

ESS110U: Time and Leave Entry in MySCEmployee Employee Self Service

STATE INFORMATION TECHNOLOGY



Course Map



- Lesson 1: Log into the MySCEmployee Website
- Lesson 2: Record Working Time (without Charge Objects)
- Lesson 3: Record Working Time (with Charge Objects)
- Lesson 4: Submit a Leave Request
- Lesson 5: Display Quota Balances
- Lesson 6: View Leave Statements



LESSON 1: Log into the MySCEmployee Website

STATE INFORMATION TECHNOLOGY



SC BUDGET AND CONTROL BOARD

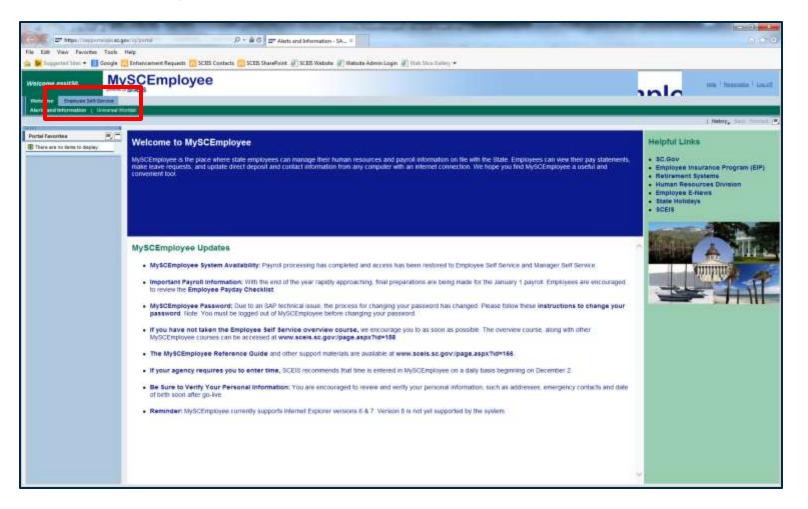


- 1. Type https://myscemployee.sc.gov in your web browser.
- 2. Enter your User ID and Password.
- 3. Click Log on.



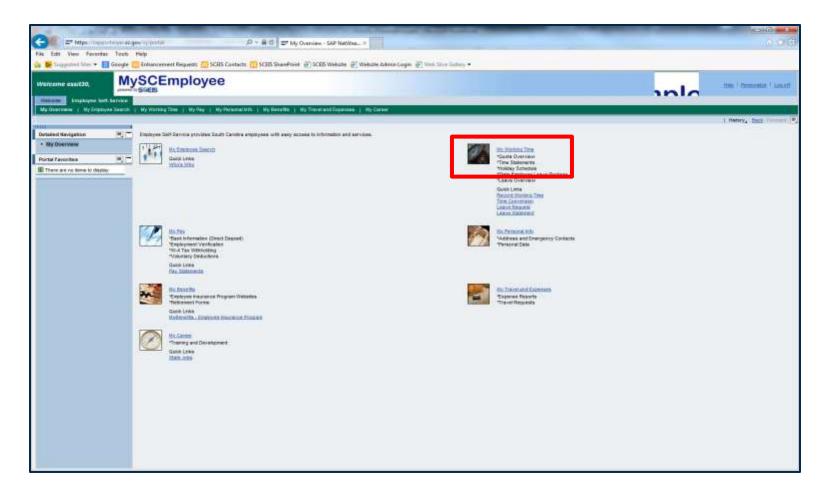


4. Click the Employee Self Service tab.





5. Click the My Working Time link.





My Working Time



Working Time

Record Working Time

You can record your working time here. You have recorded adequate working times for all workdays up to 04/25/2014. Your recorded times have been approved up to 04/25/2014.

Time Conversion

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time. Holiday Schedule

Leave Requests

Leave Request

Request leave and other types of absences.

Leave Overview View leave and other types of absences.

Quota Overview Display your quota balances.

State Employee Leave Package

Leave Statements

Leave Statement
Display absence times, leave balances, and accruals.



LESSON 2: Record Working Time (without Charge Objects)

STATE INFORMATION TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Work Schedules



- Each employee has a work schedule.
- Recorded in the back-end of the system by your Human Resources Department.
- Tells SCEIS what days and hours you are expected to work and what days and hours you are expected to be off.
- Drives when you earn leave and other benefits such as comp time.
- Work schedules are very important!

When to Record Time



- It is best to record time on a daily basis.
- Temporary employees who do not record time will not be paid.
- Not recording time can affect when you earn your leave for some full-time employees.
- Supervisors should approve time entries as soon as possible, or at least on a weekly basis.

Military/24 Hour Time



My Working Time



Working Time

Record Working Time

You can record your working time here. You have recorded adequate working times for all workdays up to 03/17/2014. Your recorded times have been approved up to 03/10/2014.

Time Conversion

Use this to assist you when entering your hours into your time sheet. The table converts Traditional Time to 24-Hour Time.

Holiday Schedule

Leave Requests

Leave Request Request leave and other types of absences.

Leave Overview View leave and other types of absences.

Quota Overview Display your quota balances.

State Employee Leave Package

Leave Statements

Leave Statement Display absence times, leave balances, and accruals.

Military/24 Hour Time



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

Military/24 Hour Time

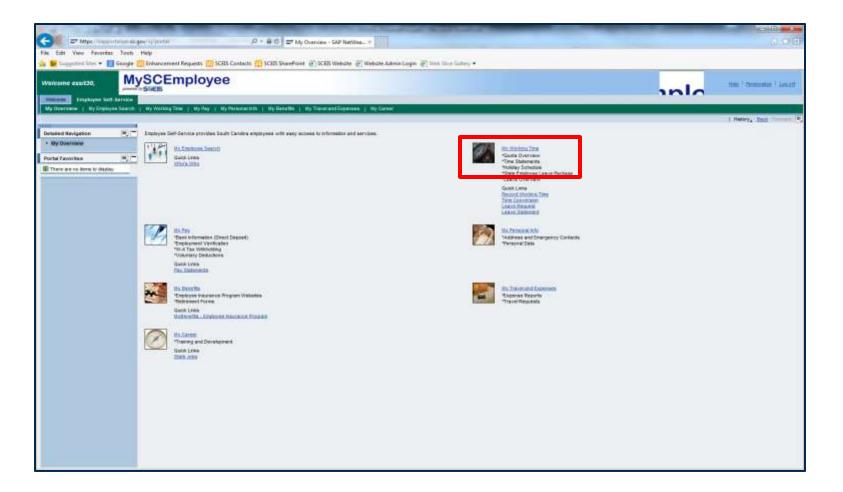


Example of common mistakes

- John works from 8:00 a.m. to 4:30 p.m. each day.
 When John records his working time he uses:
 - 08:00 to 12:00 as his working time before lunch and 13:00 to 4:30 (instead of 16:30) as his working time after lunch.
- What time does SCEIS think John left work?
 - 4:30 a.m.
- SCEIS views 4:30 as 04:30 in military time.
 - If John left at 4:30 p.m., he should record that he left at 16:30.

