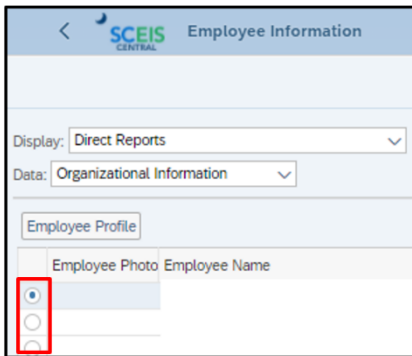


**Subject:** Users will see minor enhancements to SCEIS Central screens

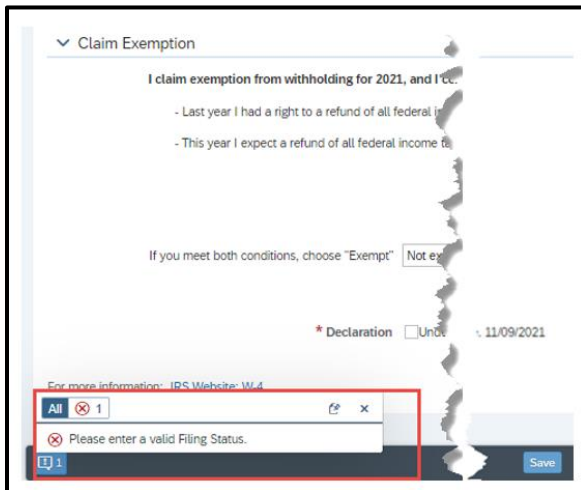
**Audience:** AST Leads, Finance Directors, HR Directors, Procurement Directors, SCEIS Update subscribers

Effective Monday, Nov. 29, 2021, users will see minor enhancements on various SCEIS Central screens. The enhancements are described below.

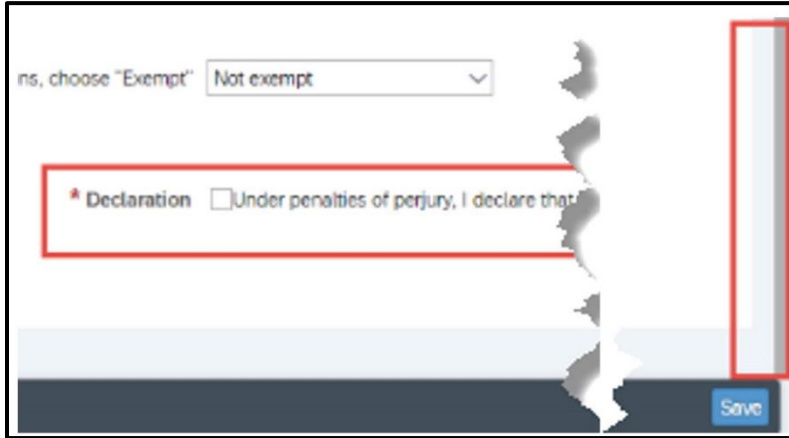
1. Radio buttons will appear beside selection options in several areas of My Services and Team Services. The radio buttons replace gray squares.



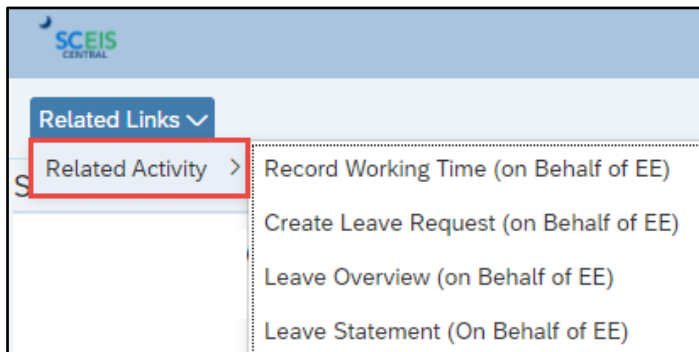
2. The Save button will be located at the bottom right side of the screen as depicted below on the W-4 Withholding screen. Information messages, such as warnings and errors, will appear at the bottom left side of the screen.



3. Users may need to move the window viewing area with the scrollbar on the right side of the screen to see the Declaration box on the W-4 form before saving changes.



4. Managers will see an additional dropdown menu under Related Links to review Leave Statements/Leave Overview and to record working time/leave requests on behalf of employees



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