

# MySCEmployee

powered by **SCSIS**

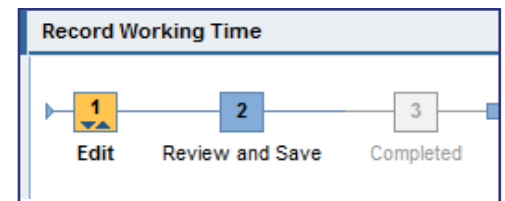
## Recording Working Time Using Charge Objects

In the My Working Time area, among other things, employees will be able to record their daily work hours. Some employees will have additional fields to maintain on their time sheet for items called Charge Objects. Managers will approve employee working times in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab ( **Employee Self-Service** ), and select My Working Time from the submenu or from the body of the overview page. Then click the **Record Working Time** link to begin the time entry process.

2. After clicking the Record Working Time link, just like for employees who enter time and do not record charge objects, a progress chart that walks employees through each step of the time entry process is displayed at the top of the page.



**Note:** Employees who are required to enter charge objects will see a different time entry screen than those employees who are not required to record charge objects. If recording charge objects, in addition to recording an **attendance type** with **start times** and **end times**, employees will also need to identify a **receiver cost center**, **receiver fund**, **receiving functional area** and **receiver grant**, which will be provided by their manager.

Working Times Recorded on Monday, October 19, 2009										
Rec. Cctr	WBS Element	Rec. Order	Receiver fund	Receiving Func. Area	Receiver Grant	Att./abs. type	Wage Type	Content	Start time	End time
E280D00001			50630000	E280X0021	E28019361707	Attendance hours (1000)	Act	7.500	00:00	00:00
E280CA0010			50630000	E280X0021	E28010010103	Attendance hours (1000)		4	13:00	17:00

3. After entering the required information, click the **Review** ( **Review** ) button to review the entry before submitting for manager approval.

**Reminder:** When using charge objects, in addition to recording an attendance type with start times and end times, employees **MUST** include a receiver cost center, receiver fund, receiving functional area and receiver grant.