MySCEmployee Reference Guide

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A Guide Designed to Support the Unique Needs of SCDOT Employees

SCDT Edition











Welcome to SCEIS

Dear SCDOT Employees,

Exciting things are in store for you with the transition to the new Human Resources and Payroll modules of the South Carolina Enterprise Information System (SCEIS). With the implementation of the SCEIS system, you will notice that you will be able to conduct some of your most important daily work activities and access your personal information on file with the State.

SCEIS will provide you with an easy and convenient way to update your personal information and manage work-related transactions. MySCEmployee gives you a secure way to administer human resource and payroll information such as leave requests, pay checks/pay statements and personal information.

The MySCEmployee Reference Guide attached to this letter is a resource to provide you information on this new system and step-by-step instructions on how to view your personal information and perform human resources and payroll related activities when you logon to MySCEmployee. We hope this guide will enhance your experience with MySCEmployee and support you as you learn to use the system.

While the SCEIS Project Team has worked closely with your agency to implement a state-of-the-art replacement of State Government's aging human resources and payroll systems, as with the implementation of any new system, we may encounter a few issues during the transition. We will work with you and your agency to address any problems you may encounter on a timely basis.

Again, welcome to SCEIS! We hope you enjoy the security, ease and convenience of using MySCEmployee.

Sincerely, The SCEIS Team



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What MySCEmployee Means for You

Overview

The SCEIS system was designed, built and implemented with a focus on state employees. Through MySCEmployee, you will have unprecedented access to your human resources and payroll information on file with the State.

The SCEIS HR/Payroll system has replaced the State's antiquated payroll system that was created using 1960s technology, and the State's human resources system that is currently more than 12 years old. The new system modernizes South Carolina's human resources and payroll systems and creates opportunities for you to better monitor your own personal information to ensure accuracy. Some of the features available through MySCEmployee are:

- Employee Self Service You are encouraged to use the MySCEmployee website to access Employee Self Service to maintain your personal data on file with the State. Changes to your home address and bank account information can be made from any computer with an internet connection.
- Manager Self Service In addition to running reports, managers will use the MySCEmployee website to access Manager Self Service to, among other things, approve leave requests.
- Employee Personnel Number You will receive a unique personnel number to be used in place of your Social Security Number. The goal of the number is to reduce the risk of identity theft and fraud by helping to prevent the wrong person from obtaining your Social Security Number.

Standardizing the Way the State Does Business

South Carolina is a thriving, growing state with a government that conducts a great deal of business every day. One of the goals of the project is to streamline the way the State does business in order to ensure that employees in different agencies are all following the same standards and practices. In order to better serve you, the employee, a number of policies have been updated or changed. Many of these changes are detailed in the pages that follow, and are also available through your agency's human resources department.

Your MySCEmployee User Name and Password

You will receive your MySCEmployee user name and password from your agency prior to your agency's go-live date. This information will allow you to access the MySCEmployee website at https://myscemployee.sc.gov to conduct human resources and payroll related activities.

Quick Reference Cards

Quick Reference Cards have been created to assist you as you begin using the MySCEmployee website. Whenever you see the following icon in this reference guide, it means there is a Quick Reference Card that provides steps on how to complete that particular activity.



Getting Assistance with MySCEmployee

- 1. Check each of the following SCEIS resources. If this does not resolve the questions, proceed to number 2.
 - Online MySCEmployee Training for SCDOT page: http://sceis.sc.gov/page.aspx?id=223
 - Online MySCEmployee Tools page: http://sceis.sc.gov/page.aspx?id=166
- 2. Ask someone in your agency who has either been assigned to provide initial help or someone you know who has completed training on the topic you are researching. If this does not resolve the problem, proceed to number 3.
- 3. If you are unable to resolve your question after steps 1 and 2 and if you need help with anything other than logging onto SCEIS or resetting your password, contact the SCDOT Help Desk at *helpdesk@dot.state.sc.us or call them at 1-800-890-1373 (outside Columbia) or (803) 737-1670 (in Columbia).
- 4. For assistance with logging onto SCEIS systems or for help with resetting your password, contact the SCEIS Service Desk by phone or email.
 - **Phone:** (803) 896-0001 (Select option 1 for SCEIS Help)
 - Web: http://www.sceis.sc.gov/requests/



Getting Assistance with Finance, Materials Management and Human Resources/Payroll Transactions in ECC

- 1. Check each of the following SCEIS resources. If this does not resolve the questions, proceed to number 2.
 - Check SCEIS FAQs at http://sceis.sc.gov/faqs.aspx.
 - Check SCEIS uPerform documentation available at https://uperform.sc.gov.
 - Refer to course materials you received through SCEIS training.
- 2. Ask someone in your agency who has either been assigned to provide initial help or someone you know who has completed training on the topic you are researching. If this does not resolve the problem, proceed to number 3.
- 3. If you are unable to resolve your question after steps 1 and 2 and if you need help with anything other than logging onto SCEIS or resetting your password, contact the SCDOT Help Desk at *helpdesk@dot.state.sc.us* or call them at 1-800-890-1373 (outside Columbia) or (803) 737-1670 (in Columbia).
- 4. For assistance with logging onto SCEIS systems or for help with resetting your password, contact the SCEIS Service Desk by phone or email.
 - **Phone:** (803) 896-0001 (Select option 1 for SCEIS Help)
 - Email: http://www.sceis.sc.gov/requests/

Employee Self Service: Your Online Resource

Employee Self Service is an online tool that allows you to view and, in some cases, change your personal information on file with the State, using any computer with an internet connection. The table on the following page shows the kinds of information you can view or change using Employee Self Service.

