

MySCEmployee

powered by **SCEIS**



Mini Guide: MSS Navigation with Portal Favorites

Beginning April 9, 2012, MSS 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 MSS.

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 SCEIS

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: MSS users can set up their Portal Favorites in either of two ways.

Option 1:

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 MSS.
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 (highlighted in orange and boxed in red below) to add the page to your **Portal Favorites** list.

Overview

Detailed Navigation

- My Work Overview
- Tasks and Alerts
- My Team
- My Organization
- My Reports

Portal Favorites

- Approve Time Sheet Data
- Leave Request
- Record Working Time

Reminder of Dates

March 2012 Dates/Task for All Employees

Date	Event	Name
3/15/2012	Date of Birth	Susan Erythe Switzer

Attendance Overview

Employee List: Directly Subordinate Employees

Status	Employees	Percentage
At Work	4	100

Show Details | Hide Graphic

Data from 3/22/2012 2:17:46 PM Refresh

Legend: Absent, At Work, Partially Absent, Open Request

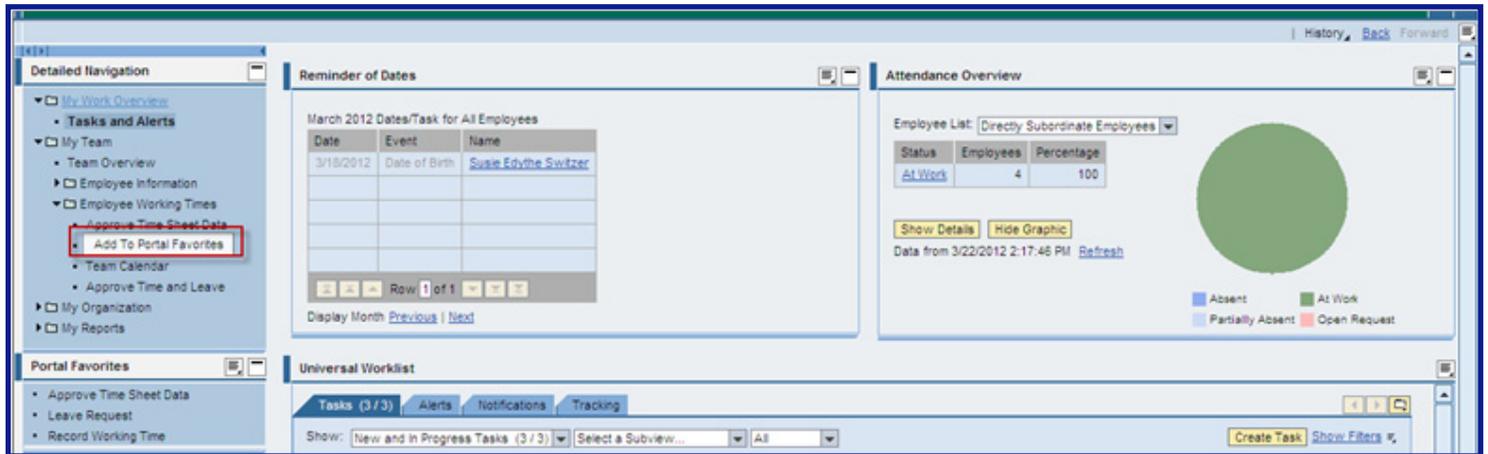
Navigation: History | Back | Forward

Menu: Open in New Window, Refresh, Personalize, Details, Add to Browser Favorites, **Add to Portal Favorites**

MySCEmployee Mini Guide: MSS Navigation with Portal Favorites

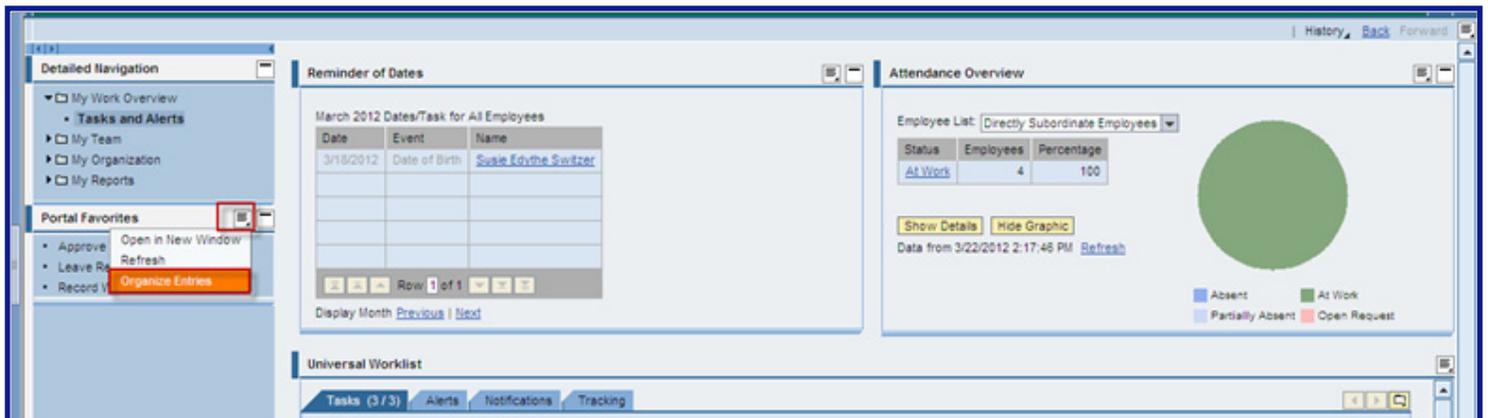
Option 2:

1. Expand the **Detailed Navigation** menu until it shows the name of page you would like to add to your **Portal Favorites**.
2. In the **Detailed Navigation** menu, right-click on the name of the page you would like to add to your **Portal Favorites**. This will generate a 1-item menu that reads **Add to Portal Favorites** (boxed in red in the screen shot below). Click on this item to add the page to your **Portal Favorites** list.



