

MySCEmployee Reference Guide

powered by **SCEIS**



A guide to help employees navigate
and use MySCEmployee



Welcome to SCEIS

Dear Fellow State Employees,

Exciting things are in store for you with the transition to the new Human Resources and Payroll modules of the South Carolina Enterprise Information System (SCEIS). With the implementation of the SCEIS system, you will notice that you will be able to conduct some of your most important daily work activities and access your personal information on file with the State.

SCEIS will provide you with an easy and convenient way to update your personal information and manage work-related transactions. MySCEmployee gives you a secure way to administer human resource and payroll information such as time records, leave requests, pay checks/pay statements and personal information.

The MySCEmployee Reference Guide attached to this letter is a resource to provide you information on this new system and step-by-step instructions on how to view your personal information and perform human resources and payroll related activities when you logon to MySCEmployee. We hope this guide will enhance your experience with MySCEmployee and support you as you learn to use the system.

While the SCEIS Project Team has worked closely with your agency to implement a state of the art replacement of State Government's ageing human resources and payroll systems, as with the implementation of any new system, we may encounter a few issues during the transition. We will work with you and your agency to address any problems you may encounter on a timely basis. We ask for your patience and understanding as the State transitions to this new and improved statewide system.

Again, welcome to SCEIS! We hope you enjoy the secure, easy and convenient way of using MySCEmployee.

Sincerely,
The SCEIS Team

Table of Contents



What MySCEmployee Means for You.....Page 4



Getting Assistance with MySCEmployeePage 5



Getting Assistance with Finance, Materials Management
and Human Resources/Payroll Transactions in ECCPage 6



MySCEmployee – Employee Self Service.....Page 7



MySCEmployee – Manager Self ServicePage 9



Time and Leave Information.....Page 11



Payroll Information.....Page 14



Training Information.....Page 17



Policy and Procedure Changes.....Page 18



MySCEmployee Users Go-Live ChecklistPage 20

Appendix (Quick Reference Cards)Page 21

Employee Self Service Quick Reference Cards

- Changing Your MySCEmployee Password
- Accessing MySCEmployee
- Managing Your Bank Accounts
- Change of Address
- My Employee Search
- Recording Working Time
- Recording Working Time Using Charge Objects
- Submitting Leave Requests

Manager Self Service Quick Reference Cards

- Approving Leave
- Approving Working Time
- Substitutions

What MySCEmployee Means for You

Overview

The SCEIS system was designed, built and implemented with a focus on state employees. Through MySCEmployee, which is the employee access point to the SCEIS system, you will have unprecedented access to your human resources and payroll information on file with the State.

The SCEIS HR/Payroll system has replaced the State's antiquated payroll system that was created using 1960's technology and the State's human resources system that is currently more than 12 years old. The new system modernizes South Carolina's human resources and payroll systems and creates opportunities for you to better monitor your own personal information to ensure accuracy. Some of the features available through MySCEmployee are:

- Employee Self Service – You are encouraged to use the MySCEmployee website to access Employee Self Service to maintain your personal data on file with the State. Changes to your home address and bank account information can be made from any computer with an internet connection.
- Manager Self Service – In addition to running reports, managers will use the MySCEmployee website to access Manager Self Service to, among other things, approve leave requests, travel requests and time submissions.
- Employee Personnel Number – You will receive a unique personnel number to be used in place of your Social Security Number. The goal of the number is to reduce the risk of identity theft and fraud by helping to prevent the wrong person from obtaining your Social Security Number.

Standardizing the Way the State Does Business

South Carolina is a thriving, growing state with a government that conducts a great deal of business every day. One of the goals of the project is to streamline the way the State does business in order to ensure that employees in different agencies are all following the same standards and practices. In order to better serve you, the employee, a number of policies have been updated or changed. Many of these changes are detailed in the pages that follow, and are also available through your agency's human resources department.

Your MySCEmployee User Name and Password

You will receive your MySCEmployee user name and password from your agency prior to your agency's go-live date. This information will allow you to access the MySCEmployee website at <https://myscemployee.sc.gov> to conduct human resources and payroll related activities.

Quick Reference Cards

Quick Reference Cards have been created to assist you as you begin using the MySCEmployee website. Whenever you see the following icon in this reference guide, it means a Quick Reference Card has been developed for that particular activity and provides steps on how to complete specific human resources actions.



Getting Assistance with MySCEmployee

Step 1 - Not sure how your agency will be using the system to manage leave requests, time worked, and other areas of the system? Please talk with your direct supervisor or the person in your agency who typically helps you with such questions.

Step 2 - Need to get answers about your paycheck? As you have always done, check with the person in your agency who answers questions about your paycheck.

Step 3 - Having trouble accessing the system, or using it after you have logged in?

- a. Review the MySCEmployee Reference Guide and Quick Reference Cards available at www.sceis.sc.gov/page.aspx?id=166
- b. Visit the MySCEmployee Training page to review the appropriate training course. Available courses include:
 - ESS100 MySCEmployee - Employee Self Service Course
 - ESS110 MySCEmployee - Time Entry Course
 - MSS100 MySCEmployee - Manager Self Service Course
 - TV120 MySCEmployee - Travel Management Overview Course
- c. Contact your direct supervisor or the person in your agency who helps you with these types of questions.

Step 4 - If you are unable to get assistance from someone in your agency, contact the SCEIS Service Desk by sending an email using the form at <http://www.sceis.sc.gov/requests/> or by calling (803) 896-0001 (Select option 1 for SCEIS Help).

In some cases, the SCEIS Service Desk will be able to answer your questions immediately. In other cases, they will contact the Office of Human Resources, the Comptroller General's Office or the SCEIS Team for input.



Getting Assistance with Finance, Materials Management and Human Resources/Payroll Transactions in ECC

Step 1: Check one of the following SCEIS resources. If this does not resolve the questions, proceed to number 2.

- a. Visit the SCEIS website (www.sceis.sc.gov), and click the “FAQs” button on the top navigation bar.
- b. Check SCEIS uPerform documentation available at <https://Uperform.sc.gov/gm/workplace>.
- c. Refer to course materials you received through SCEIS training.

Step 2: Ask someone in your agency who has either been assigned to provide initial help or someone you know who has completed training on the topic you are researching. If this does not resolve the problem, proceed to number 3.