Accessing MySCEmployee

To access Employee Self Service, you must first have your MySCEmployee user name and password. Once you have this information, you can log into the MySCEmployee website at *https://myscemployee.sc.gov* and enter your username and password in the appropriate fields. You are advised to maintain your user name and password in strict confidence as this information can be used to gain access to your personal data in Employee Self Service. The first time you access the MySCEmployee website, you will need to create a new password. For security purposes, you will be required to change your password every 90 days.

If you have difficulty accessing MySCEmployee, logging into Employee Self Service, or if you do not have access to a computer or are not comfortable entering your own data into Employee Self Service, please contact your local human resources department or the SCEIS Service Desk to assist you. See page 5 of this guide for detailed information on Getting Assistance with MySCEmployee.

Employee Self Service Training

For additional information about the kinds of information you can view or change in Employee Self Service, as well as detailed instructions on how to view data or make changes, you are encouraged to take the MySCEmployee Employee Self Service Training Course for SCDOT online at http://www.sceis.sc.gov/page.aspx?id=223. You can also go to the SCEIS website at www.sceis.sc.gov, click Training in the left-hand navigation menu, then click MySCEmployee Training for SCDOT to access the course. Currently there are two courses for ESS users who work for SCDOT:

- ESS100 MySCEmployee Course This course is intended for all SCDOT employees and will walk you through the major activities within human resources and payroll that you will now be able to do on your own and show you how to navigate within the website.
- ESS110 MySCEmployee Time Entry Course This course is inteded for SCDOT employees who do not use HMMS. Employees who use HMMS to enter their time and submit leave requests do not need to complete this training course. ESS110 provides instruction on entering time and leave in the MySCEmployee Employee Self Service and submitting these requests for approval by a manager in MySCEmployee Manager Self Service.



Viewing or Changing Your Personal Information

The table below shows the different types of information you can view or change using Employee Self Service. You may also conduct certain transactions such as bank and benefit changes by calling your agency human resources department. If you will not be using Employee Self Service, you should check with your agency human resources department if you need to view your personal information. Your human resources representative should be able to provide you with the information you need.

Type of Information	To View	To Change
Personal		
Legal Name	MySCEmployee	Employee Self Service/Agency HR
Employee ID Number	MySCEmployee	
Birth Date	MySCEmployee	Agency HR
Home Address	MySCEmployee	Employee Self Service/Agency HR
Mailing Address	MySCEmployee	Employee Self Service/Agency HR
Tax Withholding (W4)	MySCEmployee	Employee Self Service/Agency HR
Home Phone	MySCEmployee	Employee Self Service/Agency HR
Emergency Contact	MySCEmployee	Employee Self Service/Agency HR
Bank Information	MySCEmployee	Employee Self Service/Agency HR
Payroll		
Employment Verification	MySCEmployee	Employee Self Service/Agency HR
Salary Verification	MySCEmployee	Employee Self Service/Agency HR
Pay Statement	MySCEmployee	Employee Self Service/Agency HR
Leave		
Request Leave	MySCEmployee	Employee Self Service/Agency HR
View Available Leave (Quota Overview)	MySCEmployee	Employee Self Service/Agency HR
Benefits (Statewide Plans Only)		
Links to Plan Details (For benefits- related information, visit the Em- ployee Insurance Plan website.)	MySCEmployee	
Retirement Documents	MySCEmployee	Retirement System Website/Agency HR
Links to OHR Documents	MySCEmployee	



Manager Self Service

Manager Self Service is a part of the SCEIS system and is accessible through the MySCEmployee website, which provides a single access point for managers to view their employees' information and perform managerial tasks to include:

- Approving leave requests
- Running reports

If you are designated as a supervisor in your agency's organizational structure, in addition to ESS, you will have access to Manager Self Service functionality. The table on the next page lists the kinds of information you will be able to view for each of your employees, as well as the tasks you will be able to perform in Manager Self Service.

Accessing Manager Self Service

You will access Manager Self Service by logging into the MySCEmployee website at *https://myscemployee.sc.gov* with your user name and password. To visit the Manager Self Service section of MySCEmployee, click on the Manager Self Service tab. Use the drop down menu on the left-hand side of the page to navigate through the Manager Self Service offerings.

If you have difficulty logging into Manager Self Service, please contact your local human resources department or the SCEIS Service Desk to assist you. See page 5 of this guide for detailed information on Getting Assistance with MySCEmployee.

