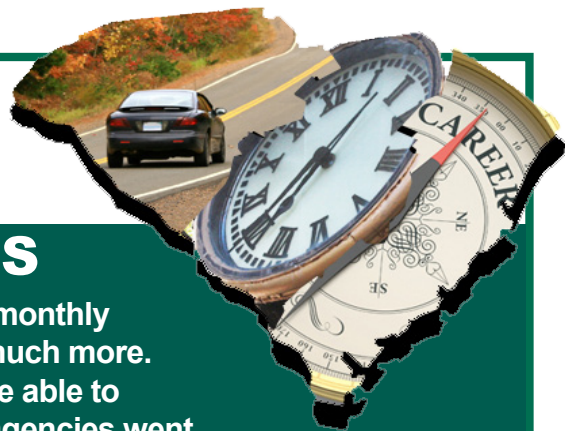


MySCEmployee

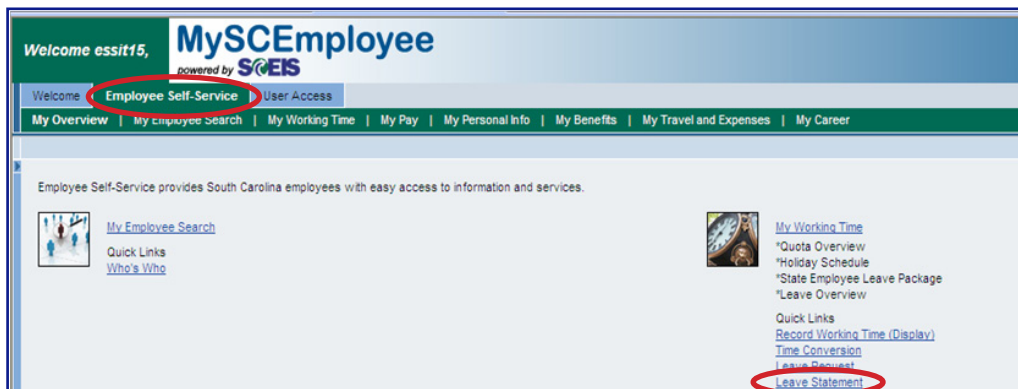
powered by **SCSIS**



Viewing a Leave Statement in ESS

Employees can now view detailed leave statements showing their monthly and year-to-date absences, absence quotas (leave balances) and much more. Even employees who do not enter time or leave through ESS will be able to view leave statements spanning January 1, 2011 (or the date their agencies went live with MySCEmployee, if that date was after Jan. 1, 2011) through the previous month in the My Working Time portion of ESS.

1. Log into MySCEmployee (<https://myscemployee.sc.gov>), click the Employee Self Service tab, then select My Working Time from the submenu or from the body of the overview page.



2. When you reach the Leave Statement page shown at left below, it will display your most recent Leave Statement (the previous month) by default.

3. Save or print the displayed leave statement using the icons boxed in green below.

4. 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.

Welcome esstime1, MySCEmployee powered by SCSIS

Welcome Employee Self-Service User Access

My Overview My Employee Search My Working Time My Pay My Personal Info My Benefits My Travel and Expenses My Career

Leave Statement

Leave Statement

Display More Leave Statements

NOTE: Leave statements for the current month will not display until the first day of the following month.

NOTE: If there is an issue with your leave statement, please contact your time administrator or Human Resources.

Previous Leave Statement Next Leave Statement Exit

1 / 1 80.6% Find

Leave Statement

05/01/2011 to 05/31/2011

Personal / Organizational Data

Personnel Number	11058604	Name	Gerardo Sterling Herndon
Position	LABORATORY TECHNOLOGIST I	Org. Unit	METROLOGY LABORATORY
Personnel Area	P180-DEPARTMENT OF AGRICULTURE	Annual Leave Accrual Date	06/15/2003
Avg. Weekly Working Hrs	37.50		

Monthly and YTD Absence Hours

Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.	Absence Type	Monthly Hrs.	YTD Hrs.
Annual Leave	0.00	0.00	Personal Sick Leave	0.00	37.50	Family Sick Leave	0.00	0.00

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 or if you have questions about your leave statement, contact your agency's Human Resources Department.

Leave Statement

Leave Statement

Display More Leave Statements

Display: 3 Month

Leave Statement Overview

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