
MySCEmployee

powered by **SCS EIS**

Technical Readiness Guide

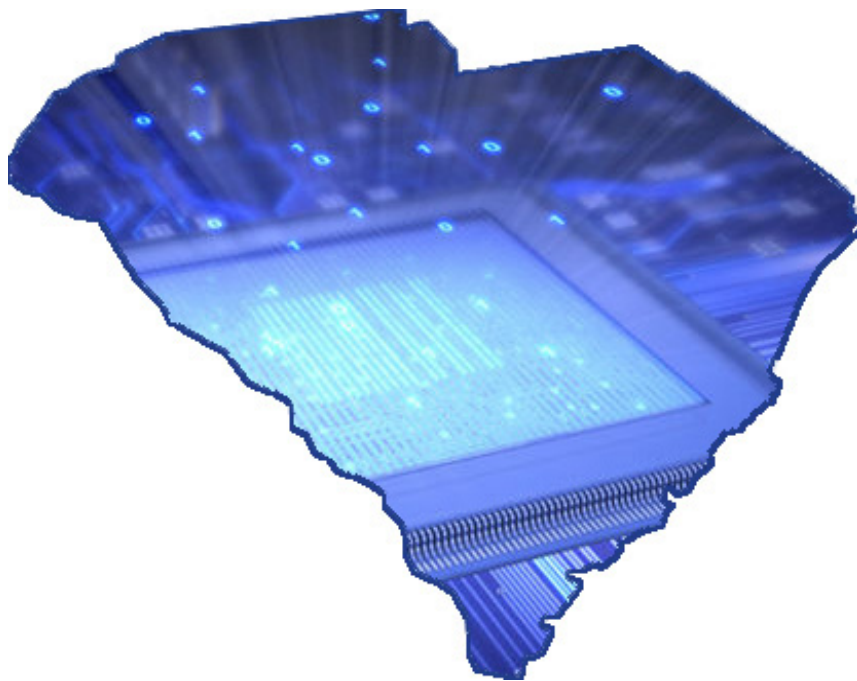


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Introduction

Employees will use the MySCEmployee website to access Employee Self-Service and Manager Self-Service. The purpose of this document is to provide agencies with the technical requirements and recommendations necessary for their employees to successfully access and use MySCEmployee.

Agency Technical Requirements

Desktop Equipment and Operating System

Minimum Desktop and Laptop Requirements	
Hardware/Memory:	<ul style="list-style-type: none">• Pentium IV Compatible• CPU:1GHz+, RAM 512MB, HD:1GB
Operating System:	<ul style="list-style-type: none">• Windows XP
Browser:	<ul style="list-style-type: none">• Internet Explorer 6, 7, or 8 <p><i>Note: Other browsers, such as Mozilla and Safari are not supported.</i></p>
Related Applications	<ul style="list-style-type: none">• Java Runtime Environment 1.5 (1.6 is also supported)• Adobe Acrobat Reader Version 8.1 (9.1 recommended) <p><i>Note: Employees cannot access/display their paystub in MySCEmployee without Adobe Acrobat Reader.</i></p>

Portal Browser Settings

The following section outlines the recommended browser settings for Internet Explorer (IE).

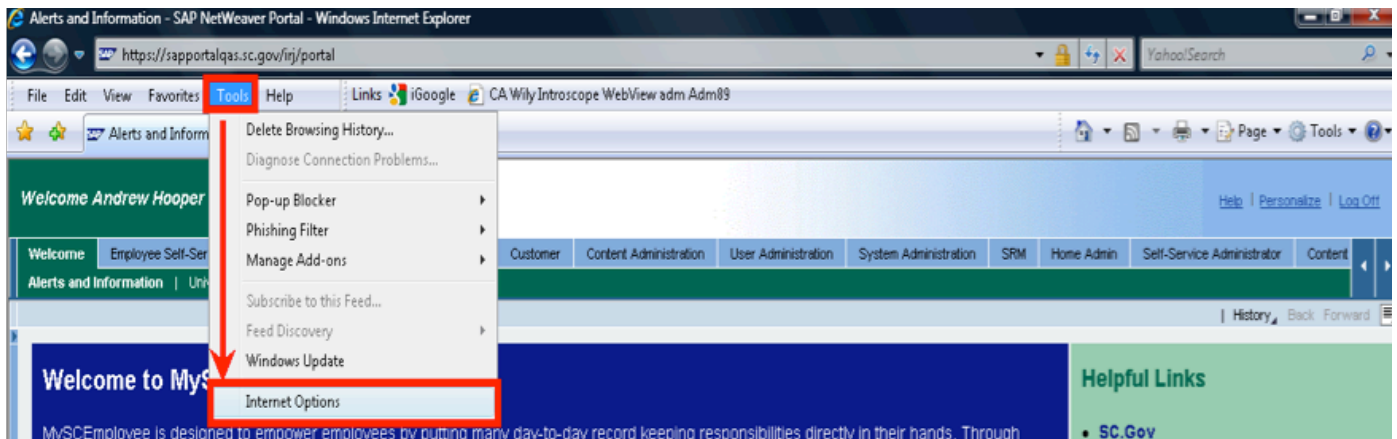
Overview of Settings:

- Enable java scripts
- Enable ActiveX components
- Enable cookies
- The setting “Do not save encrypted files to disk” must be unchecked
- Deactivate the pop-up blocker for AND update the Trusted Sites

The following is a step-by-step review of the internet browser settings to be established:

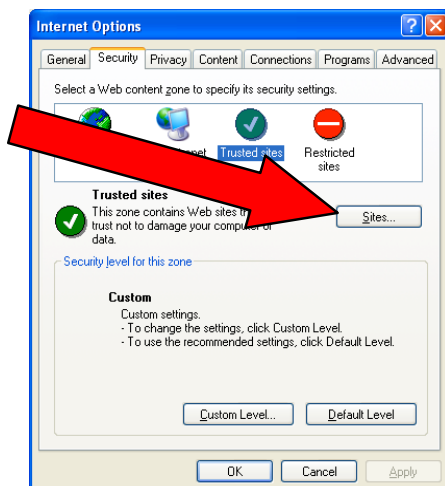
Step 1

Open Internet Explorer and select Tools→Internet Options.



Step 2

After the Internet Options box opens, select the **Security** tab, then click the **Trusted Sites** icon , followed by the **Sites** button.



Step 3

Add the following websites to the Trusted Sites zone:

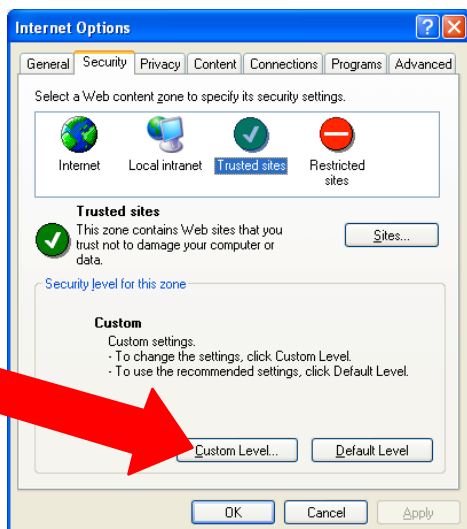
https://sceisgateway.sc.gov
https://sceisimage.sc.gov
https://myscemployee.sc.gov
https://ecpwebgui.sc.gov
https://Uperform.sc.gov

After entering the websites, click the **Close** button.



Step 4

Ensure the Trusted sites is still selected in the Security tab, then click the **Custom Level** button.



Scroll to Active X controls and plug-ins and ensure the following settings are enabled:

- Download signed ActiveX controls – Enable
- Download unsigned ActiveX controls – Enable
- Run ActiveX controls and plug-ins – Enable
- Script ActiveX controls marked safe for scripting – Enable

Scroll to Downloads and ensure the following settings are enabled:

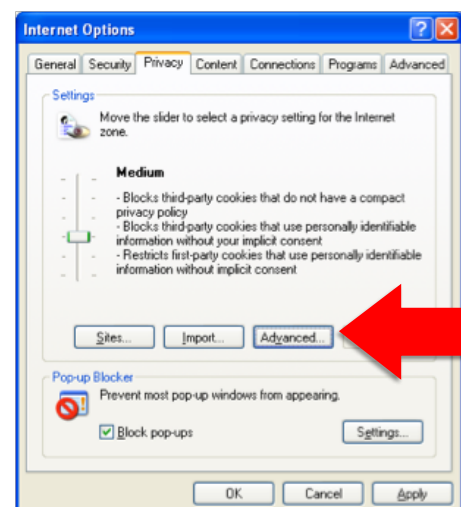
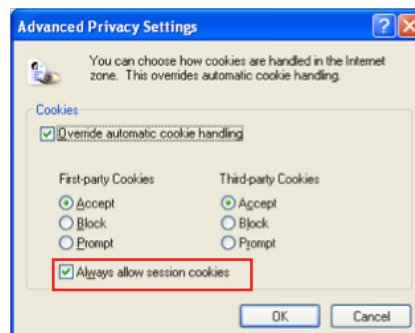
- Automatic prompting for file downloads – Enable
- File Download – Enable
- Font Download – Enable

Scroll to Scripting and ensure the following setting is enabled:

- Scripting of Java applets – Enable

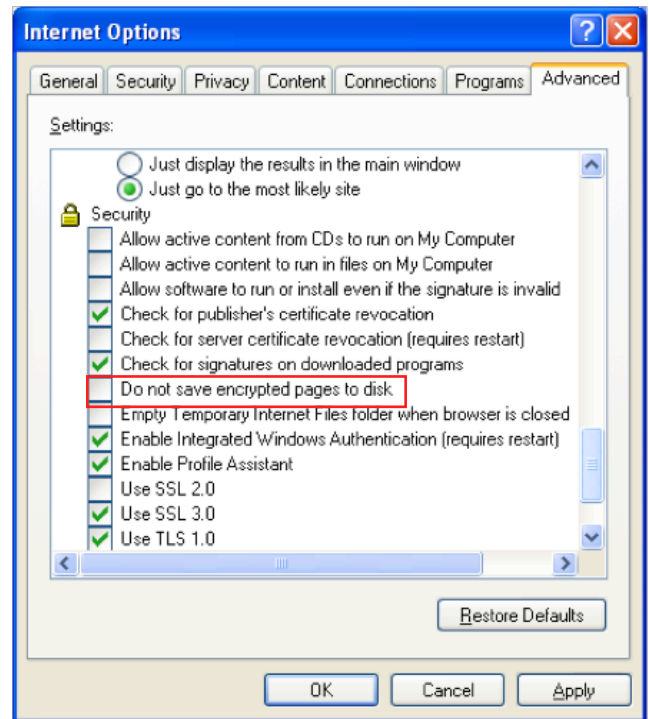
Step 5

Select the Privacy tab, then click the **Advanced** button. Ensure **Always allow session cookies** is checked. Click the OK button.



Step 6

Select the **Advanced** tab, then scroll down to **Security** section and ensure the **Do not save encrypted pages to disk** area is unchecked.



Pop-Up Blocker

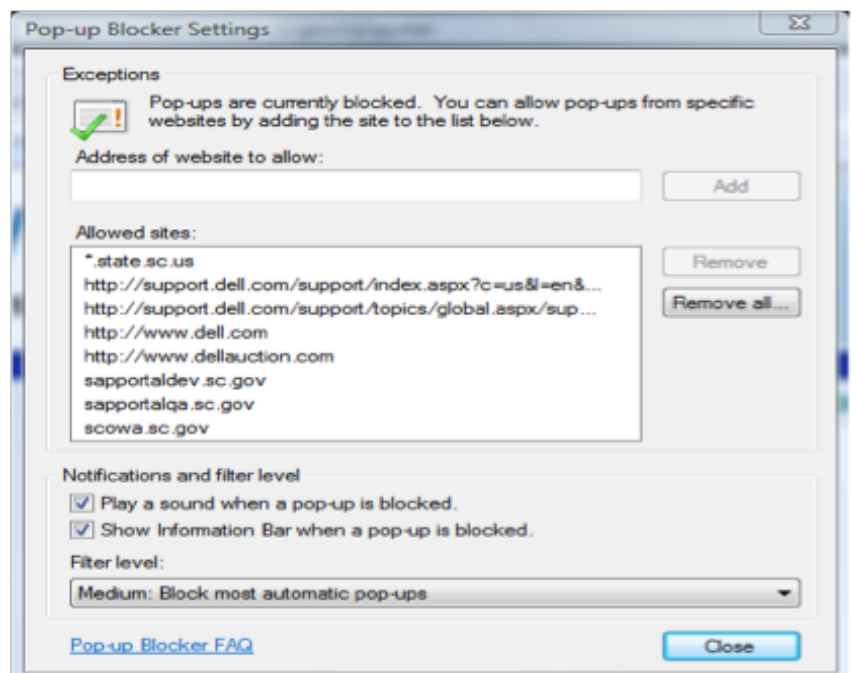
If you have pop-up blocker enabled additional settings must be made. To access the pop-up blocker settings, go to **Tools→Pop-up Blocker→Pop-up Blocker Settings**.

If you have pop-up blocker enabled, please change settings to allow pop-ups for:

<https://sceisgateway.sc.gov>
<https://sceisimage.sc.gov>
<https://myscemployee.sc.gov>
<https://ecpwebgui.sc.gov>
<https://Uperform.sc.gov>

Click the **Add** button after each entry, and refresh to accept browser settings.

- Click the Close button.
- Close out of the Internet Options window.
- Refresh you Internet Explorer browser window by clicking the **Refresh** button or the (F5) key on your keyboard.



Firewall Considerations

The MySCEmployee website will utilize port 443.

Time Synchronization

The client workstation time settings must be as accurate as possible, including correct timezone/daylight savings time. If workstation time is incorrect, navigation to certain portions of MySCEmployee will return errors. For IT Staff: DSIT servers hosting MySCEmployee use the NIST Internet Time Service. A list of NIST Internet Time Servers can be found at this link: <http://tf.nist.gov/tf-cgi/servers.cgi>

For questions regarding this document please contact the SCEIS Deployment Team at SCEISDeploy@sceis.sc.gov.