MySCEmployee Manager Self Service Training

For more information on the types of information and tasks available to you in Manager Self Service, you are encouraged to take the MySCEmployee Manager Self Service Training Courses for SCDOT online at http://www.sceis.sc.gov/page.aspx?id=223. You can also go to the SCEIS website at www.sceis.sc.gov, click Training on the left-hand navigation menu, then click MySCEmployee Training for SCDOT to access the courses described below:

- MSS100 MySCEmployee Course This course provides instruction on navigating and using MSS functionality, and is tailored to the SCDOT audience. All SCDOT MySCEmployee users who have access to Manager Self Service should complete this course.
- MSS110 MySCEmployee Time Review and Approval Course This course is inteded for SCDOT managers who have employees who enter time through MySCEmployee Employee Self Service (Non-HMMS employees). Managers whose employees use HMMS to record working time and submit leave requests do not need to complete this training course. MSS110 provides instruction on reviewing and approving employee working time submissions in the MySCEmployee Manager Self Service system.



Viewing Employee Information and Performing Managerial Tasks in Manager Self Service

The table below shows the different types of employee information you will be able to view as a manager or supervisor, as well as the types of tasks you will be able to perform using Manager Self Service.

Type of Information	To View	To Change
Employee Search Data		
Employee Emergency Contact Information	MySCEmployee	Manager Self Service
Business		
Employee Position	MySCEmployee	Agency HR
Employee Work Location	MySCEmployee	Agency HR
Employee Organizational Unit	MySCEmployee	Agency HR
Monitoring Tasks		
Display Key Dates (birthday, return from short-term disability, etc.)	MySCEmployee	Agency HR
Display Training Reminders	MySCEmployee	Agency HR
Display Credential Verification Updates	MySCEmployee	Agency HR
Company Property		
Display State Property Assigned/On Loan to Employee	MySCEmployee	Agency HR
Time and Leave		
Employee Cost Center	MySCEmployee	Agency HR
Approve/Reject Employee Leave	MySCEmployee	Manager Self Service

Time Entry in MySCEmployee



This information is only applicable to those employees who have been directed by their agency to enter time on a daily basis. You are encouraged to record your time worked on a daily basis inside the My Time section of MyS-CEmployee. Upon entering and saving (releasing) your time, your manager, through Manager Self Service, will see your time and be able to approve or reject it.

Following are the SCEIS attendance types that you will use when entering time in Employee Self Service or on a paper time sheet (for those employees not using Employee Self Service):

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Daily Time Submission

It is the responsibility of each agency to set the required time-entry frequency for its employees. Daily submission is recommended as it allows for employees and managers to better keep track of work hours. See your manager or human resources representative to be sure you know your agency's policy on how often you should enter time. If you are not sure what increments of time your agency requires you to record, please contact your agency's human resources representative.

Time Conversion Table

Employees will record time in MySCEmployee using the 24-hour clock, also known as military time. Using this system, you count each hour from 0 to 24 (because there are 24 hours in a day), with 00:01 being one minute after midnight, 01:00 being 1 a.m., etc. An easy way to convert traditional time to military time is by adding 12 to each hour beginning with 1 p.m. (which converts to 13:00), 2 p.m. (which converts to 14:00), etc. At 24:00, you start again from the beginning with 00:00 (which is also considered midnight). See the chart below to better understand 24-hour time conversion.

Traditional Time	24-Hour Time	Traditional Time	24-Hour Time
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00
12:00 p.m.	12:00	12:00 a.m.	24:00/00:00

MySCEmployee Training for Time

The ESS110 MySCEmployee Time Entry course is intended for those employees who will need to enter time on a daily basis. Please contact your local human resources support personnel regarding whether you should be entering time in the system. For those employees who are required to enter time in MySCEmployee, the time entry course can be accessed at http://www.sceis.sc.gov/page.aspx?id=223.

Leave Requests in MySCEmployee



In the My Working Time area of MySCEmployee, ESS users will be able to request leave and record sick time. Managers will approve leave requests in Manager Self Service.

Viewing and Checking Leave Balances

The SCEIS system automatically manages accruals of various balances, including:

- Sick Leave
- Annual Leave
- Compensatory Time (if applicable)
- Holiday Compensatory Time (if applicable)

If you are using Employee Self Service, you can view your leave balances online. If you are not using Employee Self Service, you may request a time statement, which includes available leave balances from your agency's human resources representative.

MySCEmployee Employee Self Service Training for Leave

You may view the Employee Self Service Training Course for SCDOT users online at http://www.sceis.sc.gov/ page.aspx?id=223. Upon completion of the course, if you have additional questions about how to enter your leave or about the new policies and procedures associated with time and leave in MySCEmployee, follow up with your agency's human resources department.

Your Pay in MySCEmployee

All employees in agencies using MySCEmployee will continue to be paid on a semi-monthly pay cycle.

