

MySCEmployee

powered by **SOEIS**



Mini Guide: Deleting a Leave Request in Employee Self Service

Follow these steps to delete a leave request you have created in Employee Self Service.

1. Log into MySCEmployee and click on the **Employee Self-Service** button at the top of the screen. Once you arrive at the My Overview page, select **Leave Request** from the My Working Time section (circled in the below, left image). Once you reach the Leave Request page, select **Show Overview of Leave** (circled in the below, right image).

Welcome msstrain5, MySCEmployee powered by SOEIS

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Working Time (circled in red)

- Quota Overview
- Time Statements
- Holiday Schedule
- State Employee Leave Package
- Quick Links
- Report Working Time
- Time Change Request
- Leave Request** (circled in red)

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

Hide Calendar Show Time Accounts **Show Overview of Leave** (circled in red)

LINK TO HELP DOCUMENTS

September 2010 October 2010 November 2010

Submit New Request

You have selected the following leave request:

Type of Leave: A Annual Leave
Date: 9/28/2010
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours
Approver: CURRE, ELROY

2. Select the leave request you would like to delete by clicking the blue box in the left-most column of the same row on which it is listed.

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

Show Calendar Show Time Accounts ~~Hide Overview of Leave~~

LINK TO HELP DOCUMENTS

Leave Since: 1/1/2010 Display

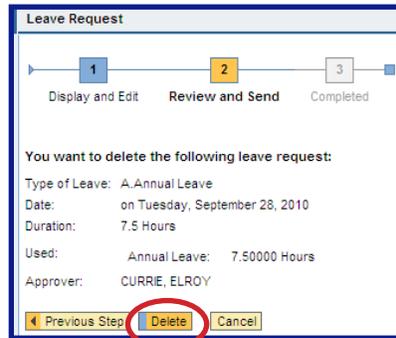
Type of Leave	From	To	Status	Used
A Annual Leave	9/28/2010	9/28/2010	Sent	7.50 Hours
A Annual Leave	8/8/2010	8/8/2010	Approved	7.50 Hours
A Annual Leave	8/5/2010	8/5/2010	Approved	7.50 Hours
A Annual Leave	8/4/2010	8/4/2010	Approved	7.50 Hours
A Annual Leave	8/3/2010	8/3/2010	Approved	7.50 Hours

To request or report leave, enter the required data and choose Review.

Type of Leave: A Annual Leave
Date: 9/28/2010 To 9/28/2010
Time: 12:00 AM To 12:00 AM
Duration: 0 Hours
Approver: CURRE, ELROY

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- When you reach the page detailing the leave request you have selected, review it carefully to ensure it is the one you wish to delete. (If it is not the request you wish to delete, click the **Previous Step** button.) Once you have confirmed that you have selected the correct leave request, click the **Delete** button (circled in the below image) to initiate deletion of the request.



Leave Request

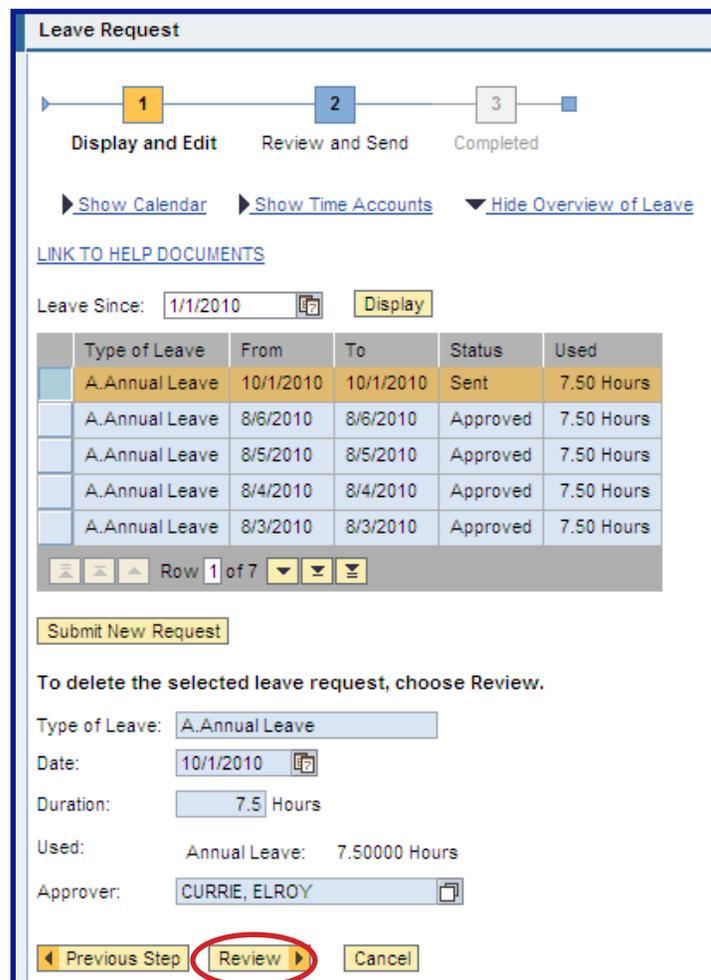
1 Display and Edit 2 Review and Send 3 Completed