Step 3: Contact the SCEIS Service Desk by phone or email. Service Desk staff will create a help ticket and work to resolve your issue. Service Desk contact information:

- a. Phone: (803) 896-0001 (Select option 1 for SCEIS Help)
- b. Email: <http://www.sceis.sc.gov/requests/>

Step 4: If SCEIS Service Desk staff cannot resolve your issue, they will send it to the SCEIS team for assistance.

MySCEmployee

Employee Self Service: Your Online Resource

Employee Self Service is an online tool that allows you to view and, and in some cases, change your personal information on file with the State, using any computer with an internet connection. The table on the following page shows the kinds of information you can view or change using Employee Self Service.

Accessing MySCEmployee

To access Employee Self Service, you must first have your MySCEmployee user name and password. Once you have this information, you can log into the MySCEmployee website at <https://myscemployee.sc.gov> and enter your username and password in the appropriate fields. You are advised to maintain your user name and password in strict confidence as this information can be used to gain access to your personal data in Employee Self Service. The first time you access the MySCEmployee website, you will need to create a new password. For security purposes, you will be required to change your password every 90 days.

If you have difficulty accessing MySCEmployee, logging into Employee Self Service, or if you do not have access to a computer or are not comfortable entering your own data into Employee Self Service, please contact your local human resources department or the SCEIS Service Desk to assist you. SCEIS service desk agents will handle all calls as quickly and accurately as possible during normal hours of operation, 7 a.m. to 7 p.m., Monday through Friday. Contact the SCEIS Service Desk at (803) 896-0001 or SCEISHelp@sceis.sc.gov.

Employee Self Service Training

For additional information about the kinds of information you can view or change in Employee Self Service, as well as detailed instructions on how to view data or make changes, you are encouraged to take the MySCEmployee Employee Self Service Training Courses online at www.sceis.sc.gov/page.aspx?id=158. You can also go to the SCEIS website at www.sceis.sc.gov, click **Training** on the left-hand navigation menu, then click **MySCEmployee Training** to access the courses. You may need to scroll down the page to see all the course listings. Currently there are three courses for your review.

- **ESS100 MySCEmployee Course** - This course is intended for all employees and will walk you through the major activities within human resources and payroll that you will now be able to do on your own and how to navigate within the website.
- **ESS110 MySCEmployee Time Entry Course** - This course is intended for those employees who will need to enter time on a daily basis. Please contact your local Human Resources Support Personnel if you have any questions about taking this course.
- **TV120 MySCEmployee Travel Management Course** - This course is intended for those employees who travel on state business. This course will walk employees, travel assistants and managers through the process of creating a travel request, submitting travel expenses and the travel approval process.

The courses are available to all state employees working for agencies that are using MySCEmployee. Employee Self Service quick reference cards can be found on the training course page, as well as in the appendix of this guide.

Viewing or Changing Your Personal Information

The table below shows the different types of information you can view or change using Employee Self Service. You may also conduct certain transactions by calling your agency human resources department. If you will not be using Employee Self Service, you should check with your agency human resources department if you need to view your personal information. Your human resources representative should be able to provide you with the information you need.

| Type of Information | To View | To Change |
|--|--------------|-------------------------------------|
| Personal | | |
| Legal Name | MySCEmployee | Employee Self Service/Agency HR |
| Employee ID Number | MySCEmployee | ----- |
| Birth Date | MySCEmployee | Agency HR |
| Home Address | MySCEmployee | Employee Self Service/Agency HR |
| Mailing Address | MySCEmployee | Employee Self Service/Agency HR |
| Tax Withholding (W4) | MySCEmployee | Employee Self Service/Agency HR |
| Home Phone | MySCEmployee | Employee Self Service/Agency HR |
| Emergency Contact | MySCEmployee | Employee Self Service/Agency HR |
| Bank Information | MySCEmployee | Employee Self Service/Agency HR |
| Payroll | | |
| Employment Verification | MySCEmployee | Employee Self Service/Agency HR |
| Salary Verification | MySCEmployee | Employee Self Service/Agency HR |
| Pay Statement | MySCEmployee | Employee Self Service/Agency HR |
| Time Entry and Approval | | |
| Hours Worked | MySCEmployee | Employee Self Service/Agency HR |
| Enter Time | MySCEmployee | Employee Self Service/Agency HR |
| Request Leave | MySCEmployee | Employee Self Service/Agency HR |
| Available Leave (Quota Overview) | MySCEmployee | Employee Self Service/Agency HR |
| Benefits (Statewide Plans Only) | | |
| Links to Plan Details (For benefits-related information, visit the Employee Insurance Plan website.) | MySCEmployee | ----- |
| Retirement Documents | MySCEmployee | Retirement System Website/Agency HR |
| Links to OHR Documents | MySCEmployee | ----- |

Manager Self Service

Manager Self Service is a part of the SCEIS system and is accessible through the MySCEmployee website, which provides a single access point for managers to view their employees' information and perform managerial tasks to include:

- Approving time
- Approving leave and travel requests
- Running reports

If you are designated as a supervisor in your agency's organizational structure, you will have also have access to the Manager Self Service functions and activities. The table on the next page lists the kinds of information you will be able to view for each of your employees, as well as the tasks you will be able to perform in Manager Self Service.

Accessing Manager Self Service

You will access Manager Self Service by logging into the MySCEmployee website at <https://myscemployee.sc.gov> and entering your user name and password. To visit the Manager Self Service section of MySCEmployee, click on the Manager Self Service tab. Use the drop down menu on the left-hand side of the page to navigate through the Manager Self Service offerings.

If you have difficulty logging into Manager Self Service, please contact your local human resources department or the SCEIS Service Desk to assist you. SCEIS service desk agents will handle all calls as quickly and accurately as possible during normal hours of operation, 7 a.m. to 7 p.m., Monday through Friday. Contact the SCEIS Service Desk at (803) 896-0001 or <http://www.sceis.sc.gov/requests/>.

MySCEmployee Manager Self Service Training

For more information on the types of information and tasks available to you in Manager Self Service, you are encouraged to take the MySCEmployee Manager Self Service Training course online at www.sceis.sc.gov/page.aspx?id=158. This course is available for all managers working in agencies that use SCEIS. Additionally, a second course is available that focuses on the steps managers will take to approve travel requests and travel expenses.

