

The Comptroller General's Office Central State Payroll must complete a series of steps to prepare each payroll for State employees. During some of these steps some MySCEmployee functions in My Pay and My Personal Information are not available. Review the chart and calendars below to learn how your access may be different on various days throughout the year.

Color	What is Happening	What it Means to Users
Blue	Central State Payroll is running the first payroll calculation for the pay period.	<b>Between 11:00 a.m. and 1:00 p.m. you will not be able to:</b> enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions.  <b>You will be able to:</b> enter hours worked and submit leave requests for the current and/or future pay periods.
Light Blue	Central State Payroll is running additional calculations to for new, updated and corrected information.	<b>Between 11:00 a.m. and 1:00 p.m. you will not be able to:</b> enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions.  <b>You will be able to:</b> enter hours worked and submit leave requests for the current and/or future pay periods.
Red	Central State Payroll is completing the payroll process and creating check files for the State Treasurer's Office.	<b>Throughout the day, until processing is completed you will not be able to:</b> enter leave for the pay period currently being processed, or change banking information, personal information (example, address) or voluntary deductions.  <b>You will be able to:</b> enter hours worked and submit leave requests for the current and/or future pay periods.
Dark Green	Regular State Pay Day	<b>MySCEmployee functions are not affected.</b>
Light Green	Central State Payroll is completing a scheduled off-cycle payroll run.	<b>MySCEmployee functions are not affected.</b>

January 2017 1						
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February 2017 2						
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September 2017 9						
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October 2017 10						
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November 2017 11						
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December 2017 12						
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