You want to delete the following leave request:

Type of Leave: A,Annual Leave
Date: on Tuesday, September 28, 2010
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours
Approver: CURRIE, ELROY

Previous Step **Delete** Cancel

- Click the **Review** button (circled in the below image) to confirm you have reviewed your selection. The review step allows you one final opportunity to ensure you have selected the correct leave request for deletion. If you find you have selected the wrong request, click the **Previous Step** button during this step.



Leave Request

1 Display and Edit 2 Review and Send 3 Completed

Show Calendar Show Time Accounts Hide Overview of Leave

LINK TO HELP DOCUMENTS

Leave Since: 1/1/2010 Display

Type of Leave	From	To	Status	Used
A,Annual Leave	10/1/2010	10/1/2010	Sent	7.50 Hours
A,Annual Leave	8/6/2010	8/6/2010	Approved	7.50 Hours
A,Annual Leave	8/5/2010	8/5/2010	Approved	7.50 Hours
A,Annual Leave	8/4/2010	8/4/2010	Approved	7.50 Hours
A,Annual Leave	8/3/2010	8/3/2010	Approved	7.50 Hours

Row 1 of 7

Submit New Request

To delete the selected leave request, choose Review.

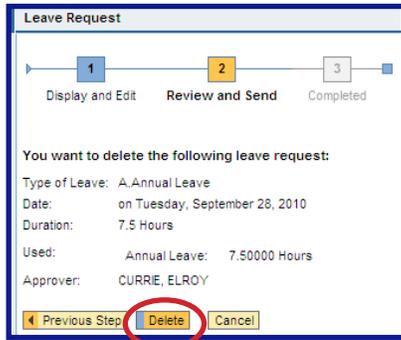
Type of Leave: A,Annual Leave
Date: 10/1/2010
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours
Approver: CURRIE, ELROY

Previous Step **Review** Cancel

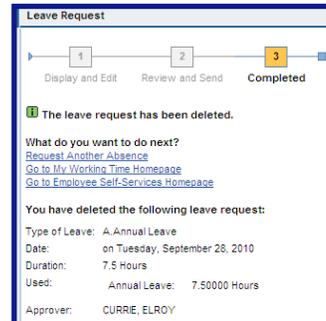
MySCEmployee Mini Guide: Deleting a Leave Request in ESS

5. Click the **Delete** button (circled in the below, left image) to submit your request to delete the leave request. Once your deletion request has been submitted, you will see the confirmation screen (shown in the below, right image).

NOTE: If the leave request you just deleted has already been approved and posted in system, the **Send** button will appear on screen instead of **Delete** button. In that case, click the **Send** button to request deletion of your approved leave request. Your manager will then need to approve the deletion before it can be finalized. You will still receive the confirmation screen (shown in the below, right image) to let you know that your request for deletion has been sent to your manager for finalization.



The screenshot shows the 'Leave Request' form with a progress bar at the top. The progress bar has three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 2 is highlighted in yellow. Below the progress bar, the text reads: 'You want to delete the following leave request:'. The details listed are: Type of Leave: A Annual Leave, Date: on Tuesday, September 28, 2010, Duration: 7.5 Hours, Used: Annual Leave: 7.50000 Hours, and Approver: CURRI, ELROY. At the bottom of the form, there are three buttons: 'Previous Step', 'Delete', and 'Cancel'. The 'Delete' button is circled in red.



The screenshot shows the 'Leave Request' confirmation screen. The progress bar at the top has three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 3 is highlighted in yellow. Below the progress bar, the text reads: 'The leave request has been deleted.' Below this message, there are three links: 'Request Another Absence', 'Go to My Working Time Homepage', and 'Go to Employee Self-Services Homepage'. Below the links, the text reads: 'You have deleted the following leave request:'. The details listed are: Type of Leave: A Annual Leave, Date: on Tuesday, September 28, 2010, Duration: 7.5 Hours, Used: Annual Leave: 7.50000 Hours, and Approver: CURRI, ELROY.