

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).

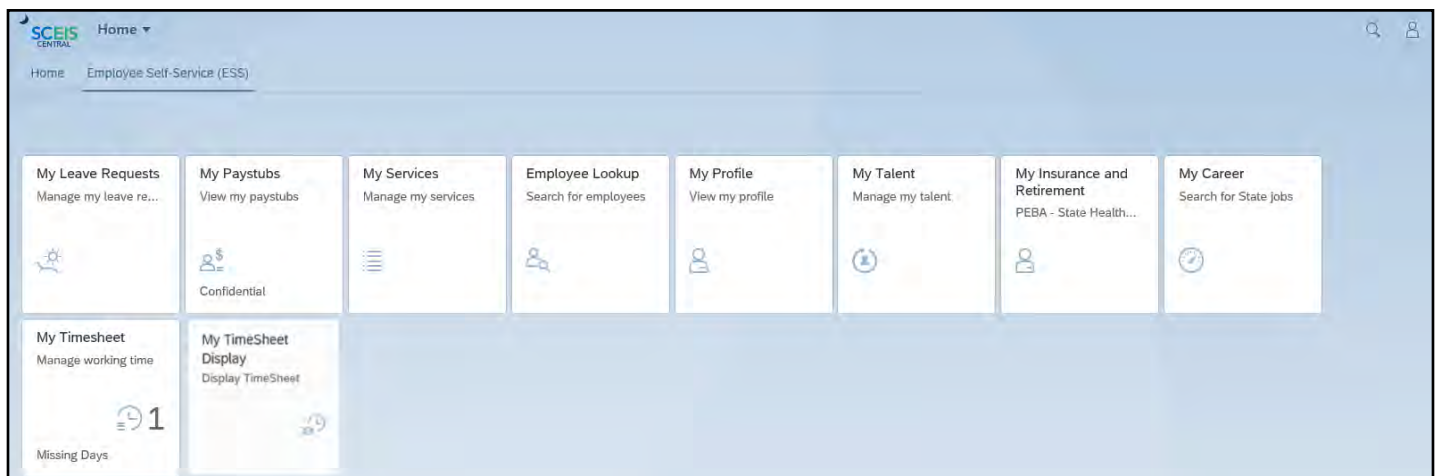
SCEIS Central Homepage

The SCEIS Central homepage is organized by tiles. Employees can access a 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 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).