Revised Pay Statements in MySCEmployee

MySCEmployee will generate pay statements that look slightly different from the pay statements you have been receiving. Information you can expect to see on the revised pay statement includes:

- 1. Pay Period Beginning and End Date
- 2. Personnel Number
- 3. Check Date
- 4. Agency
- 5. Earnings

(Includes base pay plus other earnings, such as overtime, on-call pay and shift premium, when applicable)

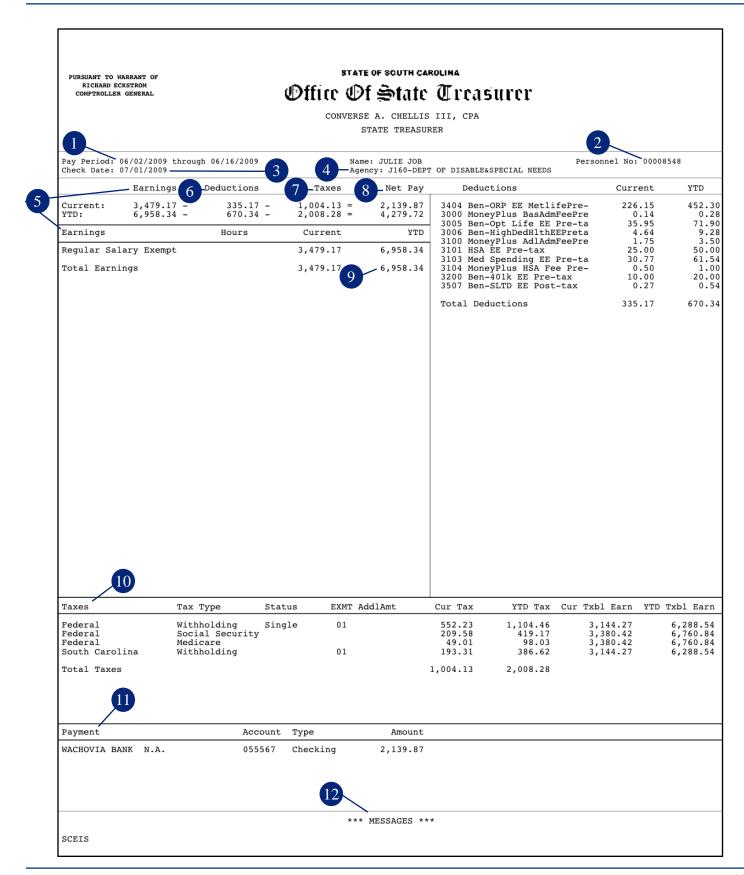
- 6. Deductions
- 7. Taxes
- 8. Net Pay
- 9. Total Earnings (Year to Date)
- 10. Federal Exemptions
- 11. Payment Bank
- 12. Messages

See sample pay statement on the next page.



Direct Deposit

Employees who currently utilize direct deposit to receive their pay will have their bank information converted over into MySCEmployee. It is important to note if you have direct deposit, once your agency is live on SCEIS, you will no longer receive a hard copy pay statement because it will be accessible through the MySCEmployee website.





Multiple Direct Deposit Account Options

You may choose to have your pay deposited into up to two accounts at different financial institutions via direct deposit. You will have one primary default account and you may elect to have portions of your pay directed into an additional account. The distribution of your pay into these separate accounts (if you choose to use this feature) will be automated when your pay is deposited on payday; you will not need to do anything extra each pay period to split your pay among your designated accounts.

If you would prefer to continue making banking changes through the SCDOT Central Payroll Office instead of ESS, that option is available to you.

If you have additional questions about your pay or how to enroll in a direct deposit account or view or print a pay statement in Employee Self Service, you are encouraged to take the ESS100 MySCEmployee Employee Self Service Training Course for SCDOT online at http://www.sceis.sc.gov/page.aspx?id=223.

Note: Having two direct deposit accounts does not impact your payroll deductions or current arrangements you have with your financial institution. This feature is about providing you with more flexibility and control over where to send your pay.

MySCEmployee Training Curriculum for SCDOT

The SCEIS website hosts the Employee Self Service and Manager Self Service on-line training courses for SC-DOT at http://www.sceis.sc.gov/page.aspx?id=223. You can also go to the SCEIS website at www.sceis.sc.gov, click Training in the left-hand navigation menu, then click MySCEmployee Training for SCDOT to access the courses. Through this site, you can access online training programs and tools designed to help you effectively learn to use Employee Self Service and Manager Self Service. These courses include:

- ESS100 MySCEmployee Employee Self Service Training Course for SCDOT This course is intended for all SCDOT employees. It walks you through the major activities within Human Resources and Payroll that you now are able to do on your own and details how to navigate within the website.
- ESS110 MySCEmployee Time Entry Course This course is inteded for SCDOT employees who do not use HMMS. Employees who use HMMS to enter their time and submit leave requests do not need to complete this training course. ESS110 provides instruction on entering time and leave in the MySCEmployee Employee Self Service and submitting these requests for approval by a manager in MySCEmployee Manager Self Service.
- MSS100 MySCEmployee Manager Self Service Training Course for SCDOT This course provides instructions and demonstrations on how to approve leave requests and how to access and review information regarding the employees who report to you via MSS.
- MSS110 MySCEmployee Time Review and Approval Course This course is inteded for SCDOT managers who have employees who enter time through MySCEmployee Employee Self Service (Non-HMMS employees). Managers whose employees use HMMS to record working time and submit leave requests do not need to complete this training course. MSS110 provides instruction on reviewing and approving employee working time submissions and leave requests in the MySCEmployee Manager Self Service system.

