

Instructions for starting voluntary recurring payroll deduction (SCEIS)

Step 1: Log onto <https://myscemployee.sc.gov/irj/portal>

Step 2: Click on the employee self service tab

Step 3: Click on the my pay link in the middle of the page

Step 4: Click on the voluntary deductions (recurring) line

Step 5: Click on the New button

Step 6: Enter start date and the deduction type (2200 – United Way)

Step 7: Enter the amount of the deduction for each semi-monthly pay check

Step 8: Finish up and close out <https://myscemployee.sc.gov/irj/portal>

If you need assistance with these steps, please contact the Human Resources Office at a number listed below:

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