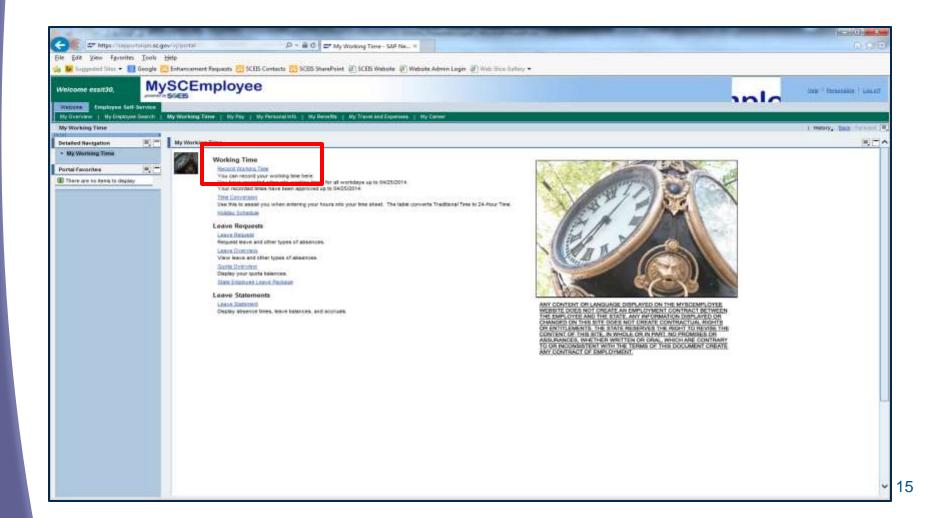


1. Click the My Working Time link.





2. Select the Record Working Time link.



Display Weekly Time Tab



Record Working Time Detailed Revigation	Becord Nurking Time	(many, link Proved (
My Working Tarre Delated Links Troy and Harvey Hessages Source the Dees Toxet Hep	Image: State	
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	Cancel	

Display Weekly Time Tab



	Display Weekly Time	Enter Daily Time			_				
	Week from 4/28/2014			💼 🕨 🛛 G	_				
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Total Weekly		37.50	7.50	7.50	7.50	7.50	7.50	0.00	0.00
Hours Submitted	Attendance ho 🔻	20	4	4	4	4	4		
	Attendance ho 🔻	11.50	3.50	3.50	3.50	3.50	3.50		
	•								
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	-								
	· ·								
Hours Submitted for a Given Day	E A Row 1 of 9								
	Delete Row Save as T	Template Refres	sh						
	Previous Step Review	w 🕨 Cance	el						



3. To record working time, click the **Enter Daily Time** tab.

Display Weekly Time	Enter Daily Time							
Week from 4/28/2014	4 🔄 to 5/4	/2014	🗗 🕨 😡	D				
Working Times Record	ded from Monda	ay, April 28,	2014 to Sur	nday, May 4,	2014.			
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Delete Row Save as T	emplate Refres	sh						
Previous Step Review	v 🕨 Cance	el						



4. Select the appropriate attendance type from the drop-down menu in the first column.

Record Working Time					
Edit Review and Save	Comp				
Hide Calendar	<u>klist</u>				
April 2014		May 2014		June 2014	•
Mo Tu We Th Fr Sa Su 14 31 1 2 3 4 5 6		Tu We Th Fr S	a Su Mo T 3 4 22 26 2	u We Th Fr Sa 7 28 29 30 31	5u 1
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	ter Daily T	Ime			
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5. Enter the Start time and End time before lunch in military time.

ecord Working Time		
Edit Review and Sav	Completed	
Hide Calendar	<u>orklist</u>	
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17 21 22 23 24 25 26 2		25 16 17 18 19 20 21 22
18 28 29 30 1 2 3 4		26 23 24 25 26 27 28 29
19 5 6 7 8 9 10 1	23 2 3 4 5 6 7 8	27 30 1 2 3 4 5 6
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, and been type	0.00 00:00 00:00	
Attendance hour	08:00 12:00	× Details
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•		Details
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Delete Row Save as Ten	plate Refresh	



6. Select the appropriate attendance type from the drop-down menu in the first column.

Edit Review and Save	Comp	B leted			
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Display Weekly Time	nter Daily T	ime			
Date 📢 6/4/2014 🕞 🛛	on Wedn				
	on Wedn Hours	Start time	End time		
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Working Times Recorded Att./abs. type Attendance hours (1000 Call Back hours (1001) On Call hours (1002) Training hours (1003)	on Wedn Hours 0.00	Start time 00:00	End time 00:00	Details Details Details Details Details Details Details	
Working Times Recorded Att./abs. type Attendance hours (1000 Call Back hours (1001) On Call hours (1002) Training hours (1003)	on Wedn Hours 0.00	Start time 00:00	End time 00:00	Details Details Details Details Details Details Details	
Working Times Recorded Att./abs. type Attendance hours (1000 Call Back hours (1001) On Call hours (1002) Training hours (1003)	on Wedn Hours 0.00	Start time 00:00 08:00	End time 00:00	Details Details Details Details Details Details Details	



- 7. Enter the Start time and End time after lunch in military time.
- 8. Click Review.

Lit Review and S Hide Calendar		3			
Hide Calendar Show		pleted			
	Worklist]
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17 21 22 23 24 25 26		20 21 22 23 2		7 18 19 20 21 2	
18 28 29 30 1 2 3	4 22 26	27 28 29 30 3	1 1 26 23 24	4 25 26 27 28 2	9
19 5 6 7 8 9 10	11 23 2	3 4 5 6 7	8 27 30 1	2 3 4 5 (3
Norking Times Record Att./abs. type	ed on Wedn Hours	esday, June 4, 2 Start time	2014 End time		
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Attendance hour		08:00	12:00	Details	
Attendance hour		13:00	16:30 ×		
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				Details	
Delete Row Save as T	emplate Re	fresh			
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Record Working Time - Example

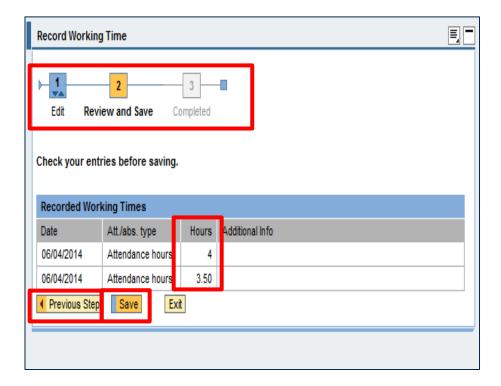


- Susie selects Attendance hours (1000) as her attendance type and records 08:00 as her Start time.
- Susie records 12:00 (12 p.m.) as her End time, and takes lunch.
- On the next line, Susie selects Attendance hours (1000) as her attendance type and records 13:00 as her Start time.
- At the end of the day, Susie records 16:30 (4:30 p.m.) as her End time.

