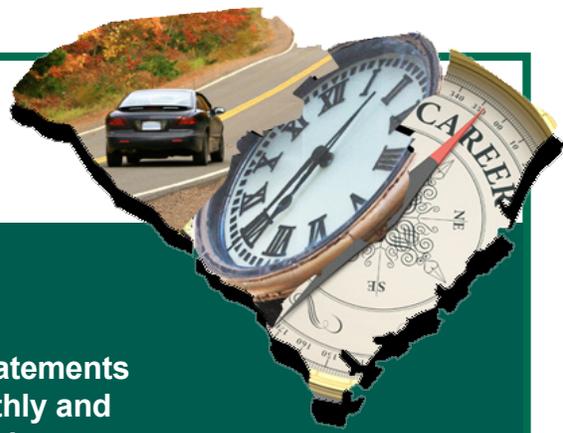


MySCEmployee

powered by **SCOEIS**



Downloading a Leave Statement on Behalf of an Employee in MSS

Managers can now download and print or email detailed leave statements for their employees. Leave statements show an employee's monthly and year-to-date absences, absence quotas (leave balances) and much more.

Each leave statement details a one-month period, but leave statements may be run in batches, as detailed below, to provide a multi-month view. Leave statements are available for the calendar-year period spanning January 1, 2011 (or the date an agency went live with MySCEmployee, if that date was after Jan. 1, 2011) through the previous month.

1. Log into MySCEmployee (<https://myscemployee.sc.gov>), click the Manager Self Service tab. When the Universal Worklist screen displays, make the following selection from the Detailed Navigation panel on the left: **My Team > Employee Information > General Information**. This will display a list of your direct reports (use the Employee Selection field as necessary to view employees by Org Unit, etc.)
2. Click to select the employee for whom you would like to download a leave statement. This will display a new screen showing detailed employee data and Self-Service options you can execute on his or her behalf.
3. From the Related Activities panel on the right-hand side of the screen, select **Leave Statement**, which is circled in the screenshot at right.
4. The employee's most recent leave statement will open in a new window, as shown in the screen shot at left below.
5. Save, print or email the displayed leave statement using the icons boxed in green below.
6. Navigate to the Previous or Next month's Leave Statement using the buttons boxed in red below. Select "Display More Leave Statements," boxed in yellow below, to display the menu shown at right below, where you can opt to view 3, 6 or 24 months of leave statements at a time using the drop down menu, or to choose to display a specific month or a range of months by clicking in the empty square to the right of the month you would like to view in the "Leave Statement Overview" table. For example, to view a full year's worth of Leave Statements, click the 12 boxes that correspond to the months in the year you would like to view.

General Data
Eddie Calvin Titus 10002106
Grievance Status: Covered
Communication Data: Work E-Mail: ETitus@SCDA.SC.GOV, Work Office: 803-253-4953
Organizational Assignment: METROLOGY LABORATORY, LABORATORY TECHNOLOGIST I
Personnel Structure: PERSONNEL AREA: DEPARTMENT OF AGRICULTURE, Subarea: HLTH SVC-LAB, EE Group: CLASSIFIED FTE, EE Subgroup: FT-NE WINS & LV

Personal Data
Address: Eddie Calvin Titus, 5465 Waverly Road, Auburn SC 29675-0000

Self-Service for My Employees
[Record Working Time](#)
[Addresses and Emergency Contact Information](#)
[Personal Data](#)
[Display Quota Balances](#)
[Enter Leave Request](#)
Leave Statement (circled in red)
Display absence times, leave balances, and accruals.

Leave Statement
04/01/2011 to 04/30/2011

Personal / Organizational Data

Personnel Number	Name	Position	Org. Unit	Personnel Area	Annual Leave Accrual Date	Avg. Weekly Working Hrs
10002106	Eddie Calvin Titus	LABORATORY TECHNOLOGIST I	METROLOGY LABORATORY	P180-DEPARTMENT OF AGRICULTURE	09/15/2003	37.50

Please note: You cannot view a Leave Statement for the current month through ESS, only for months between January 1, 2011 and the previous month. If you need to view a Leave Statement for the current month, contact your agency's Human Resources Department.

Leave Statement Overview

Start	End
04/01/2011	04/30/2011
03/01/2011	03/31/2011
02/01/2011	02/28/2011