Important Policy and Procedure Changes

Noted below are a few key policy changes impacting SCDOT employees. Please review these important changes and direct any follow-up questions to SCDOT's human resources department.

Logistics of Pay Statement Distribution for Direct Deposit

New: All employees using direct deposit will no longer receive printed pay statements. Employee pay statements will be available through the MySCEmployee website for those who want to view them. Agencies will have the option of printing pay stubs for employees who may not have access to Employee Self Service.

Old: State Treasurer's Office provided hard copy pay statements for employees each pay day.

Leave Requests

New: In MySCEmployee, absences for most employees will be requested and approved electronically through the leave request tool in the My Working Time area of the MySCEmployee Employee Self Service website. The entire process is now automated. Those SCDOT employees who currently submit leave requests through HMMS will continue to do so after MySCEmployee is implemented. HMMS employees will have no changes to the way they submit leave requests.

Old: Agencies use a variety of different mechanisms to track employee leave including eLeave, other electronic tracking tools and paper/manual request and approval processes. SCDOT will continue to use HMMS for maintenance and other employees who used it before the MySCEmployee implementation. These employees will continue to submit leave requests as they always have.

Updating Emergency Contact Information

New: Employees will access the Personal Info area of the MySCEmployee Employee Self Service website to maintain their emergency contact information.

Old: Employees complete a paper form at orientation or when a change is required for their emergency contacts.

Updating/Creating Bank Information

New: Employees will access the Bank Information area of the MySCEmployee Employee Self Service website to maintain their direct deposit information. **Please note:** SCDOT employees can continue to make bank changes through the SCDOT Central Payroll Office if they would prefer to do so.

Old: Employees complete a paper form for the creation of a bank or changing a bank for the purpose of direct deposit.



Employment and Salary Verification

New: Employees will access the Employment Verification area of the MySCEmployee Employee Self Service website to submit an employment and salary verification request, which will be sent to the requested organization by your human resources/payroll department.

Old: Employees call their human resources/payroll department to request an employment and salary verification. In most cases, agencies require the completion of a paper form.

Reporting

New: Managers and supervisors will have access to standard reports via Manager Self Service.

Old: Managers and supervisors receive printed or electronic reports and/or have to request copies of certain reports from other staff or from the agency's human resources or information technology departments.

MySCEmployee Users Go-Live Checklist

Following is a list of items	that will help you prepare for using MySCEmployee:
☐ Take the ESS100 M	lySCEmployee Employee Self Service Training Course for SCDOT
at <i>http://www.sceis</i> .	sc.gov/page.aspx?id=223.
☐ If you do not use H	MMS to submit your working time and leave requests, take the ESS110 MySCEmployee
Time Entry Trainin	g Course for SCDOT at http://www.sceis.sc.gov/page.aspx?id=223.
☐ After receiving you	r user name and password, log into the MySCEmployee website
at <i>https://myscempl</i>	oyee.sc.gov. You will be required to create a new password.
☐ After logging in for	the first time, review your information for accuracy. If you identify incorrect
information, make	he required change using Employee Self Service, or follow up with your agency
human resources de	partment.
☐ If you are a manage	r or supervisor, take the MSS100 and MSS110 MySCEmployee Manager Self Service
Training Courses for	or SCDOT at http://www.sceis.sc.gov/page.aspx?id=223.
☐ If you are a manage	r or supervisor, log into Manager Self Service to confirm that you see your direct reports.

Appendix

Employee Self Service Quick Reference Cards

- Changing Your MySCEmployee Password
- Accessing MySCEmployee
- Managing Your Bank Accounts
- Change of Address
- My Employee Search
- Submitting Leave Requests

Manager Self Service Quick Reference Cards

- Approving Leave
- Substitutions



- 2. Type https://myscemployee.sc.gov in your web browser.
- 3. Click the Reset Password Here link.
- 4. You will be directed to the Internet Security and Acceleration Server 2006 log on screen.
 - a. Click the box beside the words: I want to change my password after logging on.
 - b. Enter your User ID and current Password.
- A new screen will open prompting you to enter your Old Password, New Password and a confirmation of your New Password.
- 6. After entering the required information, click the Change Password button.
- 7. You will be automatically directed back to the MySCEmployee log in page where you will enter your User ID and New Password.





Acceleration	urity & Server 2006	
Acceleration	15C1 VC1 2000	
Old password:		
New password:		
Confirm new password:		
		Continue

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Accessing MySCEmployee

Through MySCEmployee, which is the employee access point to the SCEIS system, you will have direct access to your human resources and payroll information on file with the State. Through Employee Self Service you will be able to maintain a significant amount of your personal data from any computer with an internet connection. Through Manager Self Service, managers will be able to view their employees' work-related information and perform managerial tasks.