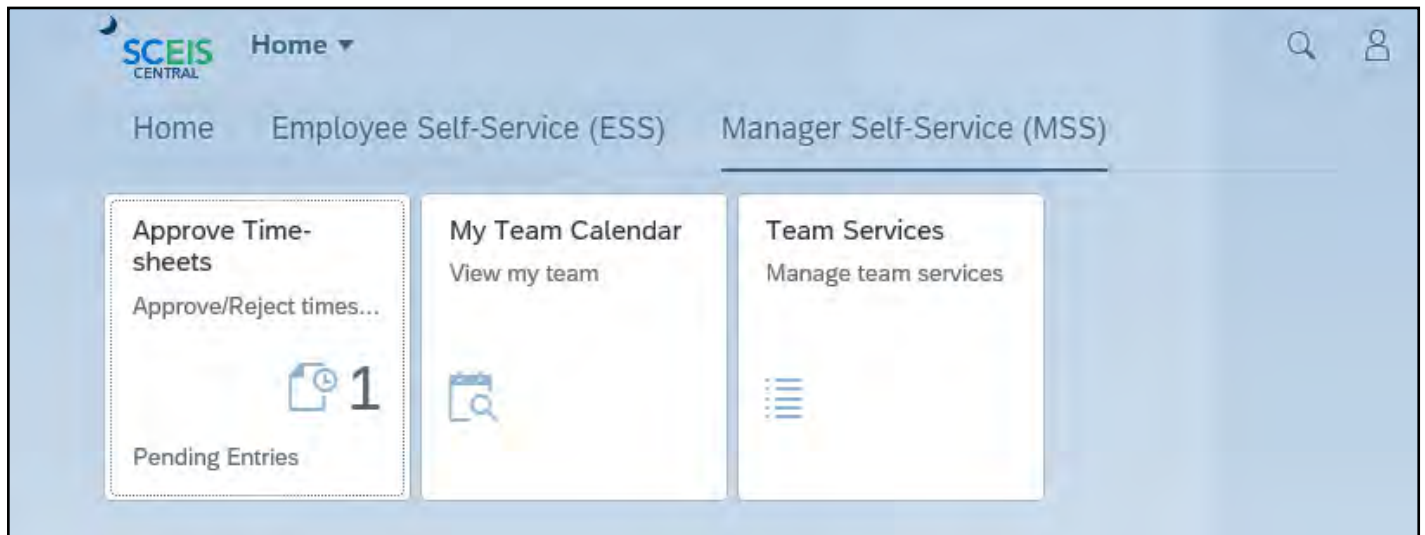


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Manager Self-Service (MSS)

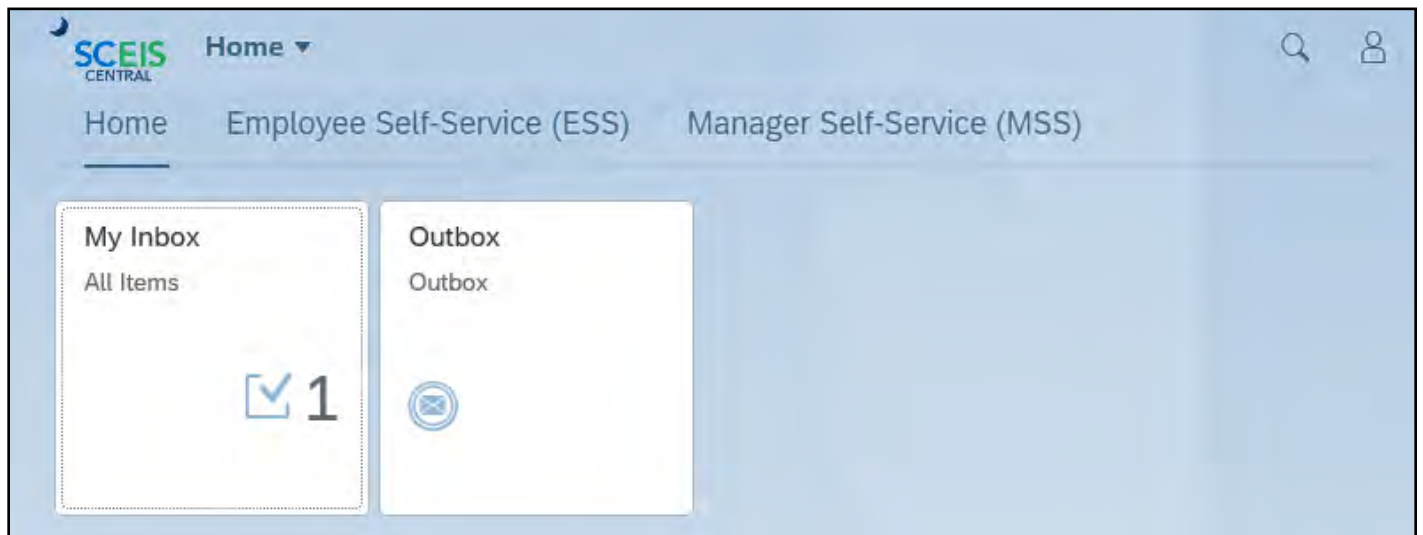
Managers have a section of tiles called "Manager Self-Service (MSS)." Tiles in the Manager Self-Service section may include (depending on your security access):

- **Approve Timesheets.**
- **My Team Calendar.**
- **Team Services.**



My Inbox and Outbox Tiles

Managers will also have a My Inbox tile and an Outbox tile.