Viewing Employee Information and Performing Managerial Tasks in Manager Self Service

The table below shows the different types of employee information you will be able to view as a manager or supervisor, as well as the types of tasks you will be able to perform using Manager Self Service.

| Type of Information | To View | To Change |
|---|--------------|----------------------|
| Employee Search Data | | |
| Employee Emergency Contact Information | MySCEmployee | Manager Self Service |
| Business | | |
| Employee Position | MySCEmployee | Agency HR |
| Employee Work Location | MySCEmployee | Agency HR |
| Employee Organizational Unit | MySCEmployee | Agency HR |
| Monitoring Tasks | | |
| Display Key Dates (birthday, return from short-term disability, etc.) | MySCEmployee | Agency HR |
| Display Training Reminders | MySCEmployee | Agency HR |
| Display Credential Verification Updates | MySCEmployee | Agency HR |
| Company Property | | |
| Display State Property Assigned/On Loan to Employee | MySCEmployee | Agency HR |
| Time Entry and Approval | | |
| Employee Cost Center | MySCEmployee | Agency HR |
| Employee Hours Worked | MySCEmployee | Agency HR |
| View Employee's Timesheet | MySCEmployee | Agency HR |
| Approve/Reject Employee Time | MySCEmployee | Manager Self Service |
| Approve/Reject Employee Leave | MySCEmployee | Manager Self Service |



Time Entry in MySCEmployee

This information is only applicable to those employees who have been directed by their agency to enter time on a daily basis. You are encouraged to record your time worked on a daily basis inside the My Time section of MySCEmployee. Upon entering and saving (releasing) your time, your manager, through Manager Self Service, will see your time and be able to approve or reject it.

Following are the SCEIS attendance types that you will use when entering time in Employee Self Service or on a paper time sheet (for those employees not using Employee Self Service):

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Daily Time Submission

It is the responsibility of each agency to set the required time-entry frequency for its employees. Daily submission is recommended as it allows for employees and managers to better keep track of work hours. See your manager or human resources representative to be sure you know your agency's policy on how often you should enter time. If you are not sure what increments of time your agency requires you to record, please contact your agency's human resources representative.

Time Conversion Table

Employees will record time in MySCEmployee using the 24-hour clock, also known as military time. Using this system, you count each hour from 0 to 24 (because there are 24 hours in a day), with 00:01 being one minute after midnight, 01:00 being 1 a.m., etc. An easy way to convert traditional time to military time is by adding 12 to each hour beginning with 1 p.m. (which converts to 13:00), 2 p.m. (which converts to 14:00), etc. At 24:00, you start again from the beginning with 00:00 (which is also considered midnight). See the chart below to better understand 24-hour time conversion.

| Traditional Time | 24-Hour Time | Traditional Time | 24-Hour Time |
|-------------------------|---------------------|-------------------------|---------------------|
| 1:00 a.m. | 01:00 | 1:00 p.m. | 13:00 |
| 2:00 a.m. | 02:00 | 2:00 p.m. | 14:00 |
| 3:00 a.m. | 03:00 | 3:00 p.m. | 15:00 |
| 4:00 a.m. | 04:00 | 4:00 p.m. | 16:00 |
| 5:00 a.m. | 05:00 | 5:00 p.m. | 17:00 |
| 6:00 a.m. | 06:00 | 6:00 p.m. | 18:00 |
| 7:00 a.m. | 07:00 | 7:00 p.m. | 19:00 |
| 8:00 a.m. | 08:00 | 8:00 p.m. | 20:00 |
| 9:00 a.m. | 09:00 | 9:00 p.m. | 21:00 |
| 10:00 a.m. | 10:00 | 10:00 p.m. | 22:00 |
| 11:00 a.m. | 11:00 | 11:00 p.m. | 23:00 |
| 12:00 p.m. | 12:00 | 12:00 a.m. | 24:00/00:00 |

MySCEmployee Training for Time

The ESS110 MySCEmployee Time Entry course is intended for those employees who will need to enter time on a daily basis. Please contact your local human resources support personnel regarding whether you should be entering time in the system. For those employees who are required to enter time in MySCEmployee, the time entry course can be accessed at www.sceis.sc.gov/page.aspx?id=158.

Leave Requests in MySCEmployee



In the My Working Time area of MySCEmployee employees will be able to request leave and record sick time. Managers will approve leave requests in Manager Self Service.

Viewing and Checking Leave Balances

The SCEIS system automatically manages accruals of various balances, including:

- Sick Leave
- Annual Leave
- Compensatory Time (if applicable)
- Holiday Compensatory Time (if applicable)

If you are using Employee Self Service, you can view your leave balances online. If you are not using Employee Self Service, you may request a time statement, which includes available leave balances from your agency's human resources representative.

MySCEmployee Employee Self Service Training for Leave

You may view the Employee Self Service Course online at www.sceis.sc.gov/page.aspx?id=158. Upon completion of the course, if you have additional questions about how to enter your time or leave or about the new policies and procedures associated with time and leave in MySCEmployee, follow up with your agency's human resources department.

Your Pay in MySCEmployee

All employees in agencies using MySCEmployee will be paid on a semi-monthly pay cycle.

Revised Pay Statements in MySCEmployee

MySCEmployee will generate pay statements that look slightly different from the pay statements you have been receiving. Information you can expect to see on the revised pay statement includes:

1. Pay Period Beginning and End Date
2. Personnel Number
3. Check Date
4. Agency
5. Earnings
 - (Includes base pay plus other earnings, such as overtime, on-call pay and shift premium, when applicable)
6. Deductions
7. Taxes
8. Net Pay
9. Total Earnings (Year to Date)
10. Federal Exemptions
11. Payment Bank
12. Messages

See sample pay statement on the next page.



Direct Deposit

Employees who currently utilize direct deposit to receive their pay will have their bank information converted over into MySCEmployee. It is important to note if you have direct deposit, once your agency is live on SCEIS, you will no longer receive a hard copy pay statement because it will be accessible through the MySCEmployee website.



