

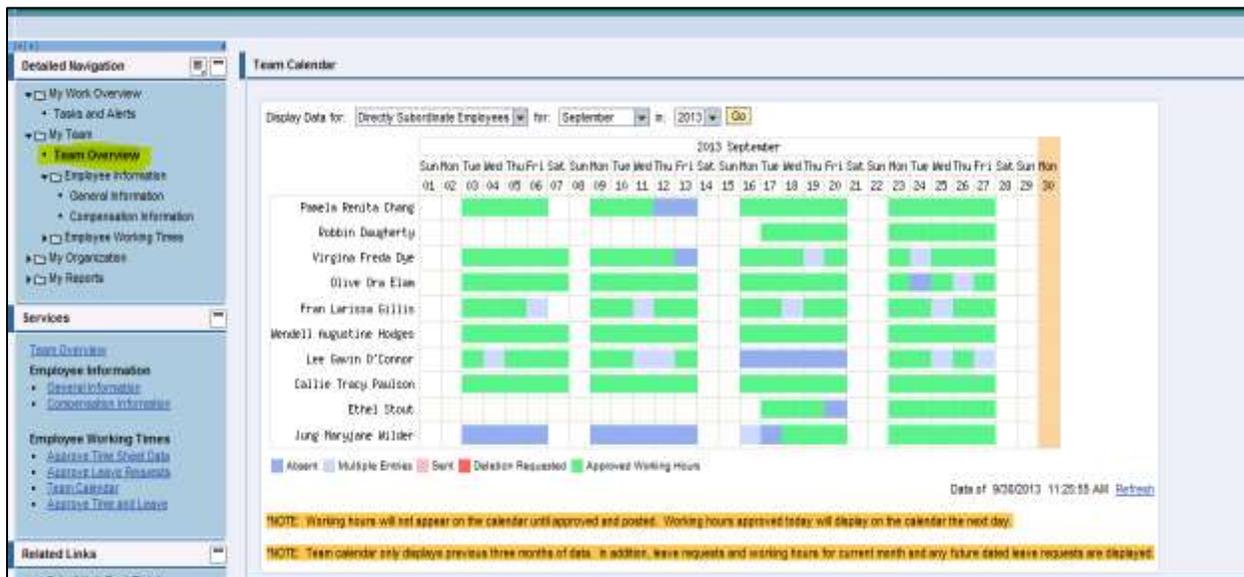
**Subject:** New Enhancements to Manager Self-Service!  
**Audience:** HR Directors, Agency Managers

The SCEIS Team is pleased to announce the following new enhancements to the approval of leave and working time in Manager Self-Service (MSS)! Click the links below or scroll down for instructions and more information.

- [View Your Own Leave Request Calendar from the MSS Team Calendar](#)
- [View the Team Calendar on the Approve Leave Request Screen](#)
- [Direct Link to the Approve Leave Request Screen from the Approve Leave Request Email Alert](#)
- [New Shortcut to the Approve Working Time Screen](#)
- [New Layout of the MSS Display Working Time and Approved Leave Report](#)

### [View Your Own Leave Request Calendar from the MSS Team Calendar](#)

1. Log into the Manager Self-Service and click on **My Team – Team Overview** under the Detailed Navigation menu. A screen similar to the following appears:



- In the team calendar, click the drop down for **Display Data for:** then select **Own Calendar**.

**Team Calendar**

Display Data for: **Directly Subordinate Employees** for: **October** in: **2013** **Go**

2013 October

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Pamela Renita Chang																										
Robbin Daugherty																										
Virginia Freda Dye																										
Olive Ora Elan																										
Fran Larissa Gillis																										
Wendell Augustine Hodges																										
Lee Gavin O'Connor																										
Callie Tracy Paulson																										
Ethel Stout																										
Jung MaryJane Wilder																										

Absent  Multiple Entries  Sent  Deletion Requested  Approved Working Hours

Data of 10/2/2013 10:00:28 AM [Refresh](#)

*\*NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.*

*\*NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month and any future dated leave requests are displayed.*

- Click the **Go** button **Go** to the right of the month and year. The calendar display will change from displaying leave and approved working time for employees supervised to displaying your leave and any approved working time. Your approved working time will display only if you are required to enter working hours. You can also change the month if necessary. Make sure to press Go **Go** after changing **Display Data for** or **Month** fields.

**Team Calendar**

Display Data for: **Own Calendar** for: **September** in: **2013** **Go**

2013 September

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Ora Diana Keen																							
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Absent  Multiple Entries  Sent  Request Deleted  Approved Working Hours

Data of 9/30/2013 11:18:57 AM [Refresh](#)

*\*NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.*

*\*NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month and any future dated leave requests are displayed.*

[View the Team Calendar on the Approve Leave Request Screen](#)

The team calendar view has been added to the approve leave request screen to allow managers to easily view leave awaiting approval and leave already approved. In this view, managers can also select their **Own Calendar** see their leave.