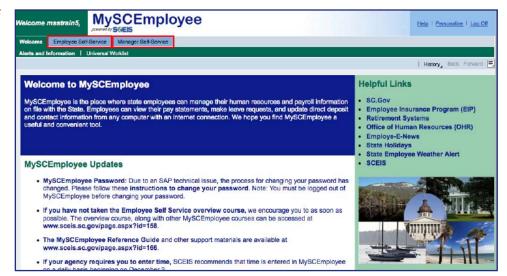
 To access MySCEmployee, type https://myscemployee.sc.gov in your web browser.



2. Enter your MySCEmployee User ID and Password in the appropriate fields, and click the Log on button.



3. Click the Employee Self Service tab to access and maintain your personal information. If you are a manager, you will also see a Manager Self Service tab, which you can use to perform managerial tasks.



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Managing Your Bank Accounts

In the My Pay area employees will be able to, among other things, maintain a primary and a supplemental bank account for direct deposit. Currently employees can set up two direct deposit accounts through MySCEmployee.



1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self-Service), then select My Pay from the submenu or from the body of the overview page.

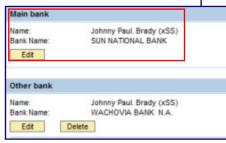
Pay Information
Pay Statements

View your pay statements (current or historical).

2. Select the Bank Information link to manage your accounts.

3. You will be taken to a screen that

displays your existing bank account(s) you have set up for direct deposit.



4. You can now choose to Edit your Main Bank account information, or Edit or Delete your Other Bank information by clicking the appropriate link. The image to the right shows what you would see if you chose to Edit your Main Bank.

5. Enter your new account information (routing number and bank account number)

(routing number and bank account number)
in the appropriate fields and choose the account type. A sample check
illustrates where the routing number and account number are displayed on
most checks. Once the information is entered, you will be able to review your
entry before saving it.

Employment Verification Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency). Direct Deposit and Banking Direct Deposit Authorization Read this prior to maintaining direct deposit Bank Information Maintain your banks for direct deposit. NOTE: Changes made might not be in effect for up to two weeks Johnny Paul. Brady (xSS) WACHOVIA BANK Bank Key / Routing Number: 011102094 Bank Account: 1509912345 Account Type: Checking -Direct Deposit: PA... ▼ Payment Method: Example Check YOUR NAME 5555 Street Name City, ST 12345 DATE Pay to the Order of -\$ Dollars Financial Institution 1000 Street Name City, ST 12345 For 1:004183835:1 20035279425 Check Number Account Routing

Note: If you change account information, it is advisable to ensure money is deposited into the new bank account before closing the old account.

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Change of Address

In the My Personal Info area, among other things, employees will be able to maintain:

- Permanent Residence
- Temporary Residence
- Mailing Address
- Three Emergency Contacts



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self-Service), then select My Personal Info from the submenu or from the body of the overview page.
- 2. From the My Personal Info main page, click the Addresses and Emergency Contact Information link to maintain this data.
- 3. A progress chart that walks employees through each step of the address change process is displayed at the top of the page. Step 1, Overview, displays an employee's current addresses and emergency contacts. To edit an existing record, click the appropriate Edit button.



- 4. In this example, you can edit your permanent residence information by filling in the required fields, which are marked with a red asterisk (*).
- 5. After entering the required information, indicate whether the change is Valid as of Today, or if the change will be Valid as of a Future Date. Then click the Review button to review prior to saving the change.

C/O or Contact:	
Street and House Number: *	1010 Happy Lane
Address Line 2:	
City: *	Columbia
County: *	Richland
State: *	South Carolina 💌
ZIP Code: *	29210
Main / Primary Phone: Other / Secondary Phones:	803 999-0111 Mobile Phone 803 5551212 000
Valid as of Today Valid as of Future Date	
◀ Previous Step Review	Exit

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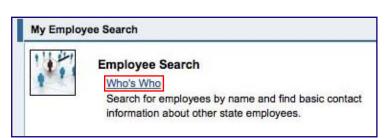
My Employee Search

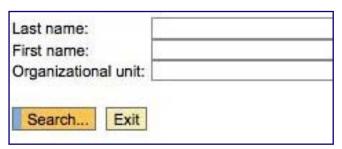
Allows employees to search for other state employee contact information, to include:

- Work E-mail
- Work Phone Number
- Personnel Area (Agency)
- Position
- Organizational Unit



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self Service tab (Employee Self-Service), then select My Employee Search from the submenu or from the body of the overview page.
- 2. Select My Employee Search, then click the Who's Who link to conduct a search.
- 3. You will be prompted to enter your search criteria, with the options of inserting last name, first name or organizational unit information. Wild card (*) searches can be used in any field.





4. Based on your search criteria, a results list is created. Identify the person for whom you were searching and click the associated link.

