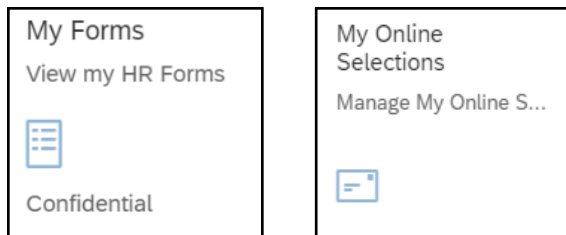


Subject: My Forms and My Online Selections tiles will be added to SCEIS Central

Audience: All SCEIS users

Human resources directors, please consider how you can distribute this announcement to SCEIS users in your agency to inform them of this important update.

Beginning Tuesday, May 31, 2022, users will see two new tiles in SCEIS Central — My Forms and My Online Selections.



Users will select My Forms to access pay statements, leave statements and W-2 forms in this new tile.

When My Forms appears in SCEIS Central, users will no longer see the My Paystubs tile, and the link to paystubs will no longer appear in My Profile. Additionally, Leave Statement and View Online W-2 functions will no longer display in the My Services tile. Training materials related to My Forms are available [here](#).

The My Online Selections tile will allow current employees to select whether they receive their W-2 forms exclusively online.

An enrollment period for online W-2s will open Wednesday, June 1, 2022, allowing users to select the online option. The enrollment period will be open every month except January due to the preparation of W-2 forms. [Click here](#) to learn more about My Online Selections.

If you have questions, please contact the SCEIS Help Desk (803-896-0001 and **select option 2** for SCEIS issues or visit <https://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team