

MySCEmployee

powered by **SCSIS**

Manager Self Service

Approving Working Time

Through the MySCEmployee website, employees will submit their daily work hours to their manager 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 Time Sheet Data**.

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

2. The time approval screen will open in a new window. The **Simple View - Weekly** display is the recommended viewing option.

View:

- Simple View - Weekly
- Weekly View - Without Cost Objects
- Daily View - Without Cost Objects
- Weekly View - With Cost Objects
- Daily View - With Cost Objects

3. The Simple View – Weekly display makes it easier to manage the time approval process.

Collective Approval									
Pers. No.	Empl/appl.name	Frm	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10002116	Oscar Alfonso Bermudez	11/01/2010	11/07/2010		7,500 H	22.50 H	37.50 H	Approve All	
10002626	Van Frederic Trevino	11/01/2010	11/07/2010		7,500 H	30 H	37.50 H	Approve All	

By comparing the Hours to Approve, Approved Hrs/Leave, and Target time, a manager can identify employees who have not entered time according to their work schedules. In the above example, the second employee listed submitted time and has approved hrs/leave that match his/her normal work schedules. The first employee has entered too many or too few hours for the week as indicated by message column and the yellow warning sign.

4. You can view each employee's daily time submissions for the given week by clicking the corresponding hours in the Hours to Approve column. In the above example, if the manager was satisfied that the second employee had submitted time correctly, he or she could leave the Approval column set to **Approve All**, but opt to either **Reject All** or **Resubmit All** of the first employee's time. When you Reject All, the employee will need to re-enter the time through ESS. Selecting Resubmit All holds the time in your time approval queue for later approval so that you can follow up with the employee about the discrepancy. **NOTE:** If you are rejecting some of an employee's time, but not all of it, be sure to click on the number of hours in the Hours to Approve column, and then select only the specific days you need to reject from the individual approval screen. Click the **Transfer** button after rejecting the selected days to return to the main approval screen.
5. After identifying whether to approve, reject or resubmit the time, click **Review**. Click the **Save** button to finalize the time approval process.