

# MySCEmployee

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## Manager Self Service

### Approving Leave

Through the MySCEmployee website, employees will submit annual leave and sick leave requests to their managers for approval in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click **Approve Leave Requests**.

2. You will see a list of the employees who have submitted requests to you in the Requests Waiting for Approval table. By **clicking the blank column next to an employee's request**, you will see the **details of their request**.

3. After reviewing the request, you can **Approve** or **Reject** it using the buttons boxed in red in the screen shot at right, or take no action and the request will remain in the queue until you decide to take action.

4. After you select Approve or Reject, the **Save** button will appear (as shown in the overlay image at right). Click the Save button to finalize your selection.

5. If there is a problem with approving the leave request, the appropriate warning message or hard error will appear. If there are no problems with the leave request, the completed screen shown at right appears. If you want to approve another leave request, click the **Approve Another Absence** link boxed in red to go back to your list of leave to approve.

**Approve Leave Requests**

1 Display and Edit 2 Completed

Show Team Calendar Hide Worklist

**Detailed Navigation**

- My Work Overview
  - Tasks and Alerts
- My Team
  - Team Overview
  - Employee Information
  - Employee Working Times
    - Approve Time Sheet Data
    - Approve Leave Requests**
    - Team Calendar
- My Organization
- My Reports

**Requests waiting for approval**

Date of Request	Requester	Type of Leave	From	To	Used
8/22/2012	Augusta Marilynn Boyles	A6.LWOP	8/31/2012	8/31/2012	
8/22/2012	Augusta Marilynn Boyles	A6.LWOP	8/27/2012	8/27/2012	
8/22/2012	Augusta Marilynn Boyles	A6.LWOP	8/23/2012	8/23/2012	

Row 1 of 3

Augusta Marilynn Boyles has requested the following leave:

Type of Leave: A6.LWOP

Date: 8/31/2012

Duration: 7.5 Hours

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	81.87500 Hours
Comp time	3/26/2011	12/31/9999	

Previous Step **Approve** **Reject**

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	81.87500 Hours
Comp time	3/26/2011	12/31/9999	5.00000 Hours

Previous Step **Save**

**Approve Leave Requests**

1 Display and Edit 2 Completed

You have approved the leave request.

What do you want to do next?  
**Approve Another Absence**

You have approved the following leave request:

Requester: Augusta Marilynn Boyles

Type of Leave: A6.LWOP

Date: on Friday, August 31, 2012

Duration: 7.5 Hours