| | | | | | | | |
|---|----------------------|--|----------------------|---|--|--|---------------|
| PURSUANT TO WARRANT OF RICHARD ECKSTROM COMPTROLLER GENERAL | | STATE OF SOUTH CAROLINA Office Of State Treasurer CONVERSE A. CHELLIS III, CPA STATE TREASURER | | | | | |
| Pay Period: 06/02/2009 through 06/16/2009 Check Date: 07/01/2009 | | Name: JULIE JOB Agency: J160-DEPT OF DISABLE&SPECIAL NEEDS | | Personnel No: 00008548 | | | |
| Earnings | Deductions | Taxes | Net Pay | Deductions | Current | YTD | |
| Current: 3,479.17 - YTD: 6,958.34 - | 335.17 - 670.34 - | 1,004.13 = 2,008.28 = | 2,139.87 4,279.72 | 3404 Ben-ORP EE MetlifePre- 3000 MoneyPlus BasAdmFeePre 3005 Ben-Opt Life EE Pre-ta 3006 Ben-HighDedHlthEEPreta 3100 MoneyPlus AdlAdmFeePre 3101 HSA EE Pre-tax 3103 Med Spending EE Pre-ta 3104 MoneyPlus HSA Fee Pre- 3200 Ben-401k EE Pre-tax 3507 Ben-SLTD EE Post-tax | 226.15 0.14 35.95 4.64 1.75 25.00 30.77 0.50 10.00 0.27 | 452.30 0.28 71.90 9.28 3.50 50.00 61.54 1.00 20.00 0.54 | |
| Earnings | Hours | Current | YTD | Total Deductions | 335.17 | 670.34 | |
| Regular Salary Exempt | | 3,479.17 | 6,958.34 | | | | |
| Total Earnings | | 3,479.17 | 6,958.34 | | | | |
| 10 | | | | | | | |
| Taxes | Tax Type | Status | EXMT AddlAmt | Cur Tax | YTD Tax | Cur Txbl Earn | YTD Txbl Earn |
| Federal | Withholding | Single | 01 | 552.23 | 1,104.46 | 3,144.27 | 6,288.54 |
| Federal | Social Security | | | 209.58 | 419.17 | 3,380.42 | 6,760.84 |
| Federal | Medicare | | | 49.01 | 98.03 | 3,380.42 | 6,760.84 |
| South Carolina | Withholding | | 01 | 193.31 | 386.62 | 3,144.27 | 6,288.54 |
| Total Taxes | | | | 1,004.13 | 2,008.28 | | |
| 11 | | | | | | | |
| Payment | Account | Type | Amount | | | | |
| WACHOVIA BANK N.A. | 055567 | Checking | 2,139.87 | | | | |
| 12 | | | | | | | |
| *** MESSAGES *** | | | | | | | |
| SCEIS | | | | | | | |

Multiple Direct Deposit Account Options

You may choose to have your pay deposited into up to two accounts at different financial institutions via direct deposit. You will have one primary default account and you may elect to have portions of your pay directed into an additional account. The distribution of your pay into these separate accounts (if you choose to use this feature) will be automated when your pay is deposited on payday; you will not need to do anything extra each pay period to split your pay among your designated accounts.

If you have additional questions about your pay or how to enroll in a direct deposit account or view or print a pay statement in Employee Self Service, you are encouraged to take the ESS100 MySCEmployee Employee Self Service Overview Training Course online at www.sceis.sc.gov/page.aspx?id=158.

Note: Having two direct deposit accounts does not impact your payroll deductions or current arrangements you have with your financial institution. This feature is about providing you with more flexibility and control over where to send your pay.

MySCEmployee Training Curriculum

The SCEIS website hosts all Employee Self Service and Manager Self Service on-line training courses at www.sceis.sc.gov/page.aspx?id=158. You can also go to the SCEIS website at www.sceis.sc.gov, click **Training** on the left-hand navigation menu, then click **MySCEmployee Training** to access the courses. You may need to scroll down the page to see all the course listings. Through this site, you can access online training programs and tools (Quick Reference Cards) designed to help you effectively learn to use Employee Self Service and Manager Self Service. These courses include:

- **ESS100 MySCEmployee Employee Self Service Overview** – This course is intended for all employees and will walk you through the major activities within Human Resources and Payroll that you now are able to do on your own and how to navigate within the website.
- **ESS110 MySCEmployee Time Entry** – This course is intended for those employees who will need to enter time on a daily basis. Please contact your local Human Resources Support Personnel if you have any questions about taking this course
- **TV120 MySCEmployee Travel Management** – This course is intended for those employees who travel on state business. This course will walk employees, travel assistants and managers through the process of creating a travel request, submitting travel expenses and the travel approval process.
- **MSS100 MySCEmployee Manager Self Service Overview** – This course provides instructions and demonstrations on how to approve time, leave and travel requests and how to access and review information regarding the employees who report to you.

Important Policy and Procedure Changes

Noted below are a few key policy changes impacting state employees. Please review these important changes and direct any follow-up questions to your agency's human resources department.

Logistics of Pay Statement Distribution for Direct Deposit

New: All employees using direct deposit will no longer receive printed pay statements from their agency. Employee pay statements will be available through the MySCEmployee website for those who want to view them. Agencies will have the option of printing pay stubs for employees who may not have access to Employee Self Service.

Old: State Treasurer's Office provide hard copy pay statements to employees each pay day.

Time Entry

New: In MySCEmployee, hard copy timesheets will be replaced with electronic time recording via Employee Self Service and electronic time approval via Manager Self Service. In some cases, a manager or time administrator may enter time on behalf of employees.

Old: Many agencies track attendance and absence information using paper time sheets for non-exempt employees.

Leave Requests

New: In MySCEmployee, absences will be requested and approved electronically through the leave request tool in the My Working Time area of the MySCEmployee Employee Self Service website. The entire process is now automated.

Old: Agencies use a variety of different mechanisms to track employee leave including eLeave, other electronic tracking tools and paper/manual request and approval processes.

Updating Emergency Contact Information

New: Employees will access the Personal Info area of the MySCEmployee Employee Self Service website to maintain their emergency contact information.

Old: Employees complete a paper form at orientation or when a change is required for their emergency contacts.

Updating/Creating Bank Information

New: Employees will access the Bank Information area of the MySCEmployee Employee Self Service website to maintain their direct deposit information.

Old: Employees complete a paper form for the creation of a bank or changing a bank for the purpose of direct deposit.

Employment and Salary Verification

New: Employees will access the Employment Verification area of the MySCEmployee Employee Self Service website to submit an employment and salary verification request, which will be sent to the requested organization by your human resources/payroll department.

Old: Employees call their human resources/payroll department to request an employment and salary verification. In most cases, agencies require the completion of a paper form.

Reporting

New: Managers and supervisors will have access to standard reports via Manager Self Service.

Old: Managers and supervisors receive printed or electronic reports and/or have to request copies of certain reports from other staff or human resources or information technology departments.



