

Subject: SCEIS Recommendations to Ensure Employee Leave Records are Correct

Audience: HR Directors, Time Administrators

As the SCEIS Team and our IBM Application Management Services consultants continue to work diligently to resolve the recent issues with leave posting in SCEIS, we have prepared several recommendations to help agencies ensure that employee leave records are correct.

Recommendations:

- **Have employees review their Leave Overview screen** in MySCEmployee to ensure that all appropriate leave is recorded, and to confirm that no requests have been entered twice. Users can navigate to this screen as follows: log into MySCEmployee, select the Employee Self-Service tab, select “My Working Time” from the main menu screen, then select the link that reads “Leave Overview,” under the heading “Leave Requests” on the My Working Time screen.
 - Reminder: Supervisors can view their employees’ Leave Overview screens via MSS; they can also pull up the information to confirm that the record is correct via this screen.
- **Monitor your agency’s Time Collision Report frequently.** Users may access a mini guide with step-by-step instructions on executing and reviewing this report on the SCEIS uPerform website at the following location:
<https://upperform.sc.gov/ucontent/8c633f61faf3432291450631253b1d3b/index.pdf>.
- **Review the files your agency receives from SCEIS in a timely manner,** and make any necessary corrections as soon as possible.

Additional notes on yearly leave rollover balances, corrections, and donations:

- Please remember that when leave is added or adjusted for dates in 2012, the changes will cause the impacted employees’ leave rollover balances to be recalculated retroactively. These retroactive recalculations are run via Time Evaluation processes overnight after the change is made.
- Agencies can still complete leave donations for 2012 at this time. As long as the donation has an effective date in the year 2012, the system will be able to recalculate the appropriate leave rollover balances when Time Evaluation runs overnight after the donation is completed in the system.

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/>.