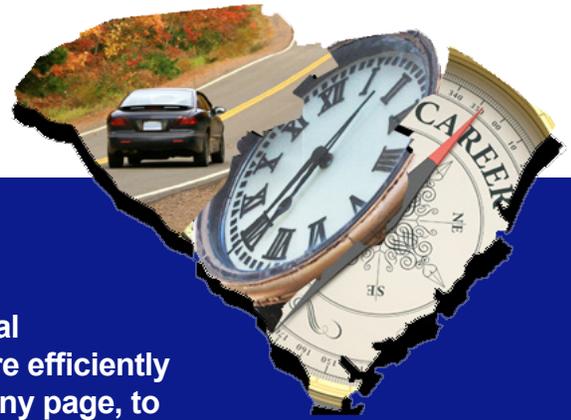


MySCEmployee

powered by **SCSIS**



Mini Guide: ESS Navigation with Portal Favorites

Beginning April 9, 2012, ESS users will be able to set up “Portal Favorites” to help them navigate through MySCEmployee more efficiently than ever before by creating one-click links, accessible from any page, to the screens they use the most. Follow the steps in this Mini Guide to manage your own Portal Favorites in ESS.

Beginning on April 9, 2012, when users log into MySCEmployee (both ESS & MSS), they will see a new section, **Portal Favorites**, on the left-hand side of the MySCEmployee Welcome screen (boxed in red in the screen shot below).

Welcome essit02, MySCEmployee powered by SCSIS

Welcome | Employee Self-Service | User Access

Alerts and Information | Universal Worklist

History | Back | Forward

Portal Favorites

There are no items to display

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

Helpful Links

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

Setting Up a Portal Favorite

1. Navigate as usual to a page you would like to add to your **Portal Favorites** list. In the screen shot below, we have chosen the Quota Overview page in ESS.
2. Click on the button 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 **Add to Portal Favorites** from the menu that appears (boxed in red below) to add a shortcut linking directly to the page to your **Portal Favorites** list.

Welcome essit02, MySCEmployee powered by SCSIS

Welcome | Employee Self-Service | User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Time Accounts | History | Back | Forward

Time Accounts

Quota Type: All Types | Display

LINK TO HELP DOCUMENTS

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	7.37500 Hours
Sick Leave	1/24/2011	12/31/9999	51.87500 Hours
Comp time	3/26/2011	12/31/9999	5.00000 Hours