MySCEmployee Users Go-Live Checklist

Following is a list of items that will help you prepare for using MySCEmployee:

- Take the ESS100 MySCEmployee Employee Self Service Overview Course at www.sceis.sc.gov/page.aspx?id=158.
- Take the ESS120 MySCEmployee Employee Self Service Time Entry Course (if needed) at www.sceis.sc.gov/page.aspx?id=158.
- Take the TV120 MySCEmployee Travel Management Course (if needed) at www.sceis.sc.gov/page.aspx?id=158.
- After receiving your user name and password, log into the MySCEmployee website at <https://myscemployee.sc.gov>. You will be required to create a new password.
- After logging in for the first time, review your information for accuracy. If you identify incorrect information, make the required change using Employee Self Service, or follow up with your agency human resources department.
- If you are a manager or supervisor, take the MSS100 MySCEmployee Manager Self Service Training Course at www.sceis.sc.gov/page.aspx?id=158.
- If you are a manager or supervisor, log into Manager Self Service to confirm that you see your direct reports.

Appendix

Employee Self Service Quick Reference Cards

- Changing Your MySCEmployee Password
- Accessing MySCEmployee
- Managing Your Bank Accounts
- Change of Address
- My Employee Search
- Recording Working Time
- Recording Working Time Using Charge Objects
- Submitting Leave Requests

Manager Self Service Quick Reference Cards

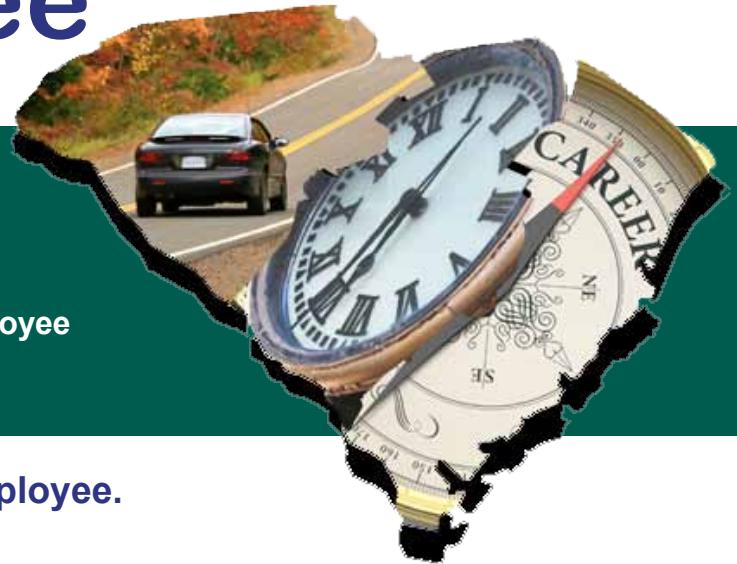
- Approving Leave
- Approving Working Time
- Substitutions

MySCEmployee

powered by  SCEIS

Changing Your MySCEmployee Password

Follow the steps below to change your MySCEmployee password:



1. Ensure you are logged out of MySCEmployee.
2. Type <https://myscemployee.sc.gov> in your web browser.



User ID *

Password *

[Reset Password Here](#)

[Password Reset Instruction](#)

3. Click the **Reset Password Here** link.

4. You will be directed to the Internet Security and Acceleration Server 2006 log on screen.

- a. Click the box beside the words: **I want to change my password after logging on.**

- b. Enter your **User ID** and current **Password**.



Microsoft Internet Security & Acceleration Server 2006

Security (show explanation)

This is a public or shared computer
 This is a private computer

I want to change my password after logging on

Domain/User name:

Password:

© 2006 Microsoft Corporation. All rights reserved.

5. A new screen will open prompting you to enter your **Old Password**, **New Password** and a confirmation of your **New Password**.



Microsoft Internet Security & Acceleration Server 2006

Change Password

Old password:

New password:

Confirm new password:

© 2006 Microsoft Corporation. All rights reserved.

6. After entering the required information, click the **Change Password** button.

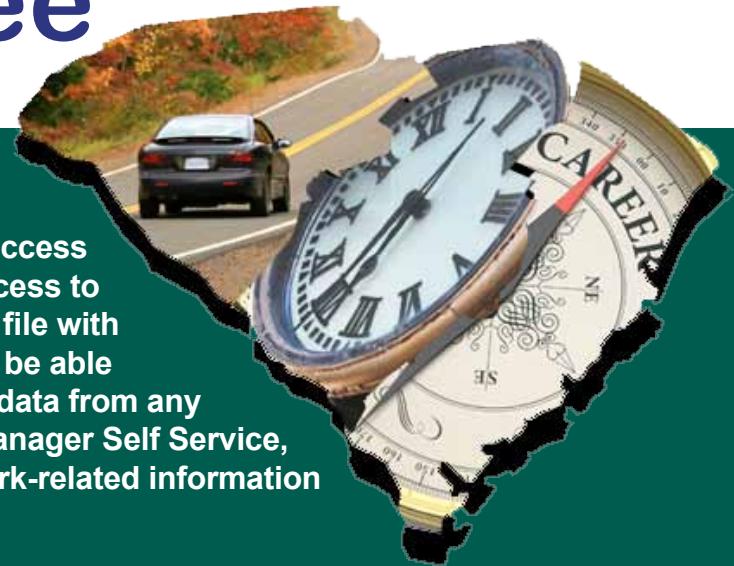
7. You will be automatically directed back to the MySCEmployee log in page where you will enter your User ID and New Password.

MySCEmployee

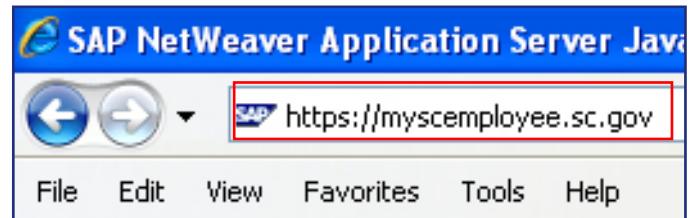
powered by **SCEIS**

Accessing MySCEmployee

Through MySCEmployee, which is the employee access point to the SCEIS system, you will have direct access to your human resources and payroll information on file with the State. Through Employee Self Service you will be able to maintain a significant amount of your personal data from any computer with an internet connection. Through Manager Self Service, managers will be able to view their employees' work-related information and perform managerial tasks.



1. To access MySCEmployee, type <https://myscemployee.sc.gov> in your web browser.



2. Enter your MySCEmployee User ID and Password in the appropriate fields, and click the Log on button.

3. Click the Employee Self Service tab to access and maintain your personal information. If you are a manager, you will also see a Manager Self Service tab, which you can use to perform managerial tasks.