SCEIS CENTRAL NAVIGATION



QUICK REFERENCE CARD

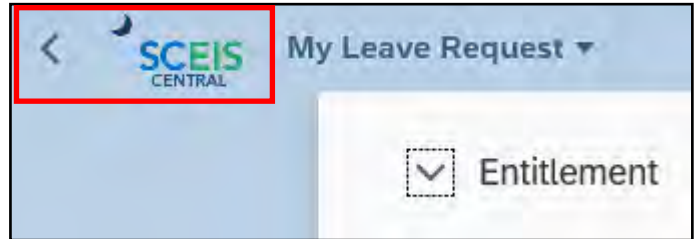
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Top Left Navigation

The **Home** button takes you to the SCEIS Central homepage.



The **Back** button takes you back one screen.

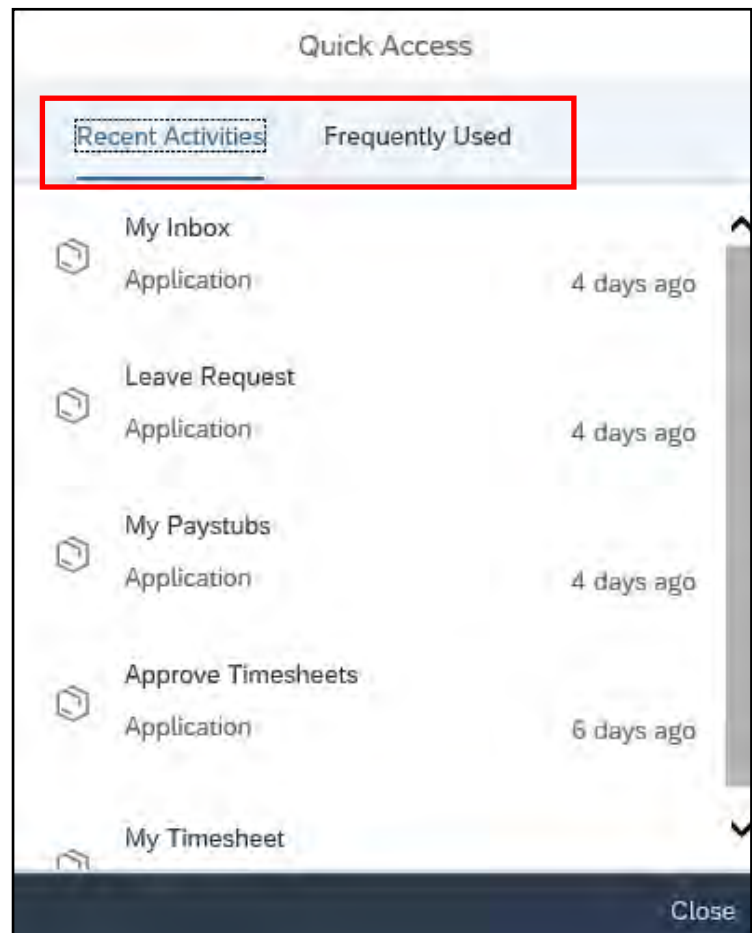
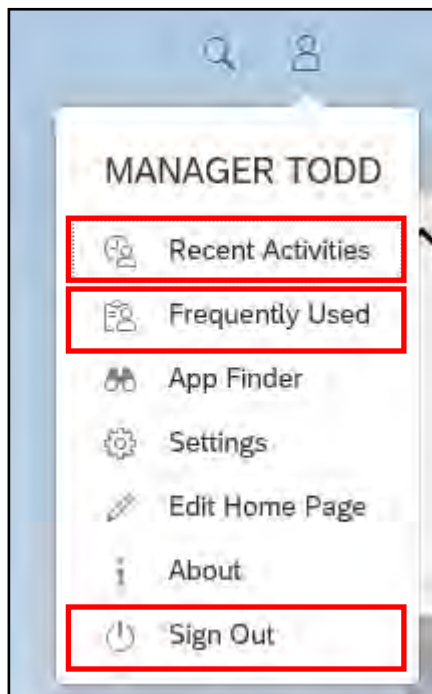


Top Right Navigation

Search: Click the **Search** button to search for tiles by keyword. For example, searching for the word "leave" returns any tile that has the word "leave" in the title or description.



