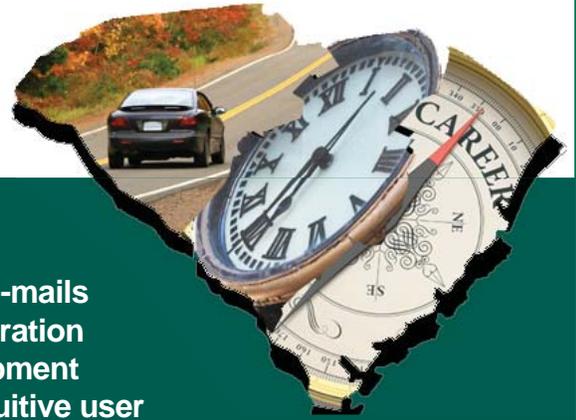


# MySCEmployee

powered by **SCoEIS**



## What is MySCEmployee?

MySCEmployee will help reduce much of the paper shuffling, e-mails and phone calls that are inherent in human resources administration by putting many day-to-day record-keeping and career-development responsibilities directly in the hands of employees. With an intuitive user interface, MySCEmployee is easily accessible through any computer with an internet connection and provides employees with the tools they need to better access and manage their state benefits and personal information. See below for descriptions of specific MySCEmployee functionality.



### My Employee Search

My Employee Search allows employees to search for other state employees by name to find basic contact information.



### My Pay

This functionality gives employees access to view and print their pay statements, maintain federal and state tax withholdings, maintain bank details for direct deposit and generate employment and salary verification requests.



### My Benefits

My Benefits connects employees to the Employee Insurance Program (EIP) website where they can access benefits self service. Employees can also visit the State Retirement System's website and access various retirement forms.



### My Working Time

My Working Time offers employees the convenience of recording and submitting working time, submitting leave requests, viewing various leave quotas/balances and displaying a time statement, which shows working times, absence times, bonuses and other time-related information.



### My Personal Information

This functionality enables employees to manage addresses and emergency contact information. Additionally, employees can display personal data such as legal name date of birth and marital status.



### My Travel and Expenses

My Travel and Expenses permits employees to display, change, copy or cancel existing travel plans, requests or expense reports.



### My Career

My Career empowers employees to plan their futures by viewing the skills catalog and creating or changing their own skills profile. Additionally, employees can search job listings through the State's E-Recruitment System and register for select training courses.