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 **Leave Overview (On Behalf of EE)**.

Managers can view an employee’s leave requests and leave balances in the Employee Profile in the Team Services tile.
Leave Data Overview Section

The top section of the screen is the Leave Data Overview. Managers can view the employee’s pending and approved leave requests in this section. Managers can also create, edit and cancel an employee’s leave request from this area.

1. By default, the Leave Data Overview section displays leave requests from one month prior to today’s date and all future dated leave.

   To see prior months, click in the **Show from text box** and enter an earlier date. You can go back 18 months from today’s date. Click the **Apply** button.

2. Click the **New** button to create a new leave request on behalf of the employee. See the Quick Reference Card “Create a Leave Request on Behalf of Employee” for more instructions.

3. A leave request that can be edited will have the **Edit** (pencil) icon in the Edit column.

   a. After clicking the Edit button, **make the necessary changes to the leave request**.

   b. Click the **Send and Back** button to send the request and go back to the previous screen.

   c. Click the **Send and New** button to send the request and create a new leave request on behalf of the employee.

   Note: You will have to approve the leave request in the SCEIS Central Inbox after submitting it on behalf of the employee.
4. A leave request that can be canceled will have the **Cancel** (trash can) icon in the **Cancel** column.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Cancel</th>
<th>Type of Leave</th>
<th>Start Date</th>
<th>Start time</th>
<th>End Date</th>
<th>End time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![Trash Can]</td>
<td>A2 Sick Leave</td>
<td>12/11/2018</td>
<td>03:00:00 PM</td>
<td>12/11/2018</td>
<td>04:30:00 PM</td>
</tr>
</tbody>
</table>

a. After clicking the Cancel button, in the Cancel leave request pop-up window, click **Yes** to submit the cancellation. Click **No** to go back to the previous screen.

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

**Time Accounts Overview Section**

The bottom section of the screen is the Time Accounts Overview. Managers can view the employee’s leave balances in this section.

1. The **Time Account** field defaults to All Types of leave. To filter for one type of leave, click the **Time Account drop-down menu** and select the leave type.

2. The **Show from** field defaults to today’s date. Very rarely would you change this date.

   **Time Account**—Shows the type of leave.

   **Deduction from and Deduction to**—Shows the validity dates of the leave – the dates the employee is able to use the leave. This is more important when looking at holiday comp time, since that leave type expires.

   **Leave Balance**—Shows the employee’s available balance for that type of leave. The leave balances shown here include pending leave requests – those that are awaiting approval.

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.**