Result List		10		
First name	Last name	Middle name	Personnel area	Organizational unit
Test	Jones		ADJUTANT GENERALS OFFICE	NATIONAL GUARD
Test5	Jones		LEG DEPT-THE SENATE	ACCOUNTING SERVICES DIV
Test5	Jones		DEPARTMENT OF AGRICULTURE	CONSUMER SERVICES LAB
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

5. Employee profile information will then be displayed (see Employee profile for Test6 Jones to the right).

Employee profile for Te	st6 Jones
Communication	
Area Code + Telephone:	803-999-9999
Extension:	
E-mail:	T6JONES@SC.GOV
Department	
Organizational unit:	EXECUTIVE OFFICE
Miscellaneous	
Last name:	Jones
First name:	Test6
Middle name:	
Personnel area:	STATE AUDITOR OFFICE

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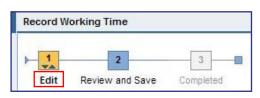
Recording Working Time

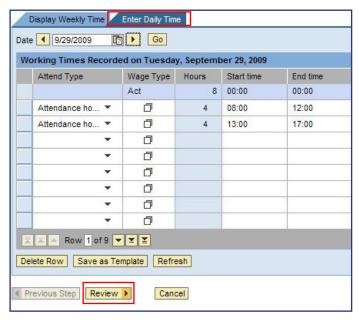
In the My Working Time area, among other things, employees will be able to record their daily work hours. Managers will approve employee working times in Manager Self Service.



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self-Service), then select My Working Time from the submenu or from the body of the overview page.
- 2. Click the Record Working Time link to begin the time entry process.
- 3. A progress chart that walks employees through each step of the time entry process is displayed at the top of the page. The view defaults to the Display Weekly Time tab, which displays hours recorded that week using the Enter Daily Time tab. To record attendance hours, click on the Enter Daily Time tab.
- 4. On the Enter Daily Time tab, employees can record their start and end times (using the 24 hour clock or military time) throughout the day by identifying the appropriate attendance type from the pull down list on the left-hand column:
 - 1000 Attendance Hours
 - 1001 On Call
 - 1002 Call Back
 - 1003 Training







5. After entering the required information, click the Review button to review the entry before submiting for manager approval.

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Recording Working Time Using Charge Objects

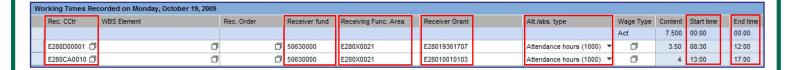
In the My Working Time area, among other things, employees will be able to record their daily work hours. Some employees will have additional fields to maintain on their time sheet for items called Charge Objects. Managers will approve employee working times in Manager Self Service.



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self Service tab (Employee Self-Service), and select My Working Time from the submenu or from the body of the overview page. Then click the Record Working Time link to begin the time entry process.
- 2. After clicking the Record Working Time link, just like for employees who enter time and do not record charge objects, a progress chart that walks employees through each step of the time entry process is displayed at the top of the page.



Note: Employees who are required to enter charge objects will see a different time entry screen than those employees who are not required to record charge objects. If recording charge objects, in addition to recording an attendance type with start times and end times, employees will also need to identify a receiver cost center, receiver fund, receiving functional area and receiver grant, which will be provided by their manager.



3. After entering the required information, click the Review (Review ▶) button to review the entry before submiting for manager approval.

Reminder: When using charge objects, in addition to recording an attendance type with start times and end times, employees MUST include a receiver cost center, receiver fund, receiving functional area and receiver grant.

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Submitting Leave Requests

In the My Working Time area, among other things, employees will be able to request leave, such as annual leave and comp time and to record sick time taken. Managers will approve leave requests in Manager Self Service.



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self-Service tab (Employee Self-Service), then select My Working Time from the submenu or from the body of the overview page.
- 2. Click the Leave Request link to begin the leave submission process.
- 3. A progress chart that walks employees through each step of the leave request process is displayed at the top of the page. The first step, Display and Edit, allows employees to identify the type of leave to be used from a drop down menu, the dates leave will be taken, the time or duration of the request, as well as a place to include a note for your manager.
- After entering the required information, click the Review button to review the request before submiting for manager approval.
- 5. Note: The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

Leave Requests
Leave Request
Request leave and other types of absences.

Leave Request		
1	2	3
Display and Edit	Review and Send	Completed

Type of Leave:	A.Annual Lea	ive		-		
Date:	10/28/2009	1	To	10/28/2009	9	
Time:	12:00 AM	То	12:	00 AM		
Duration:	0 Hc	ours				
Approver:	CARROLL, M	ICHAEL	ā	ð		
Note for Approver:						

4	3	Nov	emb	er 2	2009	9				Dec	emb	er 2	2009	9				Jar	nuar	y 21	010		•
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
44	25	26	27	28	29	30	31	49	29	30	1	2	3	4	5	1	27	28	29	30	31	1	2
45	1	2	3	4	5	6	7	50	6	7	8	9	10	11	12	2	3	4	5	6	7	8	9
46	8	9	10	11	12	13	14	51	13	14	15	18	17	18	19	3	10	11	12	13	14	15	18
47	15	16	17	18	19	20	21	52	20	21	22	23	24	25	26	4	17	18	19	20	21	22	23
48	22	23	24	25	26	27	28	1	27	28	29	30	31	1	2	5	24	25	26	27	28	29	30
49	29	30	1	2	3	4	5	2	3	4	5	6	7	8	9	8	31	1	2	3	4	5	8

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Manager Self Service Approving Working Time

Through the MySCEmployee website, employees will submit their daily work hours to their manager for approval in Manager Self Service.