Working Times Recorde Att./abs. type	a on wean Hours	Start time	End time		
All. Auba. type	0.00	00:00	00:00		
Attendance hour		08:00	12:00	Details	
Attendance hour 💌		13:00	16:30 ×	<u>Details</u>	
•				Details	
-				Details	
•				Details	
-				Details	
-				Details	



- 9. Review your time for accuracy. If you need to make changes, click **Previous Step.**
- 10. Click **Save** to submit your time for approval.





Record Worki	ng Time		E.
Edit Re	2 view and Save Co	3 mpleted	
I Your data h	as been saved		
What do you y	vant to do next?		
Record Addition Go to My Workin Go to Employee	nal Working Times ng Time Homepage Self-Services Homepag your newly recorded		times
Record Addition Go to My Workin Go to Employee	nal Working Times ng Time Homepage Self-Services Homepag		times Additional Info
Record Addition Go to My Workin Go to Employee Overview of	nal Working Times ng Time Homepage Self-Services Homepage your newly recorded	working	

Note: You can enter time retroactively up to 30 days. However, no future time can be entered into the system.

Record Working Time With Wage Type



		Vor	king '	Time	•										E, C
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		-	16 1	_						_	17 18			2 13 14 15	
	_		23 2	_						_	24 25			9 20 21 22	
18	28	29	30 1	1 2	3	4	22 26	3 27	28 2	9 30	31 1	26 23 3	24 25 26	3 27 28 29	
19	5	6	7 8	9	10	11	23 2	3	4 3	6	7 8	27 30	1 2 3	4 5 6	
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- After time is entered for one day, instead of clicking Review, click the yellow next arrow, or select a date from the calendar icon, then click Go.
- 2. Enter time for the second date. Repeat steps one and two until all dates are entered.

Att./abs. type	Hours	Start time	End time		
	0.00	00:00	00:00		
Attendance hour >	,	08:00	12:00	Details	
Attendance hour •		13:00	16:30	Details	
•	·			Details	
•				Details	
•				Details	
•				Details	
•	•			Details	

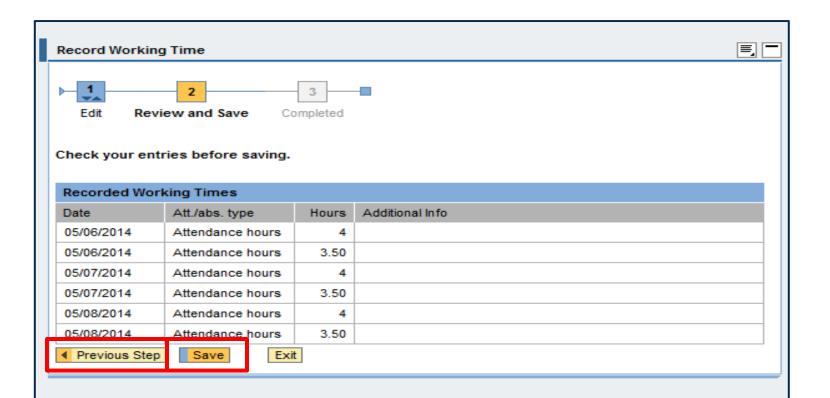


3. Once time is entered for all days, click **Review**.

Working Times Record	ed on Thurs	day, May 8, 20	14		
Att./abs. type	Hours	Start time	End time		
	0.00	00:00	00:00		
Attendance hour	•	08:00	12:00	Details	
Attendance hour	•	13:00	16:30	Details	
-	•			<u>Details</u>	
-	•			Details	
-	•			Details	
-	•			Details	
-	•			Details	
Delete Row Save as Te	malata Da	fresh			



- 4. Review the hours for accuracy. If you need to make changes, click **Previous Step**.
- 5. Click **Save** to submit the time for approval.





	ng Time		
Edit Re	view and Save Co	3 mpleted	-8
🚺 Your data h	as been saved		
Record Addition Go to My Workir	ng Time Homepage		
3o to My Workir 3o to Employee	ng Time Homepage Self-Services Homepag your newly recorded	_	times
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Go to My Workir Go to Employee Overview of y	Self-Services Homepaq	working	
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Go to My Workir Go to Employee Overview of y Date 05/06/2014	Self-Services Homepag your newly recorded Att./abs. type Attendance hours	working Hours 4	
Overview of y Date 05/06/2014 05/06/2014	your newly recorded Att./abs. type Attendance hours Attendance hours	working Hours 4 3.50	
Overview of y Date 05/06/2014 05/06/2014 05/07/2014	Self-Services Homepage vour newly recorded Att./abs. type Attendance hours Attendance hours Attendance hours	Working Hours 4 3.50 4	



- 1. Use the **yellow arrows** or select a date from the **calendar icon** to find the time entry you wish to check.
- 2. Click Go.
- 3. Click the **Details** hyperlink.

/orking Times Recorded on Tuesday, April 29, 2014					
Att./abs. type	Hours	Start time	End time		
	7.50	00:00	00:00		
Attendance hour 🔻	4	08:00	12:00	Details	
Attendance hour 🔻	3.50	13:00	16:30	Details	
-				Details	
-				Details	
-				Details	
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🗄 🛋 🔺 Row 1 of 9 🗌	• <u>•</u> <u>•</u>				
Delete Row Save as Template Refresh					



Record Working Time	Ē. -
Edit Details Edit Review and Save Completed	
Recorded Data	
Att./abs. type: 1000 Attendance hours	
Recorded Time	
Date: 4/29/2014 Start time: 08:00 End time: 12:00 Hours: 4	
Further Details	
Rejection reas	
Process status: Released for approval	
Document Number:	
Additional Information	
	^



Record Working Time		
Edit Details Edit Review	2 3 and Save Completed	
Recorded Data		
Att./abs. type:	1000 Attendance hours	
Recorded Time		
Date: Start time: End time: Hours:	4/29/2014 08:00 12:00 4	
Further Details		
Rejection reas		
Process status:	Approved	
Document Number:		
Additional Information		
	^	



Record Working Time		
	2 3 and Save Completed	
Recorded Data		
Att./abs. type:	1000 Attendance hours	
Recorded Time		
Date: Start time: End time: Hours:	4/29/2014 08:00 12:00 4	
Further Details		
Rejection reas :		
Process status:	Approval rejected	
Document Number:		
Additional Information		
	^	

My Working Time Calendar Display





Rejected - The person who approves your time reviewed it and decided not to approve it. You should follow up with your manager for clarification.

