

**Oliver, Michael R.**

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**From:** Oliver, Michael R.  
**Sent:** Friday, January 02, 2015 4:44 PM  
**To:** SCHP ALL  
**Subject:** FW: Message from the Colonel

SCHP Staff,

Greetings. I hope everyone had a good Christmas and had some quality time with families and friends over the holidays.

It's a new year and 2014 is now over! I know that part of 2014, especially the past several months, has been extraordinarily stressful for those in law enforcement. Whether it's news stories casting negative light upon our profession or targeted attacks against officers, it would be understandable to become disheartened. But you have not done that. You have remained loyal to duty. You have kept your head high and taken the high road. Why? Because you know that we make a difference. You know that what we do saves lives. And, you know that the vast majority of America respects law enforcement officers and greatly appreciates what we do.

I am encouraged and heartened by the growing number of people that have approached me -- and I am sure many of you as well -- at restaurants and other public places recently just to say "thank you" because they saw the uniform. On another positive note, January 9<sup>th</sup> has been designated as Law Enforcement Appreciation Day (LEAD) by the Concerns of Police Survivors (COPS) organization. News and social media stories regarding "LEAD" will undoubtedly increase as Jan 9<sup>th</sup> approaches. Consequently, blogs, tweets, Facebook posts and comments will increase as well. I urge you to be aware of your use of social media and not let any negative comments or posts draw you or your family into the conversation. We must continue to take the high road.

Over the next few months, I will be conducting staff briefings in all Troops across the state, as I have in the past. The purpose of these briefings is twofold. First, they will allow me the opportunity to talk directly to you about current issues like budget, equipment, legislation, officer safety, and recruiting as well as discuss my short term and long term goals and objectives. But equally as important, it allows you the opportunity to ask questions or give suggestions on how to improve the Patrol. While I will encourage spontaneous questions at the briefing sites, you will be given the opportunity by your Troop Commander to submit questions in writing prior to the first briefing. This will allow me to answer many of your questions during my presentation so that everyone across the state gets the benefit of hearing each other's questions -- regardless of which Troop they are in.

Although we will be meeting soon, I wanted to share some information with you now:

- Mobile Data
  - As you know, we are rapidly moving toward a Mobile Data and Records Management solution. Major Watford and his team are working diligently to complete this project in 2015 and hopefully most of it by this summer.
- Recruitment and Training
  - Recent changes to our recruiting and employment process should increase our applicant pool.
  - We have two Basic Training Classes scheduled in 2015 and we will increase that to three classes for 2016.
- Overtime
  - With the Director's approval, I have authorized overtime pay to augment manpower for enforcement activities throughout the state. Your Troop Commanders will be providing you with more information very soon.

- Law Enforcement App
  - SCLEOA recently released an APP that I thought might be of assistance when you need quick access to the SC Code of Laws in a mobile friendly platform. If there is enough interest or need, we may have a similar APP designed for SCHP. In the meantime, the APP is free to download to your Apple or Android device. Just go to the App Store or Google Play and search for SCLEOA.

As I reflect back over my 33 years on the Highway Patrol, I realize how proud I am to be a South Carolina State Trooper, and as the Patrol Commander how proud I am of each and every one of you. Whether you wear a uniform, you are a telecommunications operator, or you are part of our civilian support staff, you are vital to the Highway Patrol. Thank you for what you do each day to protect and serve the citizens and visitors of the Palmetto State.

Colonel Mike Oliver

***Colonel Mike Oliver***

***South Carolina Highway Patrol***

South Carolina Department of Public Safety

10311 Wilson Blvd.

P. O. Box 1993

Blythewood, SC, 29016

803 896-7948 - Office

[mroliver@scdps.gov](mailto:mroliver@scdps.gov)

[www.scdps.gov/schp](http://www.scdps.gov/schp)

File  
Sent 2/6/13



## South Carolina Department of Public Safety

To: Executive Leadership  
From: Leroy Smith Initials  
Redacted  
Date: January 17, 2013  
Re: Time Administrator Audit

Mr. Homer Edwards, DPS auditor Office of Strategic Planning, Accreditation, Policy, and Inspection, will be conducting an audit of the time administrator function throughout the Agency. He will interview each time administrator and review the documentation used to enter time data. The process should last between one and three hours for each time administrator depending on the transaction volume.

The time administrator function has not been reviewed since the conversion to SCEIS. We hope to determine several things during the review.

- 1) Are the procedures for time administrators being followed?
- 2) Are the procedures, as written, providing adequate controls for recording time?
- 3) Do the time administrators have better ideas that will be more efficient yet maintain the necessary controls?

The objective of this audit is to determine that our current procedures are the best to be used by time administrators to effectively and efficiently process time records.

Mr. Edwards would like to make direct contact with the time administrators to arrange suitable times to meet with them.

Thank you in advance for assisting with this review.

LS/HE

CC: Maj. Jerry Moore  
File



South Carolina Department of Public Safety  
Office of Audit Services

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To: Leroy Smith  
Director  
[Redacted Initials]

Thru: Maj. Jerry Moore  
[Redacted Signature]

From: Homer Edwards  
[Redacted]

Date: January 10, 2013

Re: Time Administrator Audit

Human Resources and Financial Services asked that an audit be conducted of the time administrator function.

A time administrator enters time and leave data into the SCEIS system that is not processed by the SCMYEMPLOYEE function. When a time administrator makes an entry, the system accepts the transaction without additional approval. The time administrator should have approved documentation for the entry.

It is possible for a time administrator to enter a transaction in error that will not be detected by the established checks and balances established in Human Resources, Financial Services or the SCEIS system itself.

