

MySCEmployee

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Mini Guide: Personalize the Record Working Time Page in ESS

Beginning April 9, 2012, users who record their Working Time in MySCEmployee Employee Self Service will be able to personalize the layout of the Record Working Time page so that it fits their unique needs. Follow the steps below to personalize the Record Working Time page in ESS.

ESS Record Working Time Page Personalization: Changing Layouts, Moving and Removing Parts of the Page

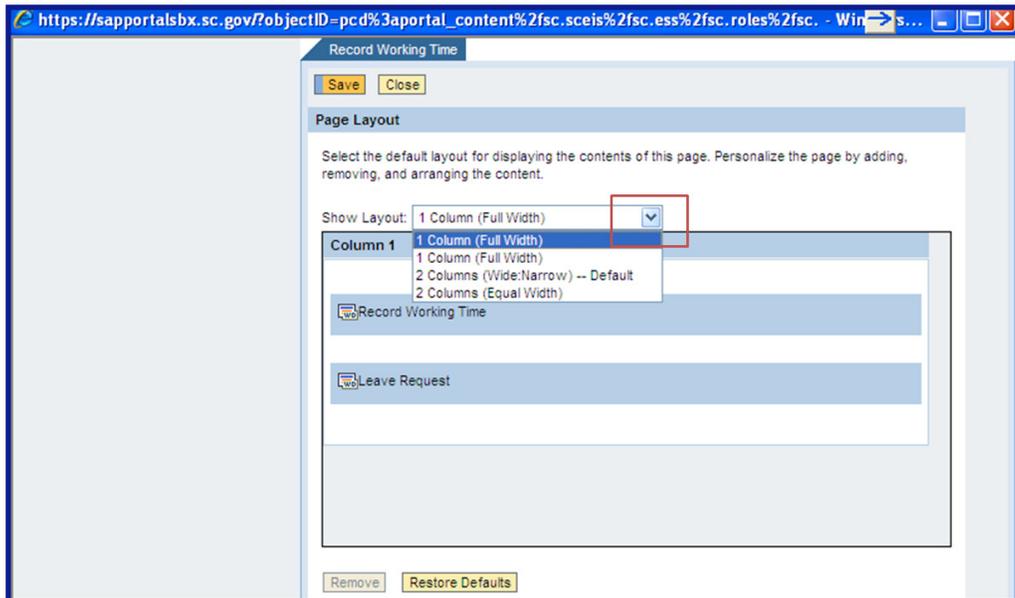
1. Begin by navigating as normal to the Record Working Time page.
2. Click on the **menu button** (designated with three lines and a downward-pointing arrow) located next to the **Forward** navigation link in the upper right-hand corner of the screen (boxed in red in the screen shot below). Select **Personalize** from the menu that appears (highlighted in orange and boxed in red below).

The screenshot displays the 'Record Working Time' page in the MySCEmployee system. The page includes a navigation menu at the top with options like 'Welcome', 'Employee Self-Service', and 'Manager Self-Service'. Below the menu, there are navigation links for 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area shows a progress bar with three steps: '1 Edit', '2 Review and Save', and '3 Completed'. Below the progress bar, there are buttons for 'Hide Calendar' and 'Show Worklist'. The calendar view shows three months: January 2012, February 2012, and March 2012. At the bottom, there are tabs for 'Weekly View' and 'Daily View', and a 'Go' button. A menu is open in the top right corner, with 'Personalize' highlighted in orange.

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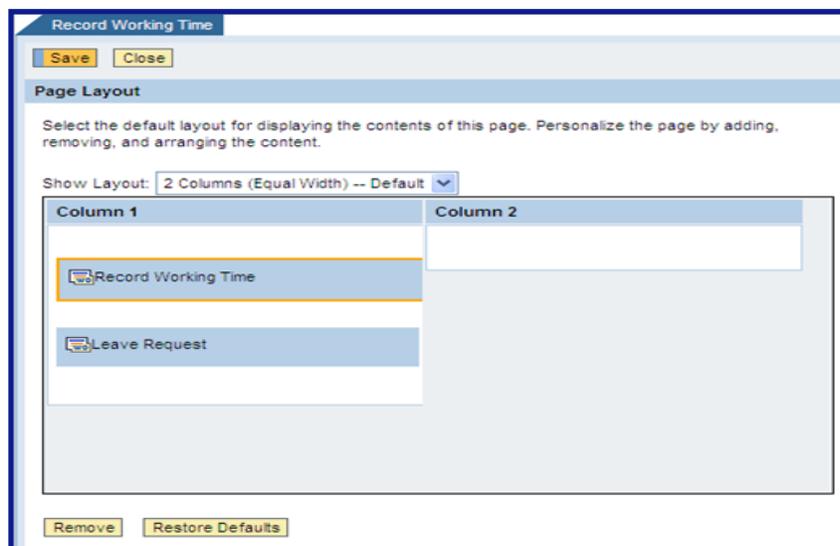
3. You will be taken to a new screen, the **Personalize Page** screen, shown below. The layout will always default to One Column Full Width, but you may select any of the available layout options you prefer.