Excess Time Recorded - You recorded time that was more than the amount you are normally scheduled to work. This warning will not prevent time from being processed in the system.

Edit/Delete Working Time





Note: You cannot delete or edit time that has been approved by your supervisor.

If time that has already been approved needs to be deleted, contact your agency's Time Administrator.

Edit/Delete Working Time



- To find the time entry you would like to edit or delete, on the Enter Daily Time tab, click the yellow arrows on either side of the calendar date, or select a date from the Calendar icon.
- 2. Then click **Go**.

Att./abs. type					
	Hours 7.50	Start time 00:00	End time 00:00		
Attendance hour 🔻	4	08:00	12:00	Details	
Attendance hour 👻	3.50	13:00	16:30	Details	
•				Details	
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🔺 🔺 Row 1 of 9	- <u>-</u> <u>-</u>				



- 1. Find the time entry you wish to delete.
- 2. Click the **blue box** beside the row you wish to delete.

rking Times Record					
Att./abs. type	Hours	Start time	End time		
	7.50	00:00	00:00		
Attendance hour	- 4	08:00	12:00	Details	
Attendance hour	• 3.50	13:00	16:30	Details	
	-			Details	
	•			Details	
	-			Details	
	•			Details	
	-			Details	
	-			Details	
Row 1 of 9	***				



3. Click **Delete Row**.

orking Times Recorde	d on Tuesd	lay, April 29, 20	14		
Att./abs. type	Hours	Start time	End time		
	7.50	00:00	00:00		
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Attendance hour 💌	3.50	13:00	16:30	Details	
-				Details	
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ete Row Save as Ter		fresh			



4. Click **Review**.

D	isplay Weekly Time	Enter Daily T	ime			
Date	4/29/2014 📴	▶ Go				
Wo	rking Times Recorde	d on Tuesd	lay, April 29, 201	4		
	Att./abs. type	Hours	Start time	End time		
		7.50	00:00	00:00		
	Attendance hour 💌	3.50	13:00	16:30	Details	
	-				Details	
	-				<u>Details</u>	
	-				<u>Details</u>	
	•				<u>Details</u>	
	-				Details	
	-				<u>Details</u>	
	-				<u>Details</u>	
Dele	ete Row Save as Ter	nplate Ret	fresh			
	evious Step Review	Ca	ncel			



- 5. Review the entry you are deleting.
- 6. Click Save.

Record Workir	ng Time		[E -
Edit Rev	2 view and Save Co	3 ompleted		
🚺 Working time	has been deleted			
Check your en	tries before saving.			
Recorded Wo	rking Times			
Date	Att./abs. type	Hours	Additional Info	
04/29/2014	Attendance hours		Working time has been deleted	
Previous Ste	Save	t	1	



Record Worki	ng Time		I.
Edit Re	2 view and Save Co	3 mpleted	
Record Addition Go to My Workir Go to Employee	as been saved vant to do next? al Working Times og Time Homepage Self-Services Homepage your newly recorded		nes
What do you w Record Addition Go to My Workir Go to Employee	vant to do next? al Working Times og Time Homepage Self-Services Homepage	working t	nes dditional Info

Edit Working Time



- 1. Find the time entry you wish to edit by selecting the date from the calendar or using the yellow arrows to change days.
- 2. Edit the time entry.
- 3. Click **Review**.

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Edit Working Time



- 4. Review the entry you are editing. Click **Previous Step** if you need to make changes.
- 5. Click **Save**.

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Edit Working Time



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Missing Time Reminders





- If you are missing time and have an accurate email address in the system, you will receive an email notifying you of the missing time.
- If you do not have an accurate email address in the system, the missing time email will be sent to your direct supervisor.
- If neither you nor your supervisor has an accurate email address in the system, no email is sent.



LESSON 3: Record Working Time (with Charge Objects)

STATE INFORMATION TECHNOLOGY







Note: Other than the requirement to record additional fields, the process to record working time with charge objects is the same as recording working time without charge objects.

Please complete Lesson 2 of this course before proceeding with this lesson.

Charge Objects



Charge Objects

- Set of data that identifies the account used to fund a specific agency project
- When entered with working time, allows agency to track how much time and money is spent on a project

Charge Objects



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Charge Objects





- You and your supervisor need to ensure the correct charge objects are being used when recording time.
- Using incorrect charge objects will create posting issues between payroll and finance.

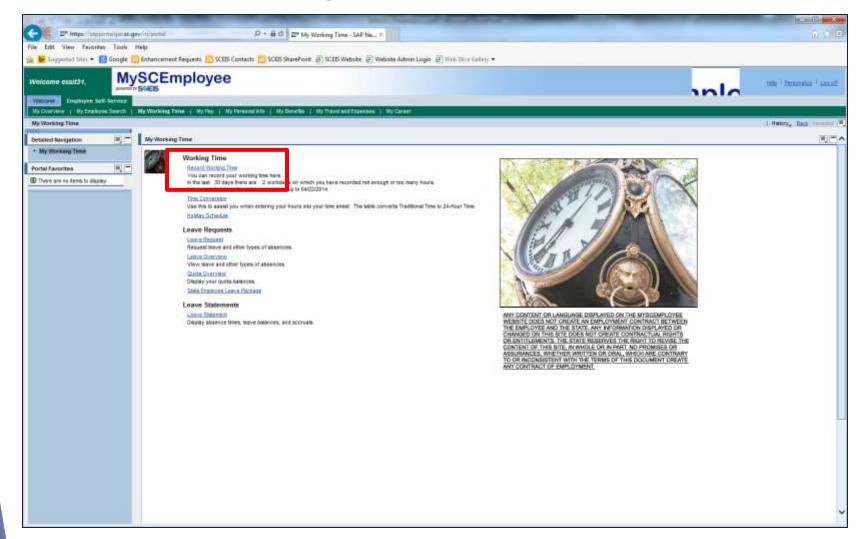


1. Click the My Working Time link.

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2. Select the Record Working Time link.





