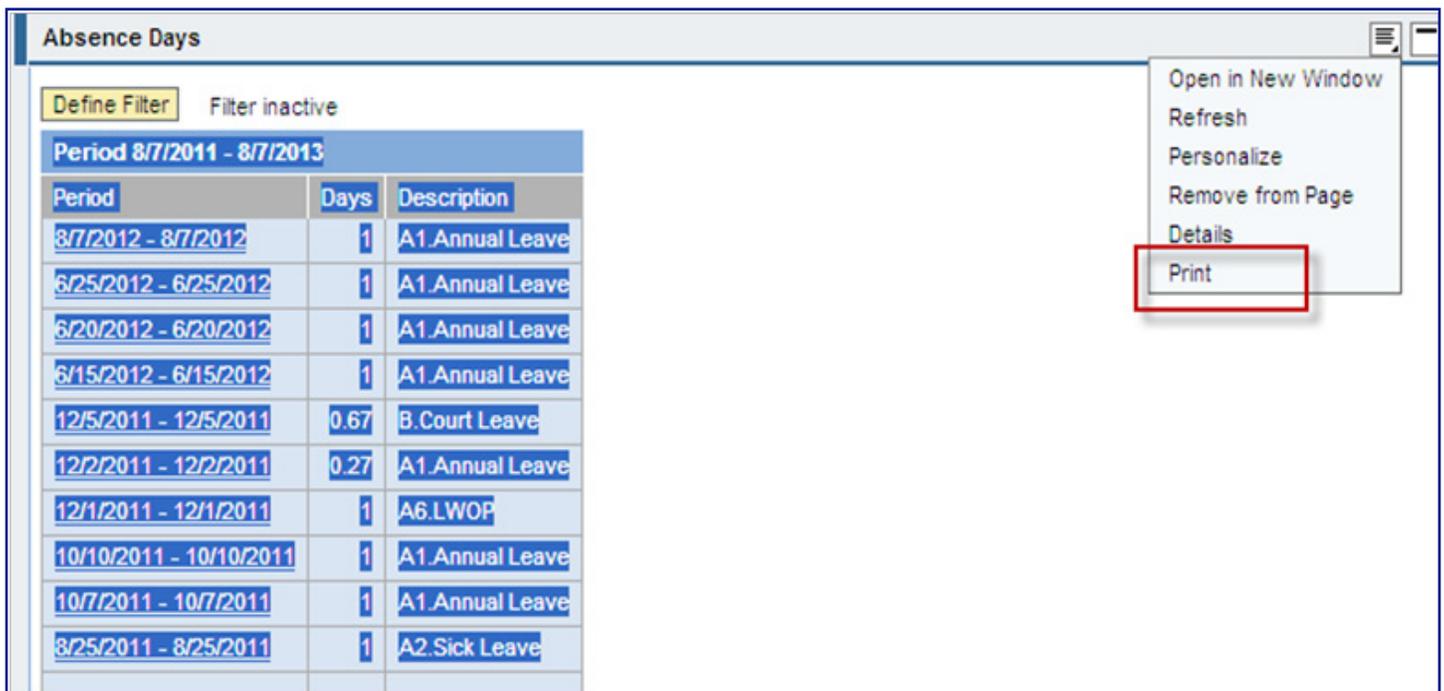
1. You can copy and paste absence days information into an Excel spreadsheet, or print the list.

a. Copy and paste:

- i. To copy and paste information to Excel, left mouse click and hold the cursor at starting point of information you would like to copy. Drag the mouse over the information until all of the information you want to select is highlighted in blue.
- ii. Once all of the information is highlighted, right mouse click and select Copy from the list that appears.
- iii. Open the Excel spreadsheet into which you want to paste the absence information, and then right-click in the location where you want the data to paste, and select Paste from the menu that appears. You may also use the common keyboard shortcut to paste the absence information (hold the Control key (Ctrl) down and press letter v at the same time). The information will be pasted into your spreadsheet.

b. Print absence days:

- i. Click **Options** button in upper right corner of the **Absence Days** screen.
- ii. Select **Print**.



