

MySCEmployee

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My Employee Search

Allows employees to search for other state employee contact information, to include:

- Work E-mail
- Work Phone Number
- Personnel Area (Agency)
- Position
- Organizational Unit



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

2. Select My Employee Search, then click the **Who's Who** link to conduct a search.

3. You will be prompted to enter your search criteria, with the options of inserting last name, first name or organizational unit information. Wild card (*) searches can be used in any field.

4. Based on your search criteria, a results list is created. Identify the person for whom you were searching and click the associated link.

Result List				
First name	Last name	Middle name	Personnel area	Organizational unit
Test	Jones		ADJUTANT GENERALS OFFICE	NATIONAL GUARD
Test5	Jones		LEG DEPT-THE SENATE	ACCOUNTING SERVICES DIV
Test5	Jones		DEPARTMENT OF AGRICULTURE	CONSUMER SERVICES LAB
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

5. Employee profile information will then be displayed (see **Employee profile for Test6 Jones** to the right).