3. To record working time, click the **Enter Daily Time** tab.

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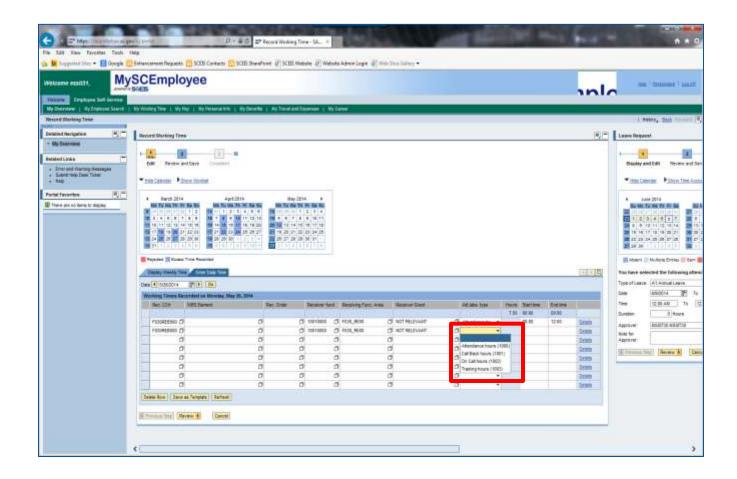


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8. Select the appropriate **attendance type** from the drop-down menu.





9. Enter the Start time and End time after lunch in military time.
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- 11. Review your time for accuracy. If you need to make changes, click **Previous Step**.
- 12. Click **Save** to submit your time for approval.

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- 2. Click the **blue box** beside the row of charge objects you wish to copy.
- 3. Click Copy Rows.

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- 1. To insert a second row of charge objects, select the **blue box** beside the row you wish to copy in the Worklist.
- 2. Select Copy Rows.

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SC BUDGET AND CONTROL BOARD



STATE INFORMATION TECHNOLOGY

LESSON 4: Submit a Leave Request



Overview of Leave



- Annual/Sick Leave is earned once you have worked half of the working hours in the month in a paid status.
- Annual/Sick Leave rate of earnings is driven by average number of hours in workday.
 - 9.375 hours of annual leave per month for 37.5 hour work week
 - 9.375 hours of sick leave per month for 37.5 hour work week
- After 10 years of service, additional annual leave is earned.

Overview of Leave



- Comp Time
 - If earned, will have a comp time leave balance in MySCEmployee
 - \circ No expiration date
 - Most employees have a 240 hour maximum limit
- Holiday Comp Time
 - If earned, will have a holiday comp time leave balance in MySCEmployee
 - Must be taken within 90 days of the holiday date
 - 1 year of the holiday date for agencies on an academic schedule

When to Request Leave





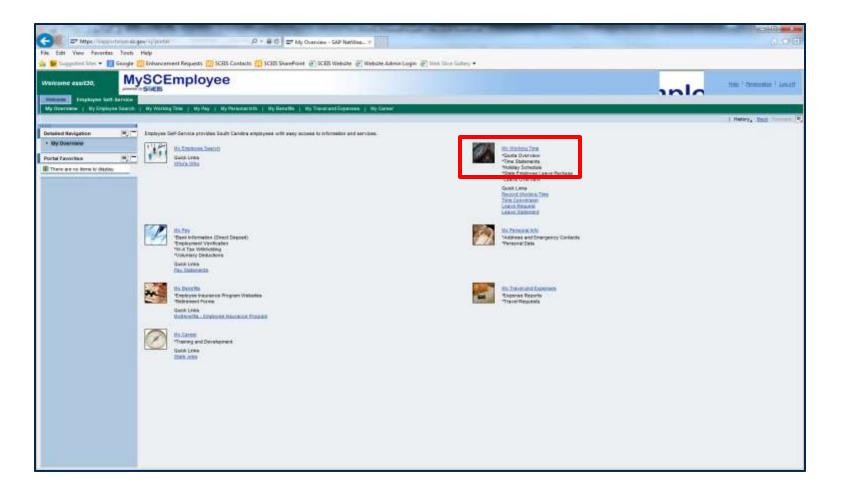
- Leave should be requested and approved prior to taking the leave.
- Not requesting/approving leave can affect when leave is earned for some employees.
- Supervisors should approve leave requests as soon as possible.

Note: You cannot enter a leave request that is more than 1 month in the past.

Submit a Leave Request

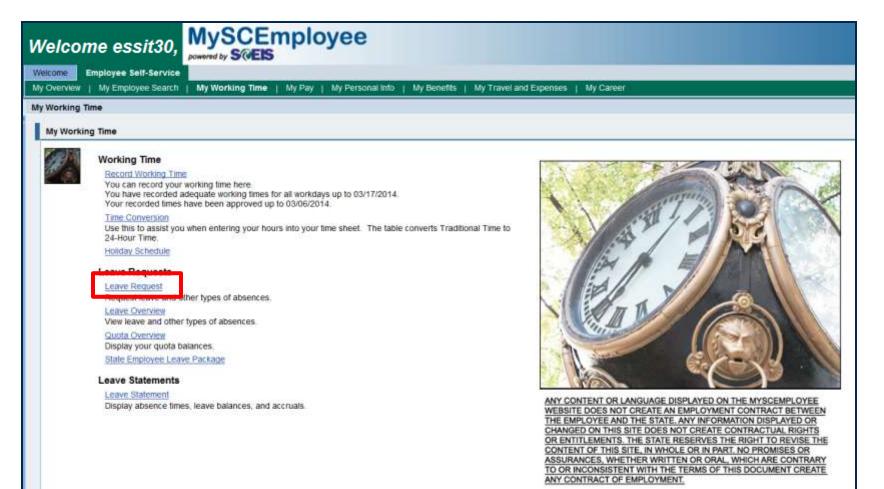


1. Click the My Working Time link.





2. Select the Leave Request link.





3. Select the **Type of Leave** from the drop-down menu. (Annual Leave, Sick Leave, Comp Time, etc.)

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4. Enter the **Date(s)** the leave will be taken.

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- 5. Enter the **Time** the leave will be taken.
- 6. Enter the **Duration** (total hours requested).

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Note: If you are requesting a full day of leave, do not change the start or end times and do not enter hours in the duration field. The system will automatically calculate the number of hours requested based on your work schedule.



7. To change the Approver, **click the button to the right** of the Approver field.

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- 8. Enter the Last Name, Personnel Number or User Name of the desired approver in the appropriate fields.
- 9. Click Go.

