1. Under the Manager Self-Service section, click the Team Services tile. Under the My Team section, in the Employee Information subsection, click General Information.

2. Click the Display drop-down menu. Select Direct Reports to see your direct reports. Select Employees in Organizational Structure to see the organizational structure under your management. Employees in Organizational Units will display a list of organizational units under your management. Select Employee Search to search for a particular employee. For this example, we are using Direct Reports.

3. Click the Data drop-down menu. Select Organizational Information to display organizational information on your employees. Select Employee Data to display employee contact information and attendance status of your employees. For this example, we are using Organizational Information.

4. Click the grey square beside the employee you would like to see. When selected, the grey square will turn blue.

5. Click the Employee Profile button. The Employee Profile should now appear.

6. Click the Related Links drop-down menu and select Create Leave Request (On Behalf of EE).
7. The top section of the screen has three tabs. **Click a tab** to view the information.

   - **Calendar tab**—Displays a calendar view of leave entered and its status.
   - **Time Accounts tab**—Displays the employee’s leave balances.
   - **Leave Requests tab**—Displays the employee’s leave requests with the status

8. The bottom section of the screen, **Leave Details**, is where a manager will request leave on behalf of the employee.

9. In the **Type of Leave** field, click the drop-down list and **select the type of leave**.

10. In the **Start Date** field, **enter the start date** of the leave.

11. In the **End Date** field, enter the end date of the leave.
12. In the **Begin Time** field, enter the **start time of the leave** including the AM or PM.

13. In the **End Time** field, enter the **end time of the leave** including the AM or PM.

   Note: If you are requesting an entire day of leave, you do not have to enter the begin and end times.

14. In the **Absence hours** field, enter the **number of leave hours** the employee is requesting (to the far right of the Absence hours field).

15. In the **New Note** field, enter a **note** if necessary.

16. You can click the **Check** button in the middle of the screen to check the leave request for warnings or errors. (Warnings or errors will appear under the Send button in the top left corner of the screen.)
17. Once you have completed the leave request, click the **Send** button in the top left corner of the screen.

![Leave Request: New, On Behalf of Employee EMILY](image1)

18. In the **Leave Request: New, On Behalf of Employee**... pop-up window, click **OK** to submit the leave request. Click **Cancel** to not send the request and return to the previous screen.

![Leave Request: New, On Behalf of Employee EMILY](image2)

Note: You will have to approve the leave request in the SCEIS Central Inbox after submitting it on behalf of the employee.

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.**