- 1. Log into MySCEmployee at https://myscemployee.sc.gov, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click Approve Time Sheet Data.
- 2. The time approval screen will open in a new window. The Simple View Weekly display is the recommended viewing option.
- 3. The Simple View Weekly display makes it easier to manage the time approval process. By comparing the Number (Work Hours Submitted) and Target





Pers. No.	Empl./appl.name	Frm	То	Message	Number	Target Time	Approval
8895	Michelle S. Dickerson	09/21/2009	09/27/2009		<u>37.500 H</u>	37.50 H	Approve All
8897	Mary Ann Simons	09/21/2009	09/27/2009		<u>37.500 H</u>	37.50 H	Approve All
8898	William J. Salvatore	09/21/2009	09/27/2009	1	35.250 H	37.50 H	Approve All

Time columns, a manager can identify employees who have not entered time according to their work schedule. In the above example, the first two employees listed submitted time that matched their normal work schedules. The third employee has entered either too many or too few hours for the week as indicated by his column turning red.

- 4. The manager can view each employee's daily time submissions for the given week by clicking the corresponding hours in the Number field. In the above example, if the manager was satisfied that the first two employees had submitted their time correctly, he or she could leave the Approval column set to Approve All, and set the third employees time to either Reject All or Resubmit All. Using Reject All makes the employee have to re-enter his or her time through Employee Self Servce, whereas using Resubmit All allows the time to stay in your time approval queue for later approval. Using Resubmit All gives a manager time to follow up with his or her employee to better understand the discrepancy.
- 5. After identifying whether to approve, reject or resubmit the time, click Review. After reviewing your approval selections, click the Save Previous Step Save button to finalize the time approval process.

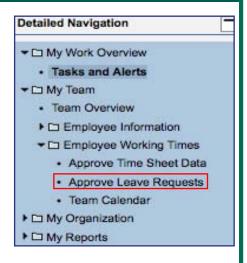
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Manager Self Service Approving Leave

Through the MySCEmployee website, employees will submit annual leave and sick leave requests to their managers for approval in Manager Self Service.



- 1. Log into MySCEmployee at https://myscemployee. sc.gov, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click Approve Leave Requests.
- 2. You will see a list of the employees who have submitted requests to you in the Requests Waiting for Approval table. By clicking the blank column next to an employee's request, you will see the details of their request.
- 3. After reviewing the request, you can Approve it, Reject it or take no action and the request will remain in the queue until you decide to take action.
- 4. If you approve the request, you will be taken to the second step of the leave approval process. During this step the employee's request is displayed again. To approve the request, click the Approve Request button.



Type of Leave From

46.63 Hour

65.63 Hours

7.50 Hours

A.Annual Leave 10/19/2009

9/25/2009

ave 12/2/2009

10/20/2009

ave 10/30/2009 10/30/2009

9/25/2009

10/20/2009

12/3/2009



Requests waiting for approval

Date of Request Requester

Provious Notes: Mike, I need to leave early this day for a dentist appt

Time Account: Deductible from Deductible to Entitlement

12/31/9999

12/31/9999

12/7/2009

Mary Ann Simons has requested the following leave:

Type of Leave: A.Annual Leave

Annual Leave 6/29/2009

Holiday Comp 9/7/2009

6/29/2009

Mary Ann Simons

85.63 Hours

7.50 Hours

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Manager Self Service Substitutions

Managers can identify a substitute to have the items in their Universal Worklist (Manager Self Service home page) sent to another person to make temporary approvals in the manager's absence. Substitutions apply to time, leave and travel requests.



Refresh

Personalize View

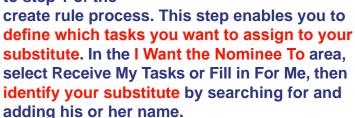
1. To assign a Substitute, scroll to the upper-right portion of the Universal Worklist and click the icon (boxed in red in the image below). Then select Manage Substitution Rules as shown in the graphic at right.



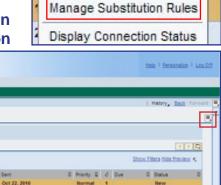
MySCEmployee

rule, click the Create Rule button.

3. After clicking the Create Rule button, you will be taken to step 1 of the



- 4. The Nominee's (substitute's) name should now appear in the Nominee field. If this is the person you want to serve as your substitute, click the Next button.
- 5. In step 2, you can identify if you want the substitute to begin receiving your items At Once, or you can specify a specific date. After identifying when the rule should be activated, click the Save button.



Show Filters Hide Preview =