10. Click the box to the left of the desired name to select it.

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Date: Fime: Suration: Approver: Note for Approver:	6/12/2014 To 6/12/2014 2:30 PM To 4:30 PM NSST30 NoTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM NoTE: When entering a full day of leave, do not c 2:30 PM NoTE: When entering a full day of leave, do not c 1:30 PM NOTE: When entering a full day of leave, do not c 1:30 PM Personnel Number 0:30 Still Personnel Number	ser Name:
Date: Fime: Duration: Approver: Note for Approver:	6/12/2014 To 6/12/2014 2:30 PM To 4:30 PM NSST30 NoTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM To 4:30 PM NOTE: When entering a full day of leave, do not c 2:30 PM NoTE: When entering a full day of leave, do not c 2:30 PM NoTE: When entering a full day of leave, do not c 1:30 PM NOTE: When entering a full day of leave, do not c 1:30 PM Personnel Number 0:30 Still Personnel Number	ser Name:



11. Enter a **Note** for your approver (optional).12. Click **Review**.

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- 13. Review the leave request for accuracy. If you need to make changes, click **Previous Step**.
- 14. Click **Send** to submit the request for approval.

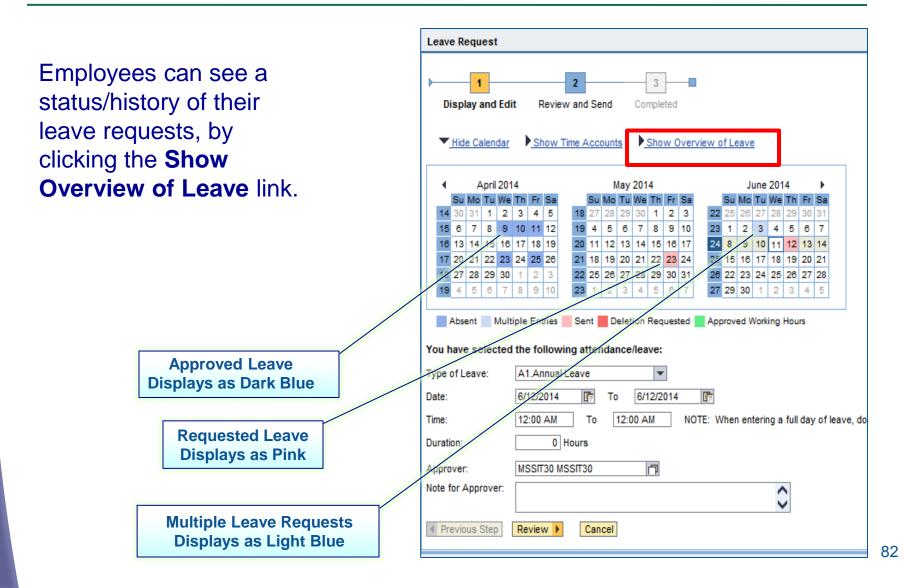
1	2 3
Display and E	dit Review and Send Completed
A Change in co	rrection phase for Controlling area SM
You want to red	uest the following leave:
Type of Leave:	A1.Annual Leave
Date:	on Thursday, June 12, 2014
Time:	from 2:30 PM to 4:30 PM
Time: Duration:	from 2:30 PM to 4:30 PM 2 Hours
Duration:	
	2 Hours



Leave Request	
Display and Edit	Review and Send Completed
What do you want Request Another Al Go to My Working T Go to Employee Sel	bsence
Type of Leave:	A1.Annual Leave
Date:	on Thursday, June 12, 2014
Time:	from 2:30 PM to 4:30 PM
Duration:	2 Hours
Used:	Annual Leave: 2.00000 Hours
Approver:	MSSIT30 MSSIT30
Note for Approver:	Daughter's Awards Ceremony

Status of Leave Request





Status of Leave Request



To hide the Overview of Leave information, click the **Hide Overview of Leave** link.

Leave Request										
Display and Edit	2 Review ar	nd Send	3 Completed	-						
	Show Time		Hide Ov	verview of Lea	ve					
Leave Since: 1/1/2014	- 67	Display								
Type of Leave	From	То	Status	Used						
A1.Annual Leave	5/23/2014	5/23/2014	Sent	2 Hours						
A1.Annual Leave	4/25/2014	4/25/2014	Approved	3.50 Hours						
A2.Sick Leave	4/23/2014	4/23/2014	Approved	0.75 Hours						
A1.Annual Leave	4/22/2014	4/22/2014	Approved	7.50 Hours						
A1.Annual Leave	4/11/2014	4/11/2014	Approved	7.50 Hours						
	of 20 💌 💌									
Submit New Request	e following	attendance	/leave:							
Type of Attendance/Lea										
Date:	4/22/20									
Dato.			erino a full da	v of leave do	not change start t					
Duration:		.5 Hours	a nul ud	y or loave, do	not onunge start t					
Used:	Annual	Leave: 7	.50000 Hours	3						
Approver:	MSSIT3	0 MSSIT30	ſ	7						
pprover: MSSIT30 MSSIT30 Previous Step Delete Cancel										

Delete/Edit a Leave Request



Deleting a Leave Request:

- You can **Delete** a leave request up to 1 month after the date of the leave, even if it has been approved.
- Your supervisor will "Approve" the deleted leave request through Manager Self Service.

Editing a Leave Request:

• You can **Edit** or **Change** a leave request up to 1 month after the date of the leave.



- 1. Find the leave request you wish to delete by clicking the date of the leave.
- 2. Click Delete.

Leave Request
1 2 3 Display and Edit Review and Send Completed
<u>Hide Calendar</u> <u>Show Time Accounts</u> <u>Show Overview of Leave</u>
Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
14 30 31 1 2 3 4 5 18 27 28 29 30 1 2 3 22 25 26 27 28 29 30 1 2 3 22 25 26 27 28 29 30 31
15 6 7 8 9 10 11 12 19 4 5 6 7 8 9 10 23 1 2 3 4 5 6 7 16 13 14 15 16 17 18 19 20 11 12 13 14 15 16 17 24 8 9 10 11 12 13 14
10 13 14 15 10 17 18 15 20 11 12 13 14 15 10 17 24 8 5 10 11 12 13 14 17 20 21 22 23 24 25 26 21 18 19 20 21 22 23 24 25 15 16 17 18 19 20 21
18 27 28 29 30 1 2 3 22 25 26 27 28 29 30 31 26 22 23 24 25 26 27 28
19 4 5 6 7 8 9 10 23 1 2 3 4 5 6 7 27 29 30 1 2 3 4 5
Absent Multiple Entries Sent Deletion Requested Approved Working Hours Submit New Request You have selected the following attendance/leave:
Type of Attendance/Leave: A1.Annual Leave
Date: 4/22/2014 5
NOTE: When entering a full day of leave, do not change start time or end
Duration: 7.5 Hours
Used: Annual Leave: 7.50000 Hours
Approver: MSSIT30 MSSIT30
Previous Step Change Delete Cancel



3. Click **Review**.

Leave	e Re	equ	est	:																							
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		1							2					3													
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Appro			Step		Re	viev	_		ГЗО (MS: Can		0				<mark>لی</mark>											



- 4. Ensure that you have selected the correct leave request. Click **Previous Step** if you make a mistake.
- 5. Click **Delete**.