To change the layout option, click the downward-pointing arrow (boxed in red in the screen shot below) next to the **Show Layout menu** to expand the layout options available for the page. Click on a layout shown in the drop-down list to select it.



4. Once you have selected a layout you like, you can further personalize it through the **Personalize Page** screen by moving the various parts, or page sections, around on the page, and removing parts you would prefer not to see. You may also restore the Record Working Time screen to its default layout at any time as described later in this Mini Guide.

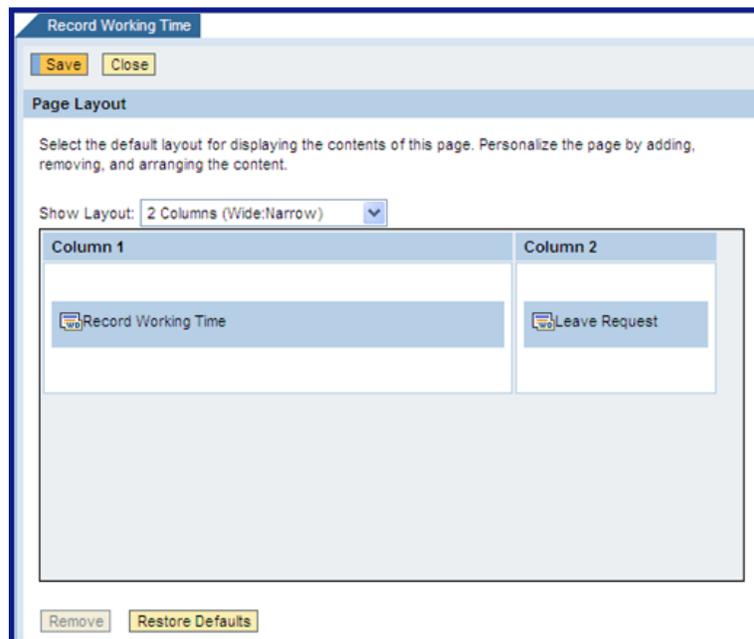
To move a page part to another location in the layout, begin by clicking on the part you want to move. When you have clicked to select a page part, it will be outlined in gold. In the screen shot below, we have selected the **Record Working Time** page part, and it is now outlined in gold.



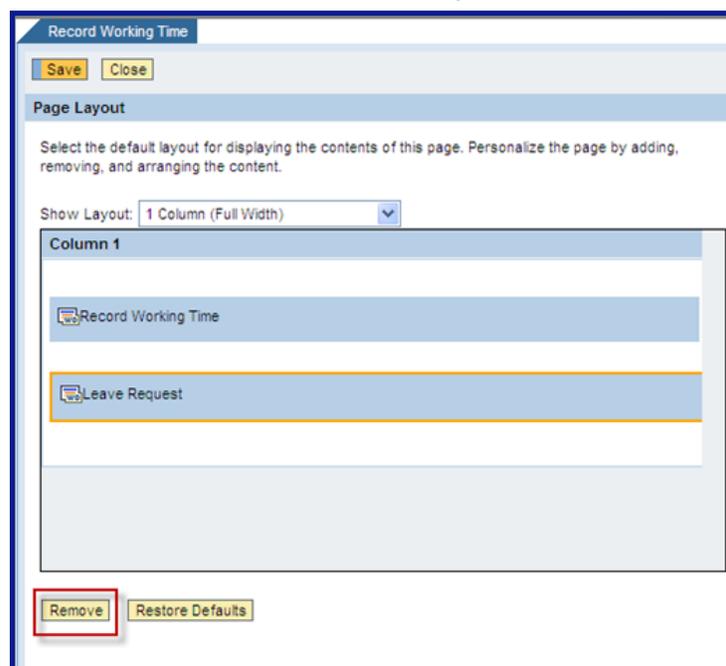
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Important Note: It is not necessary to change the page layout (as described in step 3) before moving page parts, removing page parts or restoring default page layout settings. Once you have accessed the Page Personalizations screen as described in steps 1 and 2 of this guide, you may skip step 3 and go straight to subsequent steps as needed to complete your customizations.

5. Next, click again on the page part you want to move, and hold the mouse button down as you drag it to the new location where you would like for it to appear. In the below screen shot, we have dragged the **Leave Request** page part from Column 1 to Column 2. This will move the **Leave Request** page part from the lower-left- to the upper-right-hand side of the page.