Exit

Open in New Window

Refresh

Details

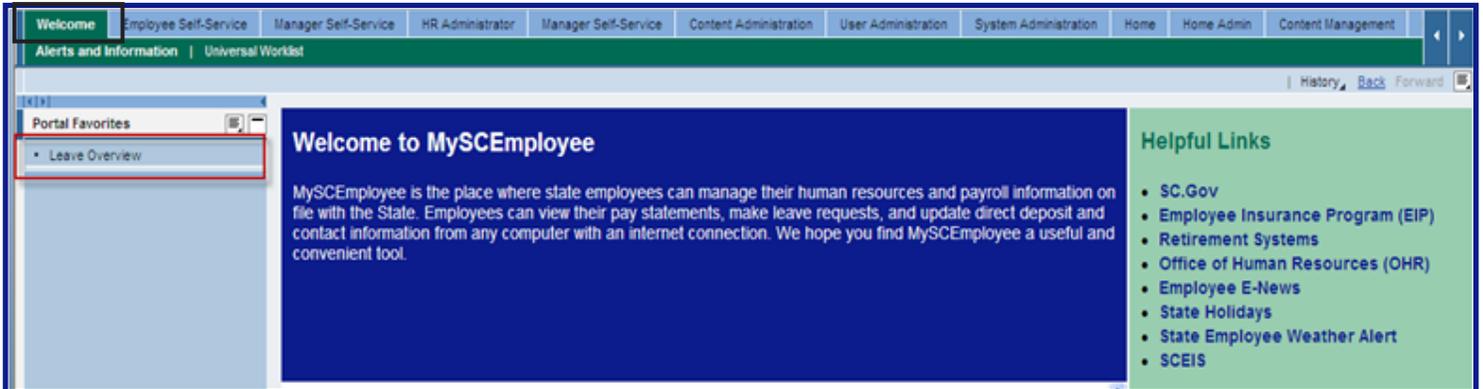
Print

Add to Browser Favorites

Add to Portal Favorites

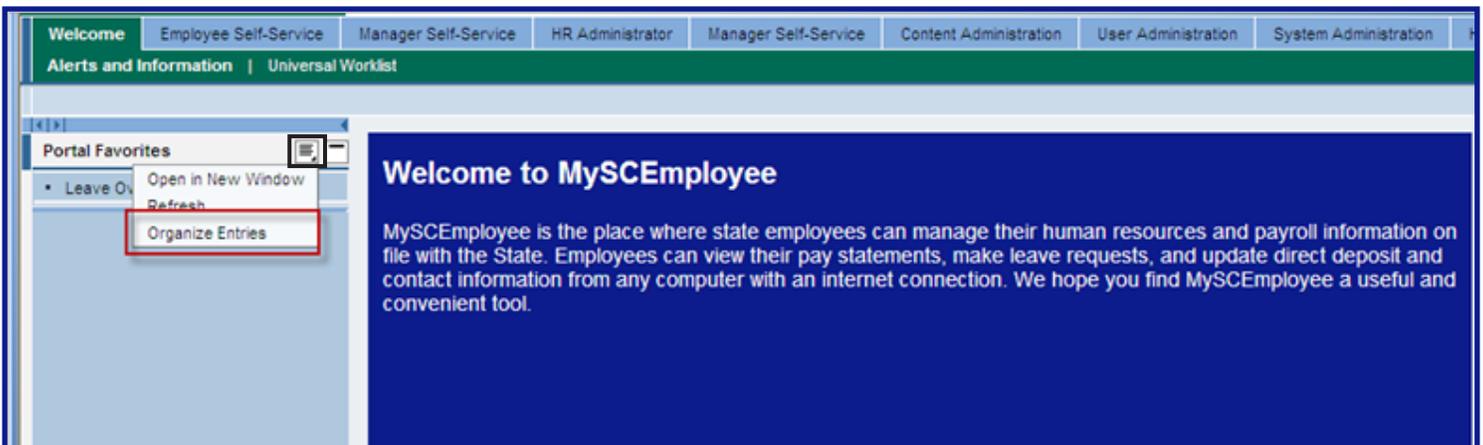
MySCEmployee Mini Guide: ESS Navigation with Portal Favorites

3. Navigate back to the Welcome screen by clicking on the **Welcome Tab** in the navigation at the very top of the MySCEmployee site (boxed in black in the screen shot below). You will now see the **Leave Overview shortcut** (boxed in red in the screen shot below) in the **Portal Favorites** menu. Now, you just have to click on the shortcut whenever you want to access the Leave Overview page (also referred to as the Quota Overview page).