Leave Re	equest
▶ Displa	1 2 3 and Edit Review and Send Completed
You wan	t to delete the following leave request:
	eave: A1.Annual Leave
Date:	on Tuesday, April 22, 2014
Duration:	7.5 Hours
Used:	Annual Leave: 7.50000 Hours
Approver	местао местао
Previo	us Step Delete Cancel



▶ <u>1</u>	2 3	
Display and	Edit Review and Send Completed	
_		
i The leave r	request has been deleted.	
What do you v	vant to do next?	
Dequest Apoths	ar Abaanaa	
Go to My Workir	ng Time Homepage	
Go to My Workir		
Go to My Workir Go to Employee	ng Time Homepage	
<u>Go to Employee</u> You have dele	ng Time Homepage Self-Services Homepage	
Go to My Workir Go to Employee You have dele	ng Time Homepage Self-Services Homepage eted the following leave request:	
Go to My Workir Go to Employee You have dele Type of Leave:	ng Time Homepage Self-Services Homepage eted the following leave request: A1.Annual Leave	



- 1. Find the leave request you wish to edit by clicking the date of the leave.
- 2. Click Change.

Leave	e Re	equ	est	t																								
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Time:							2.	30 F	PM			То		4:30	PM			N	ОТР	- 14	/her	1 en	terir	10.8	full	dav	of	le
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Used:							А	nnı	Jal L	.eav	/e:	2	.000	000	Hou	rs												
Appro	ver:						MS	SSE	T30	MS	sпз	80				r T												
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									hter															1				
Pre	evio	us (Step	>	Ch	ang	e	D	elete	•		Can	cel															



- 3. Edit the leave request.
- 4. Click Review.

Leave Request	
Display and Edi	2 3 it Review and Send Completed
Hide Calendar	Show Time Accounts
 May 201 	4 June 2014 July 2014 ▶
Su Mo Tu We	
18 27 28 29 30 19 4 5 6 7	1 2 3 22 25 26 27 28 29 30 31 27 29 30 1 2 3 4 5 8 9 10 23 1 2 3 4 5 6 7 28 6 7 8 9 10 11 12
20 11 12 13 14	
21 18 19 20 21	
22 25 26 27 28	
23 1 2 3 4	5 6 7 27 29 30 1 2 3 4 5 32 3 4 5 6 7 8 9
Submit New Reques	tiple Entries 🔤 Sent 📕 Deletion Requested 🚺 Approved Working Hours st I the following attendance/leave:
Type of Leave:	A1.Annual Leave
Date:	5/23/2014 To 5/23/2014 To
Time:	1:30 PM To 4:30 PM NOTE: When entering a full day of leave,
Duration:	2 Hours
Used:	Annual Leave: 2.00000 Hours
Approver:	MSSIT30 MSSIT30
Note for Approver:	0
Previous Notes:	05/20/2014 10:21:09 ESSIT30 ESSIT30 Daughter's Awards Ceremony
Previous Step	Review Cancel



- 5. Review your changes. If you need to make additional changes, click **Previous Step**.
- 6. Click **Send** to submit your request for approval.

Leave Reques	t
Display and	2 3 Edit Review and Send Completed
You want to re	quest the following leave:
Type of Leave:	A1.Annual Leave
Date:	on Friday, May 23, 2014
Time:	from 1:30 PM to 4:30 PM
Duration:	3 Hours
Used:	Annual Leave: 3.00000 Hours
Approver:	MSSIT30 MSSIT30
Previous Notes:	05/20/2014 10:21:09 ESSIT30 ESSIT30 Daughter's Awards Ceremony
To cond the loav	e sequent to the next processor, choose Send. You can check the
Previous Step	



Leave Reques	st
1	2 3
Display and	Edit Review and Send Completed
The leave r	equest has been sent.
What do you w	vant to do next?
Request Anothe	er Absence
	i <u>q Time Homepage</u> Self-Services Homepage
00102	
You have requ	ested the following leave:
Type of Leave:	A1.Annual Leave
Date:	on Friday, May 23, 2014
Time:	from 1:30 PM to 4:30 PM
Duration:	3 Hours
Used:	Annual Leave: 3.00000 Hours
Approver:	MSSIT30 MSSIT30

SC BUDGET AND CONTROL BOARD



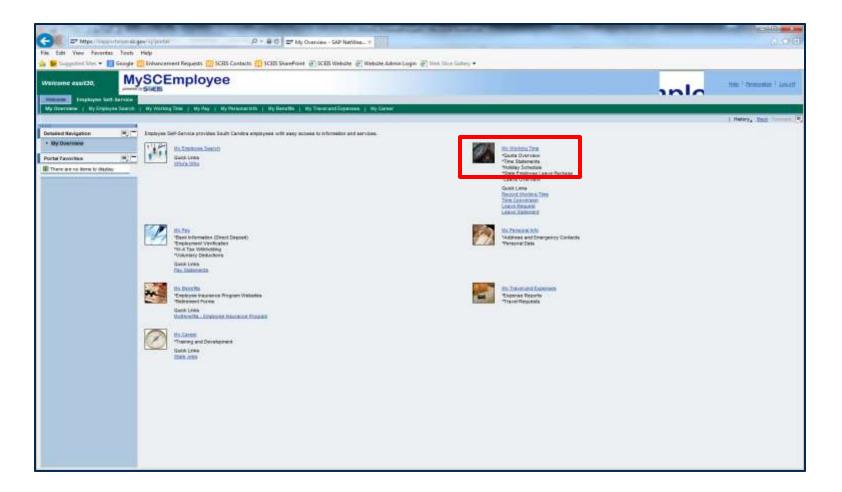
STATE INFORMATION TECHNOLOGY

LESSON 5: Display Quota Balances





1. Click the My Working Time link.





2. Select the Quota Overview link.

My Working Tame		t Maloy, has found
Detailed Burgation (R)	Working Time Basic Version You have recorded adding time here. You have recorded was have each agree was agreed and (M2502014. You have recorded you when ordering your time sheet. The lable converts Traditional Time to 24.most Time. Have flagsand Layer flagsand Have flagsand Have flagsand Prove flagsand Have flagsand Have flagsand Have flagsand Have flagsand Prove flagsand Have flagsand Have flagsand Prove flagsand Have flagsand Ha	None None None



uota Type: 🛛	II Types	-	Display
uota Type. A	li Types		Display
Time Account	Deductible from	Deductible to	Remainder
Annual Leave	6/2/2010	12/31/9999	330.77500 Hours
Sick Leave	6/2/2010	12/31/9999	711.02500 Hours



Click the Quota Type drop-down menu to select a particular leave type and click **Display**.