MySCEmployee

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Managing Your Bank Accounts

In the My Pay area employees will be able to, among other things, maintain a primary and a supplemental bank account for direct deposit. Currently employees can set up two direct deposit accounts through MySCEmployee.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Pay from the submenu or from the body of the overview page.

2. Select the **Bank Information** link to manage your accounts.

3. You will be taken to a screen that displays your existing bank account(s) you have set up for direct deposit.

| Main bank |
|--|
| Name: Johnny Paul. Brady (xSS) Bank Name: SUN NATIONAL BANK Edit |
| Other bank |
| Name: Johnny Paul. Brady (xSS) Bank Name: WACHOVIA BANK N.A. Edit Delete |

4. You can now choose to **Edit** your Main Bank account information, or **Edit** or **Delete** your Other Bank information by clicking the appropriate link. The image to the right shows what you would see if you chose to **Edit** your Main Bank.

5. Enter your new account information (**routing number and bank account number**) in the appropriate fields and choose the **account type**. A sample check illustrates where the routing number and account number are displayed on most checks. Once the information is entered, you will be able to review your entry before saving it.

Pay Information

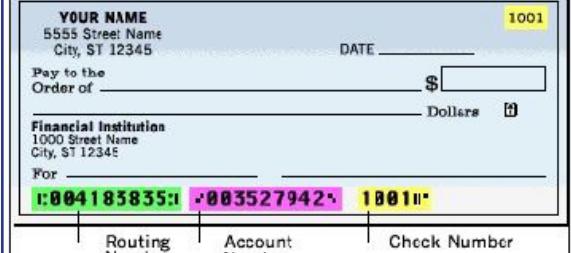
[Pay Statements](#)
View your pay statements (current or historical).

[Employment Verification](#)
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

[Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.

[Bank Information](#)
Maintain your banks for direct deposit.
NOTE: Changes made might not be in effect for up to two weeks.

| | |
|--|--------------------------|
| Name: | Johnny Paul. Brady (xSS) |
| Bank Key / Routing Number: | 011102094 |
| Bank Account: | 1509912345 |
| Account Type: | Checking |
| Payment Method: | Direct Deposit: PA... |
| Example Check | |
|  | |

Note: If you change account information, it is advisable to ensure money is deposited into the new bank account before closing the old account.

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Change of Address

In the My Personal Info area, among other things, employees will be able to maintain:

- Permanent Residence
- Temporary Residence
- Mailing Address
- Three Emergency Contacts



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab () , then select My Personal Info from the submenu or from the body of the overview page.

2. From the My Personal Info main page, click the **Addresses and Emergency Contact Information** link to maintain this data.

3. A progress chart that walks employees through each step of the address change process is displayed at the top of the page. Step 1, Overview, displays an employee's current addresses and emergency contacts. To edit an existing record, click the appropriate **Edit** button.

 **Personal Information**

[Addresses and Emergency Contact Information](#)
Manage your addresses and emergency contact in

Addresses

1 2 3 4
Overview Edit Review and Save Confirmation

Permanent Residence

C/O or Contact:
Street and House Number: 1010 Happy Lane
City: Columbia
State: SC
ZIP Code: 29210

Edit

4. In this example, you can edit your permanent residence information by filling in the required fields, which are marked with a red asterisk (*).

5. After entering the required information, indicate whether the change is **Valid as of Today**, or if the change will be **Valid as of a Future Date**. Then click the **Review** button to review prior to saving the change.

C/O or Contact:
Street and House Number: *
Address Line 2:
City: *
County: *
State: *
ZIP Code: *

Main / Primary Phone:
Other / Secondary Phones:

 Valid as of Today
 Valid as of Future Date

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My Employee Search

Allows employees to search for other state employee contact information, to include:

- Work E-mail
- Work Phone Number
- Personnel Area (Agency)
- Position
- Organizational Unit



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Employee Search from the submenu or from the body of the overview page.

2. Select My Employee Search, then click the **Who's Who** link to conduct a search.

My Employee Search

Employee Search

Who's Who

Search for employees by name and find basic contact information about other state employees.

3. You will be prompted to enter your search criteria, with the options of inserting last name, first name or organizational unit information. Wild card (*) searches can be used in any field.

Last name:
First name:
Organizational unit:

Search... **Exit**

4. Based on your search criteria, a results list is created. Identify the person for whom you were searching and click the associated link.

| Result List | | | | |
|-------------|-----------|-------------|---------------------------|-------------------------|
| First name | Last name | Middle name | Personnel area | Organizational unit |
| Test | Jones | | ADJUTANT GENERALS OFFICE | NATIONAL GUARD |
| Test5 | Jones | | LEG DEPT-THE SENATE | ACCOUNTING SERVICES DIV |
| Test5 | Jones | | DEPARTMENT OF AGRICULTURE | CONSUMER SERVICES LAB |
| Test6 | Jones | | STATE AUDITOR OFFICE | EXECUTIVE OFFICE |

5. Employee profile information will then be displayed (see **Employee profile for Test6 Jones** to the right).

Employee profile for Test6 Jones

Communication

Area Code + Telephone: 803-999-9999
Extension:
E-mail: T6JONES@SC.GOV

Department

Organizational unit: EXECUTIVE OFFICE

Miscellaneous

Last name: Jones
First name: Test6
Middle name:
Personnel area: STATE AUDITOR OFFICE

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Recording Working Time

In the My Working Time area, among other things, employees will be able to record their daily work hours. Managers will approve employee working times in Manager Self Service.



