Subject: New Enhancements to MySCEmployee Effective Friday, May 3
Audience: All MySCEmployee Users

Last year, we implemented a set of enhancements to MySCEmployee:

- Added "Portal Favorites," which allow ESS and MSS users to customize a navigation menu with one-click links to the MySCEmployee pages they use most often.
- Added page personalization options for some screens in ESS and MSS, to allow users to customize some MySCEmployee screens with multiple parts.
- Read full details about these enhancements here.

To build on last year's enhancements, we will add some minor tweaks, effective Friday, May 3:

- Make the Navigation Panel, with Portal Favorites, open automatically when users log in. Currently, it is closed by default when users log in.
- Move links to Help and Tips and Tricks documentation into the Navigation Panel. Currently, it is located within screens.
- Place Time Entry and Leave Request Entry sections side-by-side on the Record Working Time screen for improved visibility. Currently, the Time Entry section appears on top of the Leave Request Entry screen.

The following pages include screen shots to help your agency's MySCEmployee users prepare for the small, helpful changes they will see when they log into the system on May 3.

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/.

ESS Leave Request Screen with Navigation Panel Open – This illustrates a commonly used screen when the Navigation Panel is open. Beginning on May 3, the Navigation Panel will be open by default when users log in. To close it, simply click the small left-facing arrow in the upper left-hand corner of the Navigation Panel. This change in appearance does not impact any functionality within MySCEmployee.

Record Working Time Screen with Side-by-Side Layout – This illustrates the default view that users will see when they access the Record Working Time Screen in MySCEmployee ESS beginning on May 3. This change in appearance will not impact the page's functionality, and users will continue to enter time and leave here as they are accustomed to doing.