Employees can change and delete a time entry favorite in the My Timesheet tile. Using favorites is optional.

**PROCESS**

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.

**Change a Favorite**

1. To change a favorite, **click a date on the calendar**.

2. Click the **Create** button in the bottom right corner.

3. Click the **Favorites** button in the bottom right corner. The Edit Favorites option only allows you to change the NAME of your favorite. It does not allow you to change the hours of your favorite. Unless you only need to change the name of your favorite, do not choose this option. If you need to change the hours of your favorite, you must delete the old favorite and create a new one.

4. Select **Delete Favorites**.

5. In the **Delete Favorites** pop-up window, **click the blue X** by the favorite you want to delete.

6. Click **OK** in the Delete Favorites pop-up window. Next, create a favorite for your new hours.

7. In the **From** text box, **enter the start time** you would like to save in the favorite.

8. In the **To** text box, **enter the end time** you would like to save in the favorite. Start and end times need to be entered using the 12 hour clock.

9. If the Time Assignment section is not expanded, **click the arrow to expand it**.

10. Click the **Attendance/Absence Type** drop-down menu and **select the attendance type** you would like to save in the favorite.
11. Click the **Favorites** button in the bottom right corner.

12. Select **Save as Favorite**.

13. In the **Add Favorite** window, enter a name for the favorite.

14. Check the box beside **Save With Time**.

15. Click **Save** to save the favorite. Click **Cancel** if you need to make changes.

**Delete a Favorite**

1. To delete a favorite, **click a date on the calendar**.

2. Click the **Create** button in the bottom right corner.

3. Click the **Favorites** button in the bottom right corner.

4. Select **Delete Favorites**.

5. In the **Delete Favorites** pop-up window, **click the blue X** by the favorite you want to delete.

6. Click **OK** in the Delete Favorites pop-up window.

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.