	Time Accoun	ıts			
ſ	Quota Type:	All Types 💌		Display	
		All Types			
	Time Account Annual Leave	Holiday Comp	le to 99	Remainder 330.77500 Hours	
	Sick Leave	Comp time Annual Lv recd from Pool Sick Lv recd from Pool Advanced Sick Leave	99	711.02500 Hours	



SC BUDGET AND CONTROL BOARD



STATE INFORMATION TECHNOLOGY

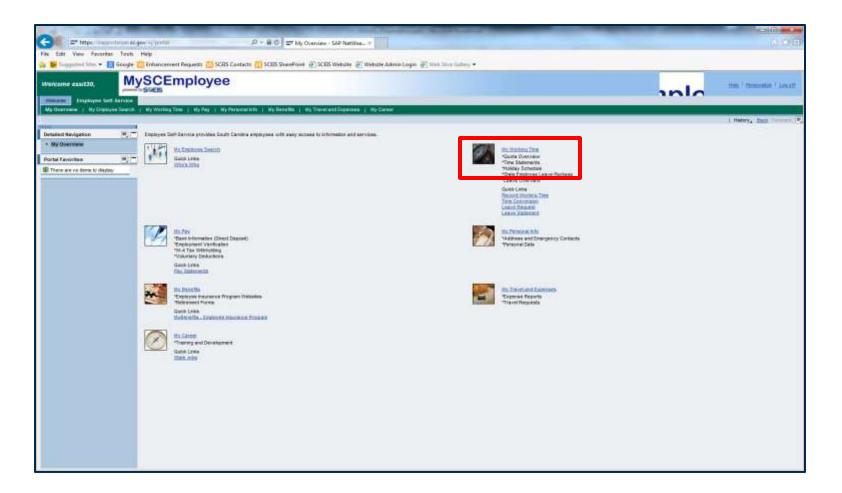
LESSON 6: View Leave Statements



View Leave Statements



1. Click the My Working Time link.



View Leave Statements



2. Click the Leave Statement link.

My Working Time	y Working Time Up Ray Up Descentific Up Descellar Up Transl and Expresses Up Career) Haloy, Ball Front (
• My Working Torris Partal Favorition (*) (*) There are on farm to dropky	 We have a set of the set	

View Leave Statements



Abre Leave Statements											
ous Leave Statement	Next Leave	Stateme	nt (a)	Ext							
CPTUS											
el (4)											
网络丁			L	eave S	tateme	ent					
33			- 7	04/01/2014	h 04/30/201	14					
				9-0 120 14 I	0.04.00.20						
Personal / Org	ganizati	onal	Data	<u> </u>	-			-			
Personnel Number	12				Name						
Position	- C	_	_		Org. Unit				_	_	
Personnel Area	F030-8	BUDGET /	ND CONT	ROL BOARD	Annual Leave	Accrual	Cate	1103/2005			
Avg. Weekly Working H	rs 37.50	(eene	-0004	10404-004	Sector Sector	900222	1.00	10710-0270			10
Monthly and Y	TD Abs	sence	Hou	ITS							
Absence Type	Monthly	YTD.	-	ne Type	Monthly	YTD.	Abser	toe Type	Mo	nthly	YTD.
	Hrs.	Hrs.	12223	0.570.0	Hes.	Hrs.	197411	in an	- 1	drs.	Hrs.
		27.50	Person	al Sick Leave	0.76	14,50	Famil	y Sick Leave		00	0.00
Annual Leave	26,00	21.00					Holid	ry Comp Tim		00	0.00
	36,00 0,00	0.00	Comp.	Time	0.00	00,00	Blood Drive				
Adoption Leave			2.4.7.1.1.1	Time Red Cross	0.00	±00 €00			¢	00	0.00
Annual Leave Adoption Leave Administrative Leave Bone Martow Donor	0.00	0.00	2.4.7.1.1.1	Red Cross			Blood			00	0.00 0.00
Adoption Leave Administrative Leave	0.00 0.00	0.00 0.00	Amer. I Court L	Red Cross	00.0	0.00	Blood	Drive	y a		
Adoption Leave Administrative Leave Bone Marrow Donor Hazard Weather	0.00 0.00 0.00	0.00 0.00 0.00	Amer. I Court L Military	Red Cross	0.00 0.00	0.00 2.00	Blood Death Organ	Drive Immid Famil	y a	00	0.00
Adoption Leave Administrative Leave Bone Marrow Donor	0.00 0.00 0.00 0.00	0.00 0.00 0.00 39.50	Amer. I Court L Military	Red Cross wave / Leave [#]	00.0 0.00 0.00	0.00 0.00	Blood Death Organ	I Drive Immid Famil I Donor Leav	y a	00 00	0.00 0.00
Adoption Leave Administrative Leave Bone Marrow Donor Hazard Weather Voting Leave	000 000 000 000 000	0.00 0.00 0.00 39.50 0.00	Amer. I Court L Military	Red Cross wave / Leave [#]	00.0 0.00 0.00	0.00 0.00	Blood Death Organ	I Drive Immid Famil I Donor Leav	y a	00 00	0.00 0.00
Adoption Leave Administrative Leave Bone Marrow Donor Hazard Weather Voting Leave Mandatory Furlough	000 000 000 000 000	0.00 0.00 0.00 39.50 0.00	Amer. I Court L Military	Red Cross wave / Leave [#]	00.0 0.00 0.00	0.00 0.00 0.00	Blood Death Organ	I Drive Immid Famil I Donor Leav Lary Furloug	ly a n a Ionthily	00 00	0.00 0.00
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Adoption Leave Administrative Leave Bone Marrow Donor Hazard Weather Voting Leave Mandatory Furlough Absence Quo Description	0 00 0 00	0.00 0.00 0.00 0.00 0.00 0.00	Amer. 1 Court L Military Learner centhily cortual (*)	Red Cross eave Laave* alo Pay Monthly Deduction (-)	0.00 0.00 0.00 0.00 Paid, Forte Donates & Transfer (-)	0 00 2 00 0 00 0 00	Ellood Death Organ Volun (*/)	I Drive Immid Famili I Donor Leav Lary Furloug ents B	ly 0 ne 0 h 0 lonthly inding	00 00 00	0.00 0.00 0.00 D Hours Used
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Course Summary

STATE INFORMATION TECHNOLOGY



Course Summary



- Log into the MySCEmployee Website
- Record Working Time (with and without Charge Objects)
- Submit a Leave Request
- Display Quota Balances and
- View Leave Statements

Visit the Links page of this course for additional resources.