LOG IN/LOG OUT OF SCEIS CENTRAL

QUICK REFERENCE CARD

This Quick Reference Card provides information on how to log in and log out of SCEIS Central.

PROCESS

SCEIS Central is a web-based portal where employees can view and maintain selective data about themselves in the Employee Self-Service (ESS) module. Managers can view and maintain selective data associated with their employees in Manager Self-Service (MSS).

Log in to SCEIS Central

1. To access SCEIS Central, type https://sceiscentrallogin.sc.gov in your web browser.
2. In the User field, enter your SCEIS user ID.
3. In the Password field, enter your SCEIS password.
4. Check the box beside “Check here to login and accept the Terms & Conditions.”
5. Click the Log On button.

Password Management

If you need instructions on managing your SCEIS password, click the Password Management Instructions hyperlink.

The Manage Your SCEIS Password hyperlink directs you to the password management site where you can change your password, or get a new password if you have forgotten yours.
Log out of SCEIS Central

1. In the top left corner of the screen, click the Person icon.
2. Click the Sign Out button.
3. In the Sign Out pop-up window, click OK to sign out. Click Cancel to stay logged in.
This Quick Reference Card provides information on the basic navigation within SCEIS Central.

**PROCESS**

SCEIS Central is a web-based portal where employees can view and maintain selective data about themselves in the Employee Self-Service (ESS) module. Managers can view and maintain selective data associated with their employees in Manager Self-Service (MSS).

**SCEIS Central Homepage**

The SCEIS Central homepage is organized by tiles. Employees can access a certain function or information by clicking a tile. Depending on your security role in SCEIS Central, you may or may not have access to every tile.

**Employee Self-Service (ESS)**

All employees will have a section of tiles called “Employee Self-Service (ESS).” Tiles in this section may include (depending on your security access):

- **My Leave Requests**
- **My Paystubs**
- **My Services**
- **Employee Lookup**
- **My Profile**
- **My Talent**
- **My Insurance and Retirement**
- **My Career**
- **My Timesheet** (for employees who enter working time in SCEIS)
- **My Timesheet Display** (for employees whose time is entered through a third party time clock system)
**Manager Self-Service (MSS)**
Managers will have a section of tiles called "Manager Self-Service (MSS)." Tiles in the Manager Self-Service section may include (depending on your security access):

- **Approve Timesheets**
- **My Team Calendar**
- **Team Services**

---

**My Inbox and Outbox Tiles**
Managers will also have a My Inbox tile and an Outbox tile.
Search
At the top right corner of the homepage, click the **Search** button to search for tiles by keyword. For example, searching for the word "leave" will return any tile that has the word leave in the title or description.

Top Left Navigation
The **Home** button will take you to the SCEIS Central homepage.

The **Back** button will take you back one screen.

The **Person** button opens a flyout menu where you can **Sign Out** and view a list of your **Recent Activity** and **Frequently Used** tiles.
Links

Within some tiles, like the My Services tile, you will find a set of hyperlinks.

Clicking a hyperlink will open that function in a new web browser tab.

Once you have completed the task in the new web browser tab, click the X in the tab to close it.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**
In the My Paystubs tile, employees are able to access, download and/or print their paystubs.

1. Under the Employee Self-Service section, click the **My Paystubs** tile.

2. A list of your paystubs displays with a quick view of the paystub’s Pay Date, Payroll Type, Payroll Period or Offcycle Reason, Gross Pay, Deductions and Take Home Pay for each paystub.

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Payroll Type</th>
<th>Payroll Period or Offcycle Reason</th>
<th>Gross Pay</th>
<th>Deductions</th>
<th>Take Home Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/2017</td>
<td>Regular payroll run</td>
<td>11/17/2017 – 12/01/2017</td>
<td>2,272.41 USD</td>
<td>731.64 USD</td>
<td>1,541.27 USD</td>
</tr>
<tr>
<td>12/01/2017</td>
<td>Regular payroll run</td>
<td>11/02/2017 – 11/16/2017</td>
<td>2,272.41 USD</td>
<td>731.64 USD</td>
<td>1,541.27 USD</td>
</tr>
</tbody>
</table>

Note: The maximum number of paystubs displayed is 100, however, you can use the search field to search for older paystubs.

3. Use the toolbar to **search**, **sort**, **group**, **export** and **personalize** your paystubs list.

Note: If searching for a specific date, for example, 10/01, the search will only return paystubs with a 10/01 pay date. Try searching by year to broaden your search results.

4. Click a **paystub line** to view the **PDF version** of the paystub for more details.

5. If needed, click the **Save** icon to save the paystub to your computer. Click the **Print** icon to print the paystub.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. Note: **SCEIS Central** may appear differently than above depending on the browser and device you are using.