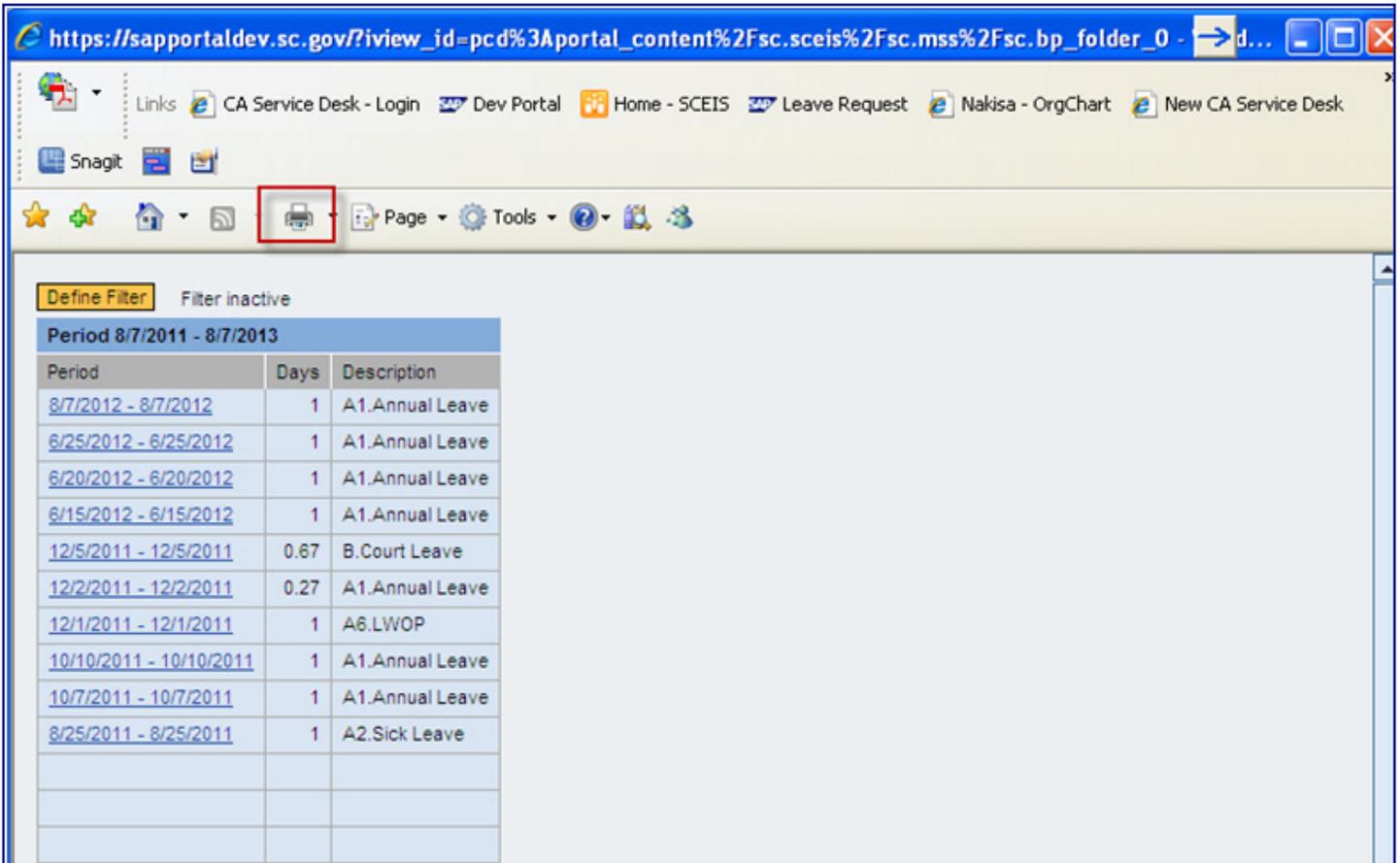
The screenshot shows the 'Absence Days' application window. At the top left, there is a 'Define Filter' button and the text 'Filter inactive'. Below this is a table with the following data:

Period	Days	Description
8/7/2012 - 8/7/2012	1	A1. Annual Leave
6/25/2012 - 6/25/2012	1	A1. Annual Leave
6/20/2012 - 6/20/2012	1	A1. Annual Leave
6/15/2012 - 6/15/2012	1	A1. Annual Leave
12/5/2011 - 12/5/2011	0.67	B. Court Leave
12/2/2011 - 12/2/2011	0.27	A1. Annual Leave
12/1/2011 - 12/1/2011	1	A6. LWOP
10/10/2011 - 10/10/2011	1	A1. Annual Leave
10/7/2011 - 10/7/2011	1	A1. Annual Leave
8/25/2011 - 8/25/2011	1	A2. Sick Leave

On the right side of the window, a context menu is open, listing the following options: 'Open in New Window', 'Refresh', 'Personalize', 'Remove from Page', 'Details', and 'Print'. The 'Print' option is highlighted with a red rectangular box.

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iii. A new window will appear. Click the **printer icon** to print to print absence days.



The screenshot shows a web browser window with the URL https://sapportaldev.sc.gov/?iview_id=pcd%3Aportal_content%2Fsc.sceis%2Fsc.mss%2Fsc.bp_folder_0. The browser's address bar and toolbar are visible. The toolbar includes a printer icon, which is highlighted with a red box. Below the toolbar, the page content shows a table of absence days. The table has three columns: Period, Days, and Description. The data is as follows:

Period	Days	Description
8/7/2012 - 8/7/2012	1	A1. Annual Leave
6/25/2012 - 6/25/2012	1	A1. Annual Leave
6/20/2012 - 6/20/2012	1	A1. Annual Leave
6/15/2012 - 6/15/2012	1	A1. Annual Leave
12/5/2011 - 12/5/2011	0.67	B. Court Leave
12/2/2011 - 12/2/2011	0.27	A1. Annual Leave
12/1/2011 - 12/1/2011	1	A6. LWOP
10/10/2011 - 10/10/2011	1	A1. Annual Leave
10/7/2011 - 10/7/2011	1	A1. Annual Leave
8/25/2011 - 8/25/2011	1	A2. Sick Leave