

Subject: Recommendations to Prepare for Leave to Roll Over on January 31

Audience: HR Directors

The 2011 leave rollover date—Tuesday, January 31, 2012—is approaching quickly, and the SCEIS Team has some recommendations to help agencies ensure it goes smoothly for all employees:

- Remind managers who approve employee leave requests in MySCEmployee to review and approve or reject all leave requests in a timely manner leading up to Jan. 31.
- Run regular reports to display leave requests that have been submitted through ESS for manager approval in MSS, but have yet to be approved or rejected. Employees with the Display Time/Leave, Time Administrator and Leave Administrator roles in SCEIS can use transaction code ZHRUAL to generate these reports. The ZHRUAL report will also display the supervisors who have these leave requests pending approval so that the agency HR office can remind them to log in and complete their approvals.
 - Click the following link for SCEIS uPerform Business Process Procedure instructions on running the ZHRUAL report: <https://uperform.sc.gov/gm/folder-1.11.18297?originalContext=1.11.15949>.
- Per the CG's Office, effective January 26th, agencies will no longer have the ability to enter master data changes with an effective date prior to December 2, 2011, without approval by the CG's Office (See attached memorandum). If an agency has a scenario in which the supervisor who originally received the leave request in MSS is no longer with the agency, it is best practice to have a Time or Leave Administrator enter the leave via the transaction code CAT2 in the backend of SCEIS. Then the agency HR office should submit a request to the SCEIS Service Desk asking that SCEIS delete the leave request in the portal. This process will ensure that any pending requests that may have been suspended in the portal will be finalized.

Additional notes on the Tuesday, January 31 leave rollover:

- In accordance with state regulations employees will be allowed to carry over 45 days of Annual Leave and 180 days of Sick Leave (based on their average workday). Any employees that fall under the exception rules for carryover must be flagged in Infotype 2012. The updates will be reflected in the MySCEmployee portal on Wednesday, February 1, 2012.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.