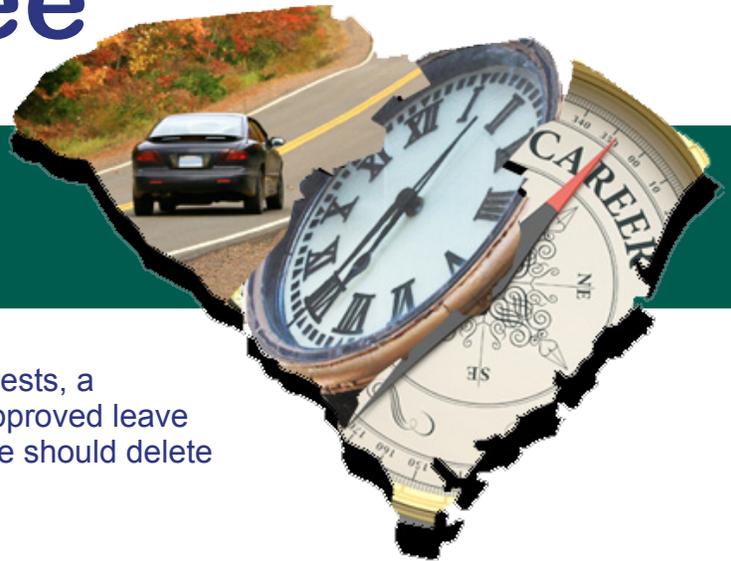


MySCEmployee

powered by **SCSIS**

Manager Self Service Leave Facts



Leave Approval

If a manager is unavailable to approve leave requests, a Time Administrator should be used to enter the approved leave directly into the system. In this case, the employee should delete the request from Employee Self Service.

Viewing Employee Quota Balances

Managers can view quota balances for their employees by selecting **My Team**→**Employee Information**→**General Information**. From the **General Information** area, the manager selects the name of the employee he or she wants to display quota balances for, then selects **Related Activities**, followed by **Display Quota Balances**.

Entering Leave Requests for Employees

Managers can submit leave requests for their employees by selecting **My Team**→**Employee Information**→**General Information**. From the **General Information** area, the manager selects the name of the employee he or she wants to submit a leave request for, then selects **Related Activities**, followed by **Enter Leave Request**.

Related Activities

Self-Service for My Employees

- [Record Working Time](#)
Maintain or display time sheets for your employees.
- [Addresses and Emergency Contact Information](#)
Maintain or display addresses and emergency contacts for your employees.
- [Personal Data](#)
Display personal data for your employees.
- [Display Quota Balances](#)
Display the quota balances for your employees.
- [Enter Leave Request](#)
Enter a leave request for your employees.

Note: When a manager submits a leave request on behalf of an employee, they still have to APPROVE the leave request just like they would if the employee submitted it on his or her own behalf.

What Happens After a Leave Request is Approved?

Managers have visibility of all approved absences in their **Team Calendar**, which is indicated in blue. See the **Team Calendar** image (right).

Managers can display all absences for an employee on their **General Information** area in the **Absence Days** section. See the **Absence Days** image (right).

Note: Managers will not have immediate visibility of the approved absences above. The absences will not display until the leave requests are posted in the system. The postings occur every night.

Team Calendar

Display Data for: **Directly Subordinate Employees** for: **December** in: **2009** **Start**

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
John D. Anderson																								
Michelle S. Dickerson																								
Renada Jackson																								
Theodore Moore																								
William J. Salvatore																								
Mary Ann Simons																								

Legend: Absent (blue), Multiple Entries (light blue), Sent (pink), Deletion Requested (red)

Absence Days

Define Filter: Filter inactive

Period	Days	Description
12/3/2009 - 12/3/2009	1	A Annual Leave

Row 1 of 1