**Approve Leave Requests**

Display and Edit Completed

▼ Hide Worklist

Date of Request	Requester	Type of Leave	From	To	Used
8/29/2013	Lee Gavin O'Connor	A1 Annual Leave	8/29/2013	8/29/2013	2 Hours
8/29/2013	Fran Larissa Gillis	A2 Sick Leave	8/29/2013	8/29/2013	2.50 Hours
8/29/2013	Jung Maryjane Wilder	A3 Family Sick Leave	8/29/2013	8/29/2013	2 Hours
8/30/2013	Fran Larissa Gillis	A2 Sick Leave	8/30/2013	8/30/2013	2.50 Hours
9/4/2013	Fran Larissa Gillis	A2 Sick Leave	10/9/2013	10/9/2013	2.50 Hours

Row 1 of 9

**Team Calendar**

Display Data for: Directly Subordinate Employees for: September in: 2013 Go

2013 September

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Pamela Renita Chang																								
Robbin Daugherty																								
Virginia Freda Dye																								
Olive Ora Elaw																								
Fran Larissa Gillis																								
Wendell Augustine Hodges																								
Lee Gavin O'Connor																								
Callie Tracy Paulson																								
Ethel Stout																								
Jung Maryjane Wilder																								

Legend: Absent, Multiple Entries, Sent, Deletion Requested, Approved Working Hours

Date of 9/30/2013 11:22:43 AM

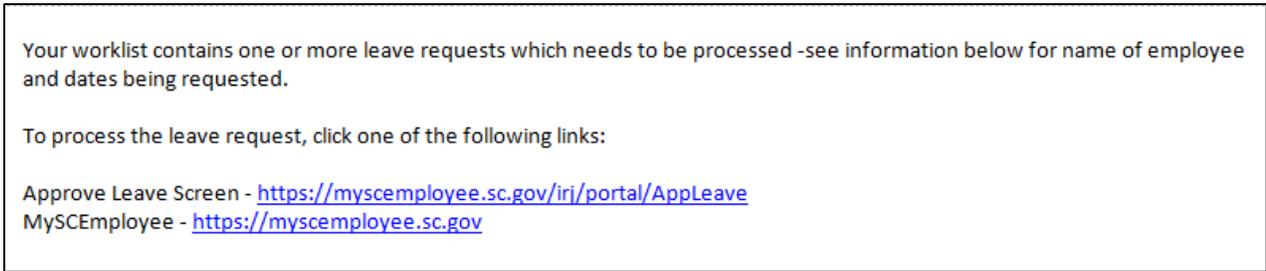
NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar the next day.

NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month and any future dated leave requests are

## [Direct Link to the Approve Leave Request Screen from the Approve Leave Request Email Alert](#)

Managers who approve leave requests currently receive an email alert when he/she has a leave request awaiting approval. The SCEIS Team added a link to this email alert that allows you to go directly to the approve leave request screen without additional navigation once logged into MySCEmployee.

After clicking the approve leave screen link in the email alert, the MySCEmployee login prompt will appear. After logging in, you will be taken directly to the approve leave request screen. The link to MySCEmployee remains in the email alert. Below is an example of the change to the top portion of the leave request email alert for managers.



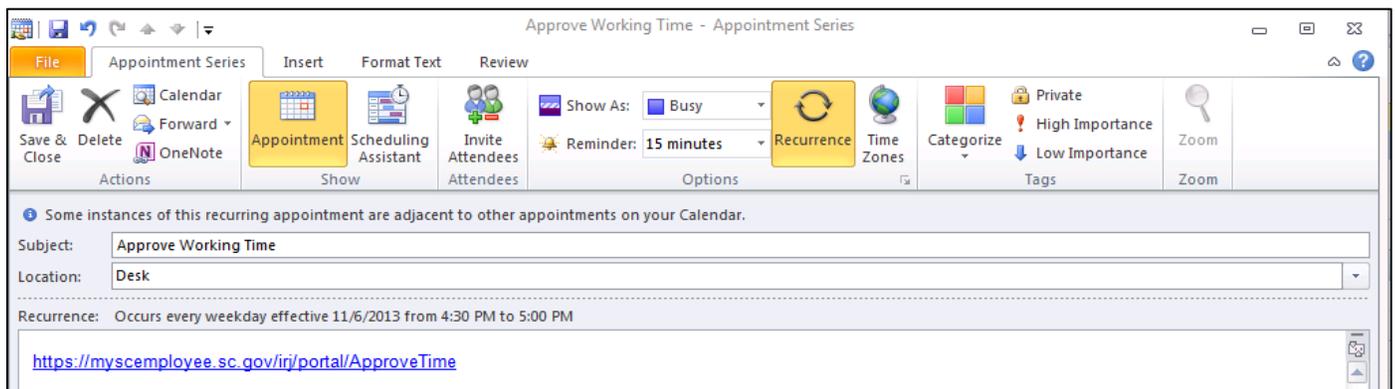
## [New Shortcut to the Approve Working Time Screen](#)

For managers who approve working time, the SCEIS Team has provided a shortcut which takes you directly to the approve working time screen. There are two ways to utilize this new functionality:

1. Create a recurring daily or weekly appointment or meeting using your agency's email software. Include the shortcut link below in the body of the appointment. (See the example below)
2. Create a shortcut on your desktop using the link below.

<https://myscemployee.sc.gov/irj/portal/ApproveTime>

**Note: If you are approving working time for employees whose direct supervisor is vacant, you will need to approve these indirect employees' working time from the universal worklist as you today.**





**New Layout of the MSS Display Working Time and Approved Leave Report**

The SCEIS Team previously provided additional layouts to the MSS Display Working Time and Approved Leave Report which filter based on working time or absence types and the status of working time and leave. An additional layout has been provided to display only working hours which are pending approval.