

MySCEmployee

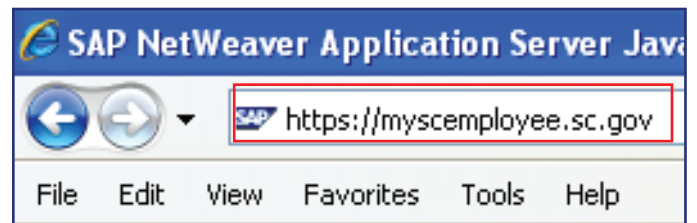
powered by **SCEIS**

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.



1. 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.

User ID *

Password *

Log on

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.

Welcome *msstrain5*, MySCEmployee powered by SCEIS

Help | Personalize | Log Off

Welcome Employee Self-Service Manager Self-Service

Alerts and Information | Universal Worklist | History Back Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an Internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- **MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these [instructions to change your password](#). Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the **Employee Self Service overview course**, we encourage you to as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The **MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166.
- If your agency requires you to enter time, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee-E-News
- State Holidays
- State Employee Weather Alert
- SCEIS