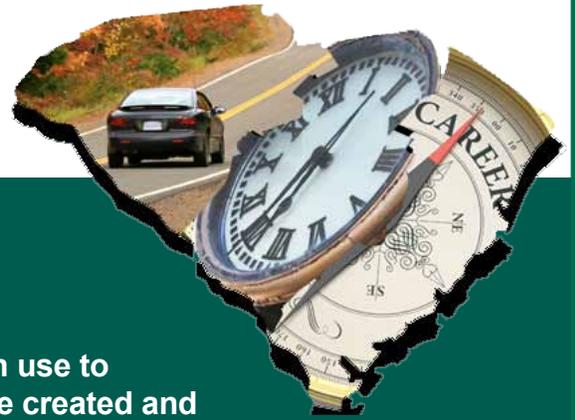


MySCEmployee

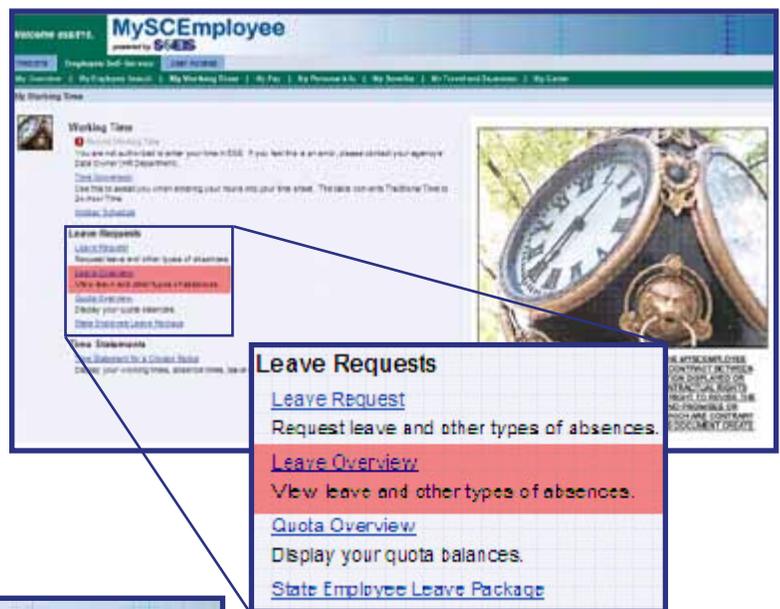
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View Overview of Leave

The Overview of Leave feature is a useful tool employees can use to quickly view detailed information on leave requests they have created and submitted for review and approval. Below are instructions on accessing and using the Overview of Leave function to track leave requests through MySCEmployee.

To access the Overview of Leave function, log into MySCEmployee, click the Employee Self Service tab, then select **My Working Time** from the main ESS menu. When you reach the My Working Time menu, choose **Leave Overview** from the list under the Leave Requests heading.



When you reach the Leave Overview page (shown at left), you will see all your leave requests, including the type of leave, start and end date of leave request, status of leave request and the total number of hours of each leave request.

Leave requests will be displayed beginning with January 1 of the current year by default. You can select a different start date using the **Leave Since** calendar. Just click the button highlighted in red in the image at left, select a start date from the calendar and click the display button.