SCEIS CENTRAL NAVIGATION

QUICK REFERENCE CARD

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 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.**