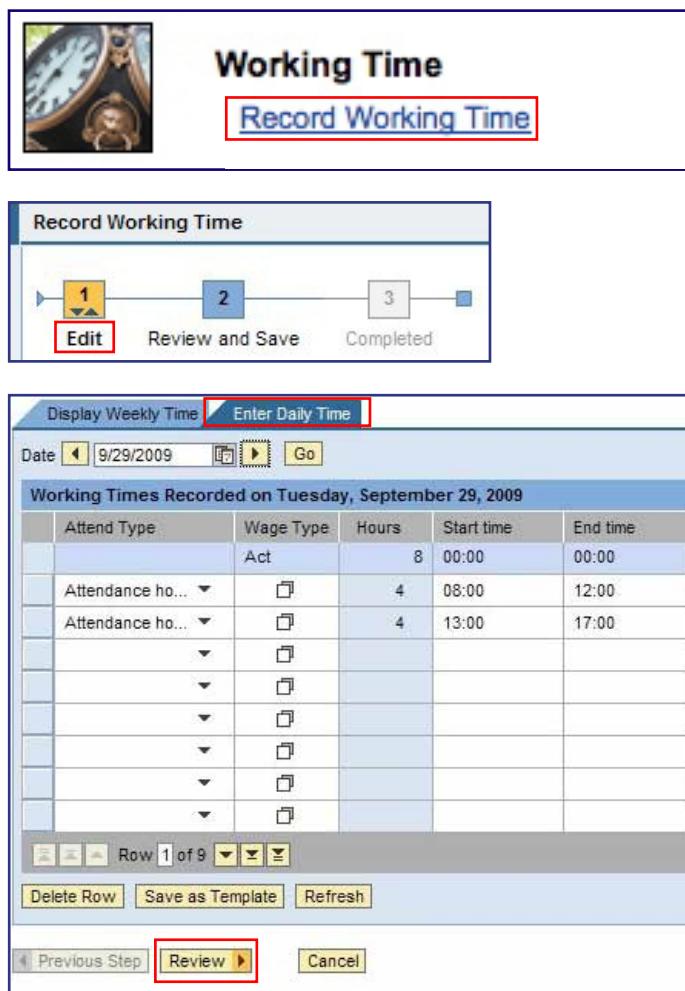
1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Working Time from the submenu or from the body of the overview page.

2. Click the **Record Working Time** link to begin the time entry process.

3. A progress chart that walks employees through each step of the time entry process is displayed at the top of the page. The view defaults to the Display Weekly Time tab, which displays hours recorded that week using the Enter Daily Time tab. To record attendance hours, click on the **Enter Daily Time** tab.

4. On the Enter Daily Time tab, employees can record their start and end times (using the 24 hour clock or military time) throughout the day by identifying the appropriate attendance type from the pull down list on the left-hand column:

- 1000 Attendance Hours
 - 1001 On Call
 - 1002 Call Back
 - 1003 Training



5. After entering the required information, click the **Review** button to review the entry before submitting for manager approval.

MySCEmployee

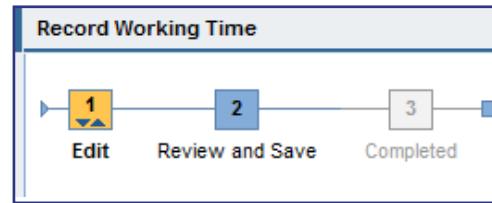
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Recording Working Time Using Charge Objects

In the My Working Time area, among other things, employees will be able to record their daily work hours. Some employees will have additional fields to maintain on their time sheet for items called Charge Objects. Managers will approve employee working times in Manager Self Service.

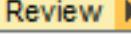


1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), and select My Working Time from the submenu or from the body of the overview page. Then click the **Record Working Time** link to begin the time entry process.
2. After clicking the Record Working Time link, just like for employees who enter time and do not record charge objects, a progress chart that walks employees through each step of the time entry process is displayed at the top of the page.



Note: Employees who are required to enter charge objects will see a different time entry screen than those employees who are not required to record charge objects. If recording charge objects, in addition to recording an **attendance type** with **start times** and **end times**, employees will also need to identify a **receiver cost center**, **receiver fund**, **receiving functional area** and **receiver grant**, which will be provided by their manager.

| Working Times Recorded on Monday, October 19, 2009 | | | | | | | | | | | |
|--|-------------|------------|---------------|----------------------|----------------|-------------------------|-----------|---------|------------|----------|--|
| Rec. CCR | WBS Element | Rec. Order | Receiver Fund | Receiving Func. Area | Receiver Grant | Att/Lab. type | Wage Type | Content | Start time | End time | |
| E280D00001 | | | 50630000 | E280X0021 | E28019361707 | Attendance hours (1000) | Act | 7.500 | 00:00 | 00:00 | |
| E280CA0010 | | | 50630000 | E280X0021 | E28010010103 | Attendance hours (1000) | Act | 4 | 13:00 | 17:00 | |

3. After entering the required information, click the **Review** () button to review the entry before submitting for manager approval.

Reminder: When using charge objects, in addition to recording an attendance type with start times and end times, employees **MUST** include a receiver cost center, receiver fund, receiving functional area and receiver grant.

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Submitting Leave Requests

In the My Working Time area, among other things, employees will be able to request leave, such as annual leave and comp time and to record sick time taken. Managers will approve leave requests in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Working Time from the submenu or from the body of the overview page.

2. Click the **Leave Request** link to begin the leave submission process.

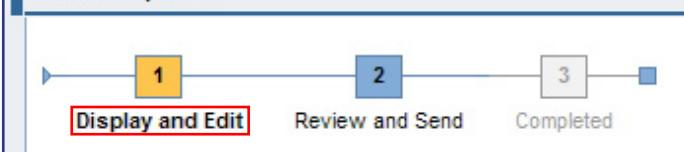
3. A progress chart that walks employees through each step of the leave request process is displayed at the top of the page. The first step, **Display and Edit**, allows employees to identify the type of leave to be used from a drop down menu, the dates leave will be taken, the time or duration of the request, as well as a place to include a note for your manager.

Leave Requests

Leave Request

Request leave and other types of absences.

Leave Request



To request or report leave, enter the required data and choose Review.

| | |
|--------------------|--|
| Type of Leave: | A. Annual Leave |
| Date: | 10/28/2009 <input type="button" value="▼"/> To 10/28/2009 <input type="button" value="▼"/> |
| Time: | 12:00 AM To 12:00 AM |
| Duration: | 0 Hours |
| Approver: | CARROLL, MICHAEL <input type="checkbox"/> |
| Note for Approver: | <input type="text"/> |

4. After entering the required information, click the **Review** button to review the request before submiting for manager approval.

5. **Note:** The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

| November 2009 | | | | | | | December 2009 | | | | | | | January 2010 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 44 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 49 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 1 | 27 | 28 | 29 | 30 |
| 45 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 50 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 2 | 3 | 4 | 5 | 6 |
| 46 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 51 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 3 | 10 | 11 | 12 | 13 |
| 47 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 52 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 4 | 17 | 18 | 19 | 20 |
| 48 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 53 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 5 | 24 | 25 | 26 | 27 |
| 49 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 54 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 6 | 31 | 1 | 2 | 3 |

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Manager Self Service

Approving Leave

Through the MySCEmployee website, employees will submit annual leave and sick leave requests to their managers for approval in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click **Approve Leave Requests**.
2. You will see a list of the employees who have submitted requests to you in the Requests Waiting for Approval table. By **clicking the blank column next to an employee's request**, you will see the **details of their request**.
3. After reviewing the request, you can **Approve it, Reject it or take no action** and the request will remain in the queue until you decide to take action.
4. If you approve the request, you will be taken to the second step of the leave approval process. During this step the employee's request is displayed again. To approve the request, click the **Approve Request** button.