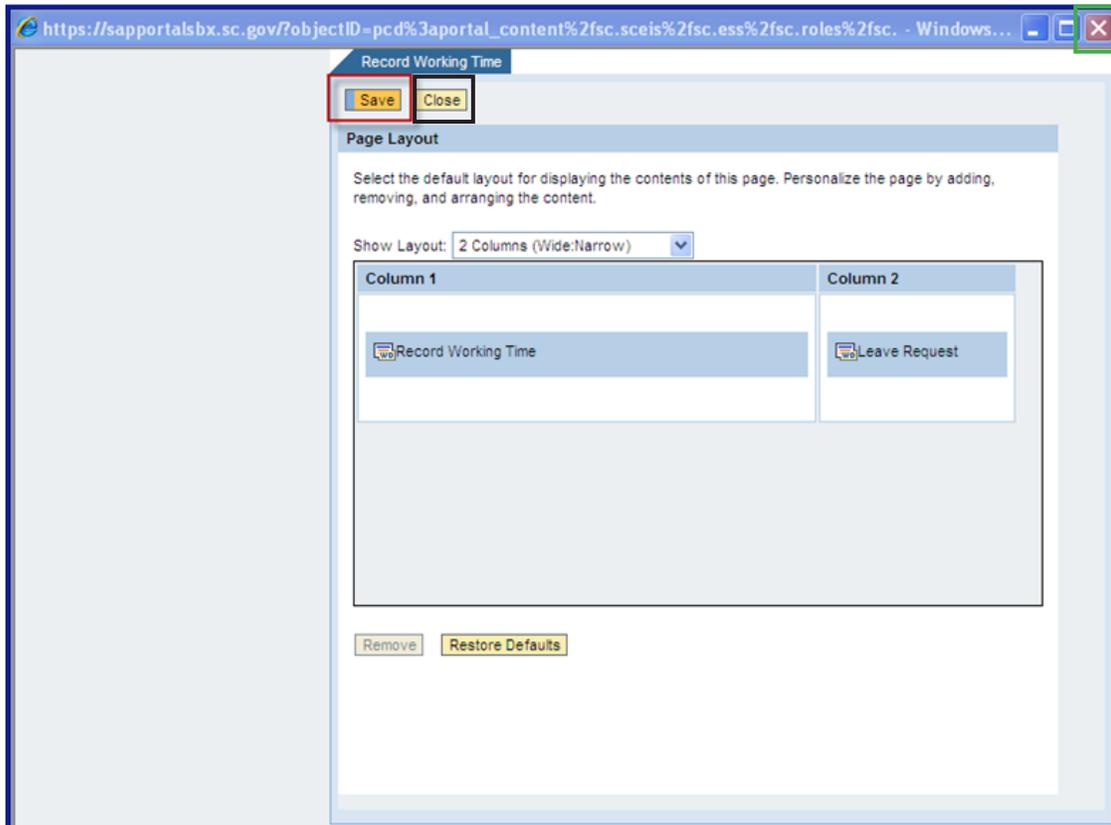
6. To remove a page part you do not want to view, begin by clicking on it to select it as you did in step 4. When the part you wish to remove is outlined in gold, simply click on the **Remove** button in the lower left-hand corner of the screen (boxed in red in the screen shot below).



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7. When you have moved all of the page parts into the desired positions and removed the page parts you do not wish to view, click the **Save** button in the upper left-hand corner of the **Page Personalization screen** to save your changes. After saving, click the **Close** button immediately next to the **Save** button. Do not click the red X upper right hand corner of the screen to exit.

In the screen shot below, the **Save** button is boxed in red, the **Close** button is boxed in black and the red X button (which you should not use) is boxed in green.



Important Note 1: It is important to click Close instead of using the red X in the upper right hand corner of the screen. Closing instead of “Xing” will refresh the page you just personalized so you can see your changes immediately.

Important Note 2: Depending on your screen resolution, page parts that you have shifted into the left-hand column might appear off the right side of your Record Working Time screen. When this happens, a scroll bar will appear at the bottom of the screen to scroll right and see the page part. You may also change your computer’s screen resolution to a setting that will allow all both the right and left columns to appear on the screen at once. If you are not sure how to change your screen resolution, contact your agency’s IT Department for assistance.

Restoring Default Page Layouts

If you want to undo the customizations you have made to the Record Working Time page and restore that page to its default layout, you may do so at any time. Simply follow steps 1 and 2 of this guide to navigate to the **Page Personalization** screen and click on the **Restore Defaults** button in the lower left-hand corner (boxed in red in the screen shot below).