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 red in the screen shot below) to expand a list of options.
2. Select **Organize Entries** from the menu that appears (highlighted in orange and boxed in red in the screen shot below).



MySCEmployee Mini Guide: MSS Navigation with Portal Favorites

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



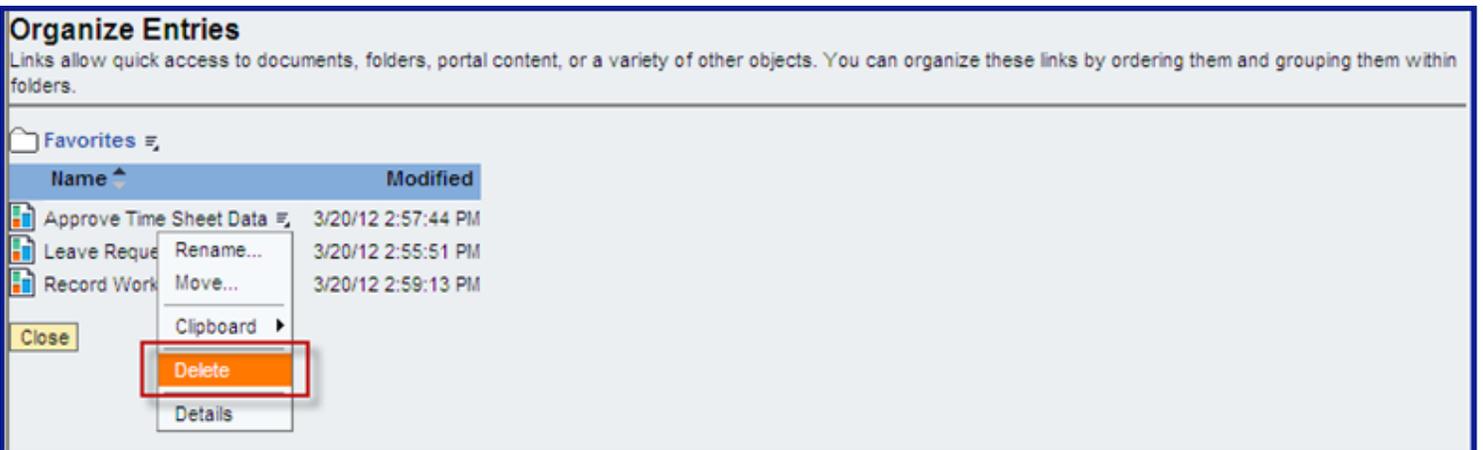
Organize Entries
Links allow quick access to documents, folders, portal content, or a variety of other objects. You can organize these links by ordering them and grouping them within folders.

Favorites

Name	Modified
Approve Time Sheet Data	3/20/12 2:57:44 PM
Leave Request	3/20/12 2:55:51 PM
Record Working Time	3/20/12 2:59:13 PM

Close

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.



Organize Entries
Links allow quick access to documents, folders, portal content, or a variety of other objects. You can organize these links by ordering them and grouping them within folders.

Favorites

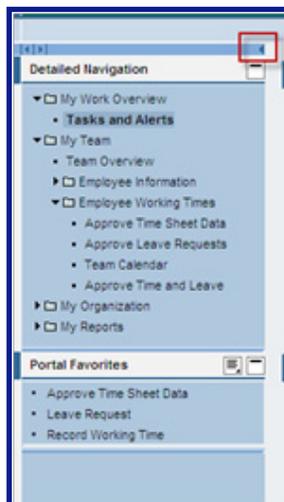
Name	Modified
Approve Time Sheet Data	3/20/12 2:57:44 PM
Leave Request	3/20/12 2:55:51 PM
Record Working Time	3/20/12 2:59:13 PM

Close

- Rename...
- Move...
- Clipboard
- Delete**
- Details

Expanding/Collapsing Detailed Navigation & Portal Favorites

You can expand and collapse both the **Detailed Navigation** window and **Portal Favorites** 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.



Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
- Employee Information
- Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Team Calendar
 - Approve Time and Leave
- My Organization
- My Reports

Portal Favorites

- Approve Time Sheet Data
- Leave Request
- Record Working Time

Expanded View



Reminder of Dates

March 2012 Dates/Task for All Employees

Date	Event	Name
3/18/2012	Date of Birth	Susan Edythe Switzer

Row 1 of 1

Display Month Previous Next

Universal Worklist

Tasks (3 / 3) Alerts Notifications Tracking

Collapsed View