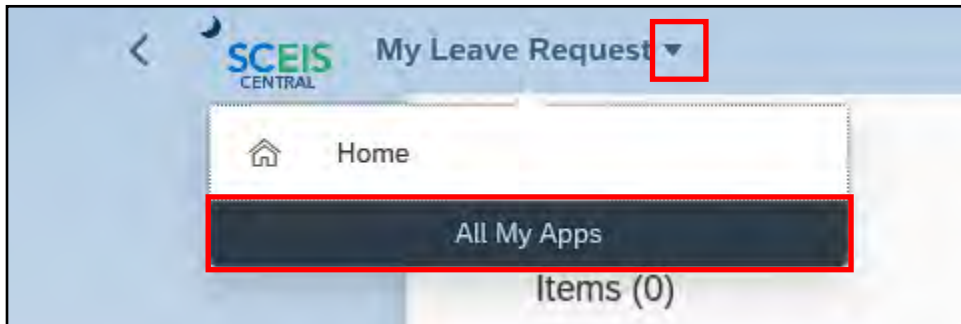
The **Person** button  opens a drop-down menu where you can **Sign Out** and view a list of your **Recent Activity and Frequently Used tiles**.



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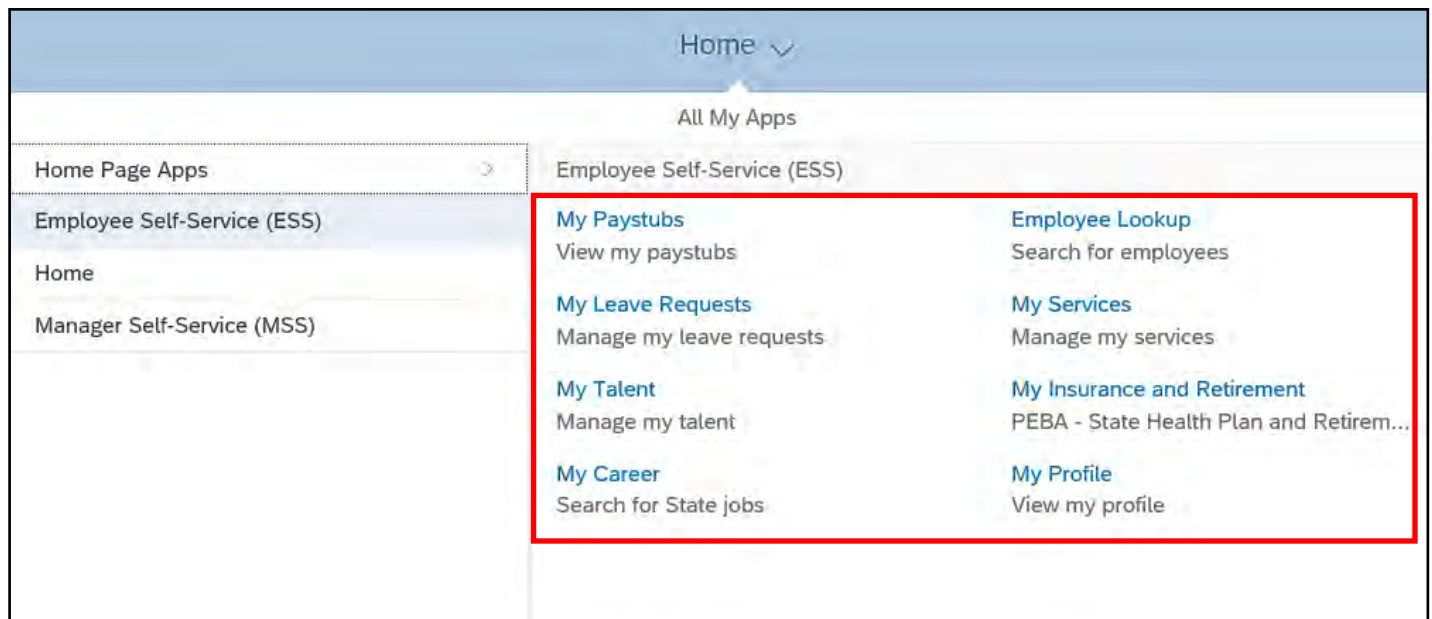
"All My Apps" Navigation

Within a tile, you can **click the drop-down arrow** beside the tile title and select **All My Apps**.



