

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).

My Leave Requests Manage my leave re	My Paystubs View my paystubs	My Services Manage my services	Employee Lookup Search for employees	My Profile View my profile	My Talent Manage my talent	My Insurance and Retirement PEBA - State Health	My Career Search for State Jobs
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My Timesheet Manage working time	My TimeSheet Display Display TimeSheet						



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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.

Home Employee	Self-Service (ESS)	Manager Self-Service (MSS)	
Approve Time- sheets Approve/Reject times	My Team Calendar View my team	Team Services Manage team services	
1 01	173		

My Inbox and Outbox Tiles

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

e Self-Service (ESS)	Manager Self-Service (MSS)	
Outbox		
Outbox		
	Outbox Outbox	Outbox Outbox



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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.



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Top Right Navigation

Search: Click the Search button to search for tiles by keyword. For example, searching for the word "leave"

Q leave

My Leave Request -

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.



Re	cent Activities Frequently Used					
	My Inbox					
9	Application	4 days ago				
Ô	Leave Request					
	Application	4 days ago				
Ô	My Paystubs					
	Application	4 days ago				
Ô	Approve Timesheets					
	Application	6 days ago				
	My Timesheet					



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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**.

	ENTRAL		
3	A Home		
	All My Apps		
_	Items (0)		

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.

		Home \checkmark	
Home Page Apps	×	All My Apps Employee Self-Service (ESS)	
Employee Self-Service (ESS) Home Manager Self-Service (MSS)		My Paystubs View my paystubs My Leave Requests Manage my leave requests My Talent Manage my talent My Career Search for State jobs	Employee Lookup Search for employees My Services Manage my services My Insurance and Retirement PEBA - State Health Plan and Retirem My Profile View my profile

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.



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<u>Links</u>

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.