

Subject: Exciting MySCEmployee ESS & MSS Improvements Available Beginning Monday, April 9

Audience: All MySCEmployee Users, Agency Training Coordinators, HR Directors

The SCEIS HR/Payroll Team is pleased to announce new system enhancements for both the Employee Self Service (ESS) and Manager Self Service (MSS) portions of MySCEmployee, which will be **live in MySCEmployee beginning on Monday, April 9**. These improvements are described below. We have also provided links to instructional Mini Guides for the Portal Favorites and Page Personalization enhancements described below. (For your convenience, these guides are also posted on the [Weekly Updates page](#) in conjunction with this message.)

In addition to the Mini Guides, the SCEIS Training and HR/Payroll Teams will provide several opportunities for ESS and MSS users to attend a Live Meeting/Conference Call workshop that will walk them through each of the enhancements. Complete information on this series of workshops, including links to request registration, are included at the end of this message.

Portal Favorites: Manager Self Service & Employee Self Service

Beginning Monday, April 9, all MySCEmployee users (ESS & MSS) will see a difference in the MySCEmployee Welcome screen, which is the first page displayed after MySCEmployee users log in to the system. On the left-hand side of the screen, a new navigation menu called “Portal Favorites,” will appear.

Users will be able to populate the Portal Favorites menu with one-click links to the MySCEmployee pages they use most often. For example, users who frequently check their Quota Balances can add that page to their Portal Favorites. Once they do this, they can access the Quota Balances page simply by clicking on the shortcut in their Portal Favorites menu, instead of navigating through the main menu screen to the Time and Leave screen, and then selecting Quota Balances from there.

For more detailed information on Portal Favorites, including step-by-step instructions for creating and managing Portal Favorites, click the links below to view instructional Mini Guides.

- [ESS Navigation with Portal Favorites Mini Guide](#)
- [MSS Navigation with Portal Favorites Mini Guide](#)

Page Personalization: Manager Self Service & Employee Self Service

Page Personalization will allow all MSS users and those ESS users who record their working time in MySCEmployee (on the Record Working Time page) to customize the layout of certain pages in the MySCEmployee system. Only pages with multiple parts will be customizable using Page Personalization. For example, the My Team > Employee Information > General Information page in MSS, contains the following parts: Employee Search, General Data, Monitoring of Tasks, Company Properties and Personal Data.

MSS Page Personalization Note

Page Personalization will have the biggest impact on MSS users who access many pages with multiple parts (all of these pages are listed on page 1 of the Page Personalization in MSS Mini Guide, available at the link below).

ESS Page Personalization Note

Only ESS users who record their working time in SCEIS will see changes as a result of this enhancement. On April 9, these users will find that the SCEIS Team has added the Leave Request screen onto the Record Working Time page in order to allow employees to be able to enter their working time and leave requests on the same screen. Because that page will have two parts (Leave Requests and Record Working Time), it will be subject to Page Personalization beginning on April 9.

For more detailed information on Page Personalization, including step-by-step instructions for personalizing pages, click the links below to view instructional Mini Guides.

- [Page Personalization in MSS Mini Guide](#)
- [Personalize the Record Working Time Page in ESS Mini Guide](#)

Improvements to Some MSS Pages

On April 9, Managers will see improvements to some pages in MSS. Managers can further enhance these pages by personalizing them as described in the Page Personalization in MSS Mini Guide (linked above). MSS Page improvements include:

- **Tasks and Alerts Page:** Beginning April 9, this page will have a different layout, which MSS users can adjust, and will have one additional section added: Attendance Overview. The goal of these changes is to make the Tasks and Alerts Page info a dashboard-type page for managers.
- **Approve Time & Leave Pages:** Beginning April 9, these pages will no longer open in a separate window when MSS users access them, but will open in the main browser window.

Live Meeting/Conference Call Information

The SCEIS Team invites all MySCEmployee users to join us for a workshop in April via conference call and Live Meeting. In the workshop, the SCEIS Team will provide an overview of the ESS and MSS changes detailed above, which will become available in the system on Monday, April 9, 2012.

Because this workshop has a wide audience, the SCEIS Team would appreciate assistance from agencies in coordinating calls into the workshop so that no agency location uses more than one to two call-in ports per session. For example, your agency could have multiple employees call in from one phone in a central location such as a conference room.

Description: This workshop will provide information highlighting upcoming improvements to ESS & MSS changes listed below. Each 90-minute workshop will include a live system demonstration followed by a question and answer session.

- ESS Portal Favorites
- MSS Portal Favorites
- ESS Personalize Page Layouts
- MSS Personalize Page Layouts

Target Audience: Any MySCEmployee user, including both ESS and MSS users.

Workshop Registration: There are five presentations of the April ESS/MSS Workshop available:

- Thursday, April 12 at 1:30 p.m.
- Monday, April 16 at 1:30 p.m.
- Wednesday, April 18 at 10:00 a.m.
- Wednesday, April 18 at 1:30 p.m.
- Tuesday, April 24 at 10:00 a.m.

To register for any one of these sessions, click the following link:

<https://www.surveymonkey.com/s/P8BH9YB>

Live Meeting and Call-in Details for All Workshop Sections

Live Meeting: The SCEIS Team will send you a link to the Live Meeting portion and the conference call phone number of the workshop you are registered to attend approximately 1 day before it is to be held—either Wed., April 11, Friday., April 13, Tuesday, April 17 or Monday, April 23.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to your computer as early as possible in advance of the workshop, preferably sometime today. The Live Meeting 2007 client download is available here:
<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.

Call-in: The SCEIS Team will distribute call-in details along with registration confirmations for this series of workshops. You will receive the appropriate call-in information as a part of the confirmation notice sent to you after you have registered for a session.

If you have any questions about this message, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.