Detailed Navigation

- □ My Work Overview
 - Tasks and Alerts
- □ My Team
 - Team Overview
 - ▶ □ Employee Information
 - ▼ □ Employee Working Times
 - Approve Time Sheet Data
 - **Approve Leave Requests**
 - Team Calendar
- ▶ □ My Organization
- ▶ □ My Reports

Requests waiting for approval

| Date of Request | Requester | Type of Leave | From | To |
|------------------------|-------------------------------------|------------------------------------|-------------------------|-------------------------|
| 9/16/2009 9/22/2009 | Mary Ann Simons John D. Anderson | A, Annual Leave A, Annual Leave | 10/19/2009 9/25/2009 | 10/19/2009 9/25/2009 |

Mary Ann Simons has requested the following leave:

| | | | | |
|-----------------|--|---------------|-------------|-------------|
| Type of Leave: | A, Annual Leave | | | |
| Date: | 10/19/2009 | | | |
| Previous Notes: | Mike, I need to leave early this day for a dentist appt. | | | |
| Time Account | Deductible from | Deductible to | Entitlement | Remainder |
| Annual Leave | 6/29/2009 | 12/31/9999 | 65.63 Hours | 48.63 Hours |
| Sick Leave | 6/29/2009 | 12/31/9999 | 65.63 Hours | 65.63 Hours |
| Holiday Comp | 9/7/2009 | 12/7/2009 | 7.50 Hours | 7.50 Hours |

Approve **Reject**

Approve Leave Requests

1 2 3

Display and Edit Review and Send Completed

Mary Ann Simons has requested the following leave:

Type of Leave: A, Annual Leave
Date: on Monday, October 19, 2009

Previous Step **Approve Request**

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Manager Self Service Approving Working Time

Through the MySCEmployee website, employees will submit their daily work hours to their manager for approval in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click **Approve Time Sheet Data**.

2. The time approval screen will open in a new window. The **Simple View - Weekly** display is the recommended viewing option.

View: **Simple View - Weekly**

- No data exists for this view.
- Previous
- Next

Simple View - Weekly

Weekly View - Without Cost Objects

Daily View - Without Cost Objects

Weekly View - With Cost Objects

Daily View - With Cost Objects

3. The Simple View – Weekly display makes it easier to manage the time approval process. By comparing the Number (Work Hours Submitted) and Target

| Collective Approval | | | | | | | | |
|---------------------|-----------------------|------------|------------|---------|----------|-------------|-------------|---------|
| Pers. No. | Empl./appl.name | Frm | To | Message | Number | Target Time | Approval | Actions |
| 8895 | Michelle S. Dickerson | 09/21/2009 | 09/27/2009 | | 37.500 H | 37.50 H | Approve All | ▼ |
| 8897 | Mary Ann Simons | 09/21/2009 | 09/27/2009 | | 37.500 H | 37.50 H | Approve All | ▼ |
| 8898 | William J. Salvatore | 09/21/2009 | 09/27/2009 | ! | 35.250 H | 37.50 H | Approve All | ▼ |

Previous Step **Review** Next

Time columns, a manager can identify employees who have not entered time according to their work schedule. In the above example, the first two employees listed submitted time that matched their normal work schedules. The third employee has entered either too many or too few hours for the week as indicated by his column turning red.

4. The manager can view each employee's daily time submissions for the given week by clicking the corresponding hours in the **Number** field. In the above example, if the manager was satisfied that the first two employees had submitted their time correctly, he or she could leave the Approval column set to **Approve All**, and set the third employees time to either **Reject All** or **Resubmit All**. Using Reject All makes the employee have to re-enter his or her time through Employee Self Service, whereas using Resubmit All allows the time to stay in your time approval queue for later approval. Using Resubmit All gives a manager time to follow up with his or her employee to better understand the discrepancy.
5. After identifying whether to approve, reject or resubmit the time, click **Review**. After reviewing your approval selections, click the **Save** button to finalize the time approval process.

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
 - Employee Information
 - Employee Working Times
 - Approve Time Sheet Data**
 - Approve Leave Requests
 - Team Calendar

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Manager Self Service Substitutions

Managers can identify a substitute to have the items in their Universal Worklist (Manager Self Service home page) sent to another person to make temporary approvals in the manager's absence. Note: Substitutions only apply to items in the Universal Worklist (e.g., leave and travel requests), not for time approval.



1. To assign a Substitute, scroll to the upper-right portion of the Universal Worklist and click the icon. Then select **Manage Substitution Rules** as shown in the graphic.



2. If you already have a substitution rule in place it will be displayed in the table and you can **turn the rule on**. To create a new substitution rule, click the **Create Rule** button.

| My Substitution Rules | | | | | |
|-----------------------|---------|--------------------------------|---------|-----------------|--------|
| | | Create Rule Delete Refresh | | | |
| Tasks | Nominee | What To Do | Status | Rule Activation | Action |
| All | msuser1 | Receives my tasks | Ongoing | Successful | |
| All | msuser4 | Receives my tasks | Ongoing | Pending | |

3. After clicking the Create Rule button, you will be taken to step 1 of the create rule process. This step enables you to **define which tasks you want to assign to your substitute**. In the **I Want the Nominee To** area, select Receive My Tasks or Fill in For Me, then **identify your substitute** by searching for and adding his or her name.

1 Define Rule 2 Set Rule Activation

Nominee: **Select...**

Assign These Tasks: All
The nominee is the substitute for all tasks

Want the Nominee To: **Receive My Tasks**
You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule
 Fill In For Me
If you are unexpectedly absent, the nominee can take over your tasks completely

Next > **Cancel**

4. The Nominee's (substitute's) name should now appear in the Nominee field. If this is the person you want to serve as your substitute, click the **Next** button.

1 Define Rule 2 Set Rule Activation

On saving, turn the following rule on: **At Once**
 On

Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Previous **Save** **Cancel**

5. In step 2, you can identify if you want the substitute to begin receiving your items **At Once**, or you can specify a **specific date**. After identifying when the rule should be activated, click the **Save** button.