Create a New Substitution

1. From the SCEIS Central homepage, click the My Inbox tile.
2. Click the person button in the top left corner of the screen.
3. Click the Manage My Substitutes button.
4. In the top left corner of the screen, select Planned or Unplanned.
   - Select Planned if the manager’s absence is planned. With the Planned option, a manager can select a date range as to when they will be absent and need a substitute.
   - Select Unplanned if the manager’s absence is unplanned and will be absent unexpectedly.
5. Click the Add New Substitute button in the bottom right corner of the screen.
6. In the **Substitutes** pop-up window, type the name of the manager you would like to be the substitute. The manager must be in your agency.

7. Click the **Search** button (magnifying glass).

8. Click the **name of the substitute** in the search results.

9. In the **Choose Task Group** pop-up window, select the appropriate option:
   - Select **All Task Groups** if you would like all working time, leave and travel to be sent to the substitute for approval.
   - Select **Leave and CATS Time** if you would like just working time and leave to be sent to the substitute for approval.
   - Select **Travel** if you would like just travel to be sent to the substitute for approval.

10. If this is a Planned absence, the **Choose Substitution Period** pop-up window will appear.

11. In the calendar, click the start date of your planned absence.

12. In the calendar, click the end date of your planned absence.
   
   **NOTE:** If you selected Unplanned in step 4, the Choose Substitution Period window will not appear.

13. Click the **Save** button.
Turn on/Turn off Unplanned Substitution Rule

(Completed by the Substituted Manager)

1. From the SCEIS Central homepage, click the My Inbox tile.
2. Click the person button in the top left corner of the screen.
3. Click the Substitute for button.
4. In the Substitute for pop-up window, click the slider button to begin seeing the other manager’s inbox tasks. The slider button will turn blue when the substitution rule is on.
   
   You will also see the message, “You are now receiving the tasks of [Manager’s Name].”
5. Clicking the slider button again will turn the substitution rule off. The slider button will turn white when the substitution rule is off.
   
   You will also see the message, “You are not receiving the tasks of [Manager’s Name].”
6. Click the Done button.

Note: It is especially important to turn off the unplanned substitution when you no longer need to process the other manager’s inbox tasks. The substitute manager will continue to view the other manager’s inbox tasks until the unplanned substitution is turned off.
Delete a Substitution

Unplanned substitutions remain intact until the substitution is turned off by the substitute manager or it is deleted by the original manager. Planned substitutions will remain intact until the end date specified or it is deleted by the original manager. Make sure unplanned substitutions are turned off when you are not using them. **You should delete all substitutions if you are transferring to another state agency.**

1. From the **Manage My Substitutes** screen, click the **Planned** button if the substitution you want to delete is planned. Click the **Unplanned** button if the substitution is unplanned.

2. Click the **substitution rule** to select it.

3. Click the **Delete** button in the bottom right corner of the screen.

4. In the **Delete Rule** pop-up window, click **OK** to delete the substitution. Click **Cancel** to go to the previous screen.

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.**