A list of all tiles appears, organized by Employee Self-Service (ESS), Home and Manager Self-Service (MSS).

Click the tile you would like to navigate to.



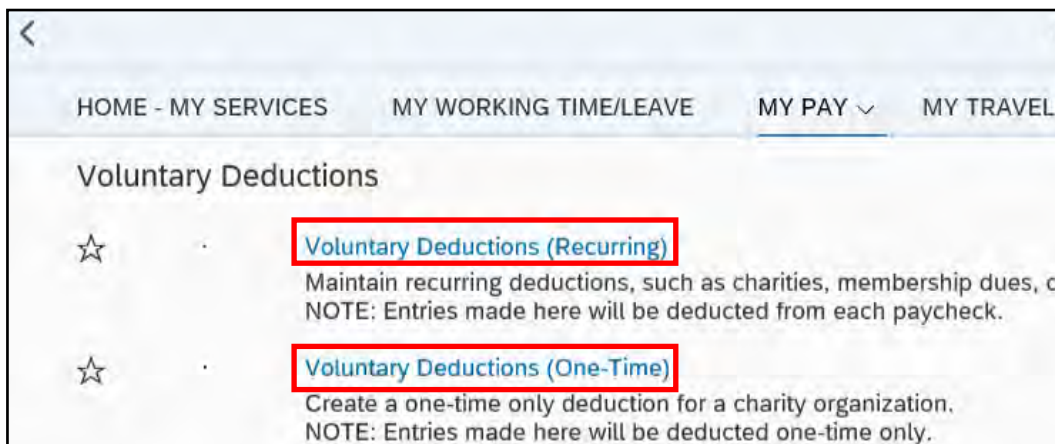
Using the "All My Apps" navigation allows you to go directly from one tile to another without having to go back to the Home screen.

PROCESS

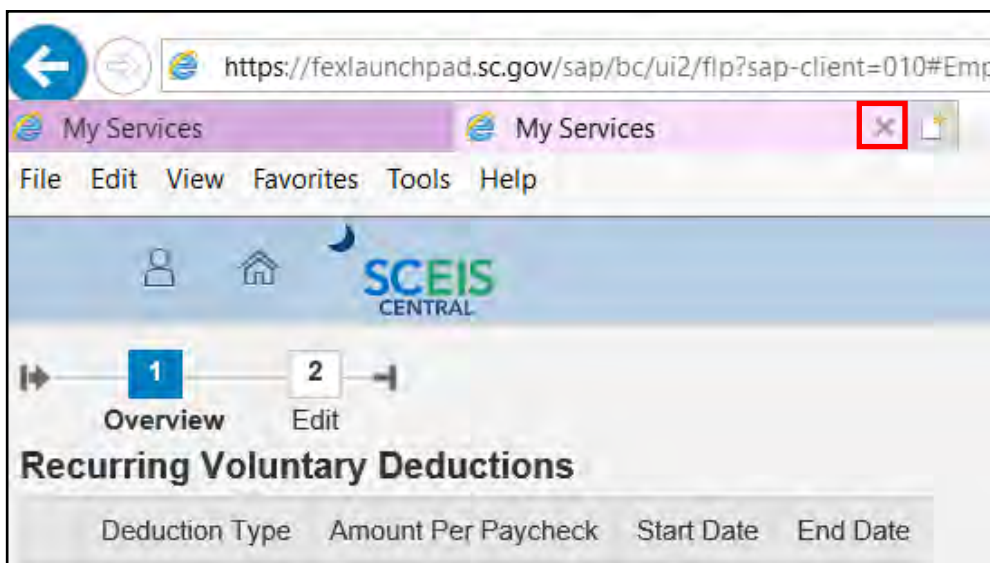
Links

Within some tiles, like the My Services tile, you will find a set of hyperlinks.

Click a hyperlink to 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 #2. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**