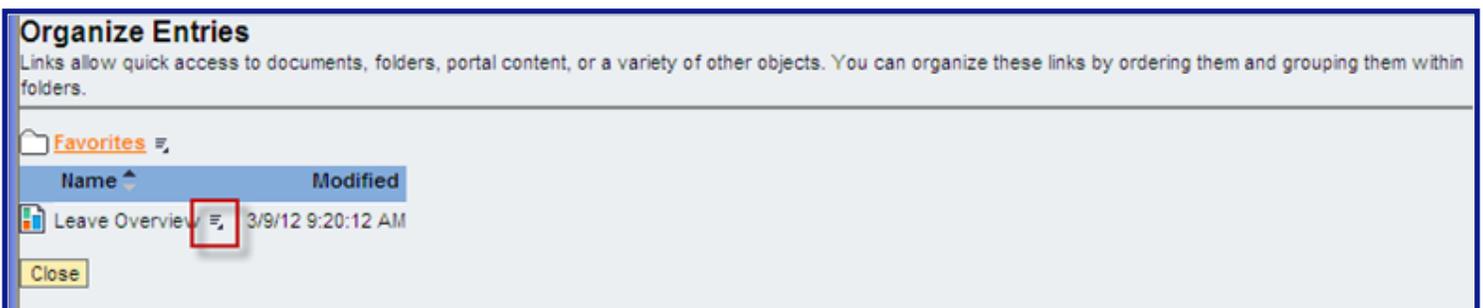


Deleting a Portal Favorite

1. In the **Portal Favorites** window, click the **menu button** designated with three lines and a downward-pointing arrow (boxed in black in the screen shot below) to expand a list of options.
2. Select **Organize Entries** from the menu that appears (boxed in red in the screen shot below).



3. This will launch a new screen, **Organize Entries**, shown below. Click the **menu button** (designated with three lines and a downward-pointing arrow, boxed in red below) next to the page you would like to remove from your **Portal Favorites** list.



MySCEmployee Mini Guide: ESS Navigation with Portal Favorites

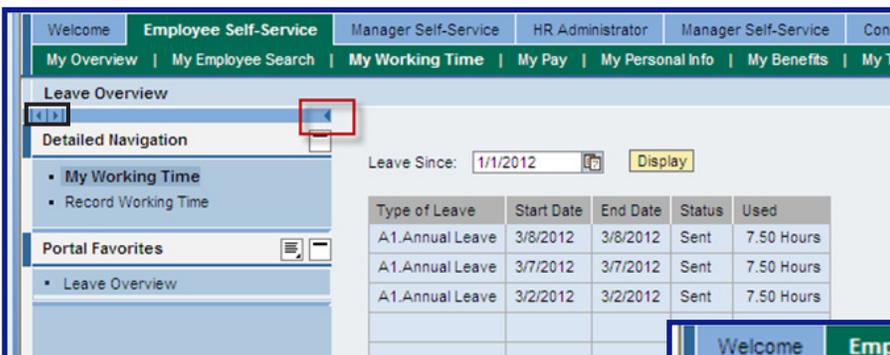
4. Select **Delete** from the menu that appears (highlighted in orange and boxed in red below) to remove the page from your **Portal Favorites** list. Click the Close button (boxed in red below) to complete this action.



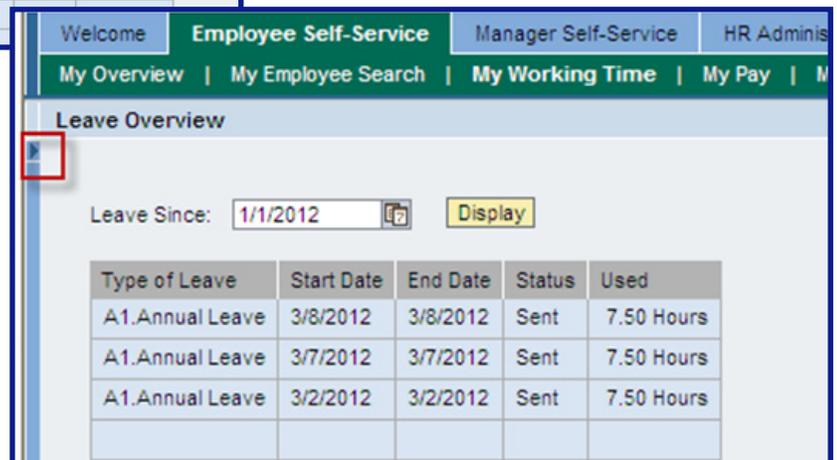
Expanding, Collapsing and Adjusting the Width of the Portal Favorites Window

You can expand and collapse the **Portal Favorites** window when you are on any MySCEmployee page by clicking on the **small blue arrows** along the left-hand edge of the screen. The arrows are boxed in red in the screen shots below, both in collapsed mode and expanded mode.

You can also **adjust the width** of the Portal Favorites window by clicking on the left- and right-pointing arrows that appear in the upper left-hand corner of the expanded Portal Favorites window (boxed in black in the Expanded View screen shot below) to narrow or widen it as desired.



Expanded View



Collapsed View