The purpose of the audit is to determine if the entries are properly approved and entered. We may also determine if some areas are using the system more efficiently than others and provide suggestions to improve the efficiency.

The audit has not been conducted since the Agency has been on the SCEIS system. We believe that we are at a time that we can determine if the process is working efficiently and properly to maintain the needed controls for the payroll and leave system.

## Steps to access SCEIS MySCEmployee Training

- 1) SCEIS website – <http://www.sceis.sc.gov/>
- 2) To the left of the screen you will **training**
- 3) On the drop down from training select **MySCEmployee training**
- 4) Scrolls down and you will find:
  - a. For Employees
    - i. ESS100 MySCEmployee Course
    - ii. ESS 110 Time Entry Course
  - b. For Managers
    - i. MSS100 MySCEmployee Manager Selef Service Course

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[MySCEmployee](#)

**B\*CB**

SC Budget and Control Board

**INSPECTOR GENERAL'S  
FRAUD HOTLINE**

(State Agency fraud only)  
1-855-SCFRAUD  
OR  
1-855-723-7283

## MySCEmployee Training

### Attention SCDOT Employees:

The below MySCEmployee Training Courses are not customized to your unique needs. Please proceed to the page at the following link, and complete the courses available there.

[Click here to access MySCEmployee Training for SCDOT.](#)

### What is MySCEmployee?

MySCEmployee will help reduce much of the paper shuffling, e-mails and phone calls that are often part of human resources administration by putting many day-to-day record-keeping and career-development responsibilities directly in the hands of employees. With easy-to-use navigation, MySCEmployee is accessible through any computer with an internet connection and provides employees with the tools they need to better access and manage their state benefits and personal information.

All employees should complete the ESS100 MySCEmployee – Employee Self Service Course (linked below). Employees who need to take the Time Management course will be directed to do so by someone within their agency.

### Computer Settings

We have prepared an online course to help you become familiar with how to use the features offered in MySCEmployee. Before beginning the course, you may want to consider that the course is best viewed using:

1. Internet Explorer 6 or 7
2. An 800 by 600 screen resolution
3. The Full Screen mode
  - To increase your browser window to full screen mode:
  - Press the F11 key on your keyboard (press the F11 key again to return to regular screen mode) or
  - Click the View menu on the Internet Explorer tool bar and then select Full Screen (press F11 key to return to regular screen mode)

Note: For assistance with changing your screen resolution or changing your screen view, you may want to contact your agency's IT department.

## MySCEmployee Training Courses

### ESS100 MySCEmployee Course

[Click here to begin taking the ESS100 MySCEmployee – Employee Self Service Course.](#)

We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here \(1.5mb PDF\)](#).

### ESS110 Time Entry Course

[Click here to begin taking the ESS110 MySCEmployee - Time Entry Course.](#)

We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here \(2.6mb PDF\)](#).

### MSS100 MySCEmployee Manager Self Service Course

[Click here to begin taking the MSS100 MySCEmployee – Manager Self Service Course.](#)

We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here \(1.5mb PDF\)](#).

### IMG200 Imaging Course

[Click here to begin taking the IMG200 - SCEIS Document Imaging for HR Course.](#)

[Click here to take the online course evaluation for IMG200.](#)

We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here \(1.5mb - PDF\)](#).

### TV120 Travel Management Overview

[Click here to begin taking the TV120 MySCEmployee - Travel Management Overview Course.](#)

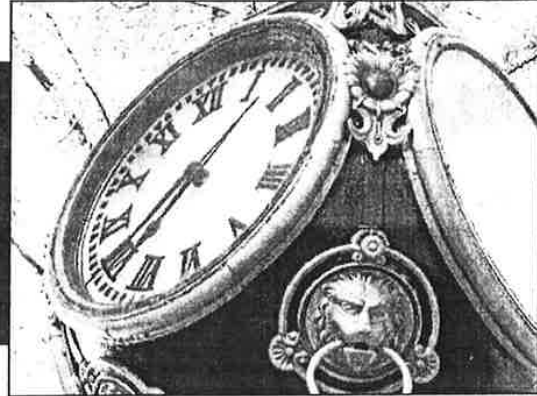
We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here \(3.8kb - PDF\)](#).

# MySCEmployee

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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 or Reject it using the buttons boxed in red in the screen shot at right, or take no action and the request will remain in the queue until you decide to take action.

4. After you select Approve or Reject, the Save button will appear (as shown in the overlay image at right). Click the Save button to finalize your selection.

5. If there is a problem with approving the leave request, the appropriate warning message or hard error will appear. If there are no problems with the leave request, the completed screen shown at right appears. If you want to approve another leave request, click the Approve Another Absence link boxed in red to go back to your list of leave to approve.

**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

Approve Leave Requests

Display and Edit

Show Team Calendar Hide Calendar

Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
8/22/2012	Augusta Marilyn Boyles	AE LWOP	8/31/2012	8/31/2012	
8/22/2012	Augusta Marilyn Boyles	AE LWOP	8/27/2012	8/27/2012	
8/22/2012	Augusta Marilyn Boyles	AE LWOP	8/29/2012	8/29/2012	

Row 1 of 3

Augusta Marilyn Boyles has requested the following leave:

Type of Leave: AE LWOP  
Date: 8/31/2012  
Duration: 7.5 Hours

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	61.87500 Hours
Comp time	3/28/2011	12/31/9999	

Approve Reject

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	61.87500 Hours
Comp time	3/28/2011	12/31/9999	0.00000 Hours

Previous Step Save

Approve Leave Requests

Completed

You have approved the leave request.

What do you want to do next?

[Approve Another Absence](#)

You have approved the following leave request:

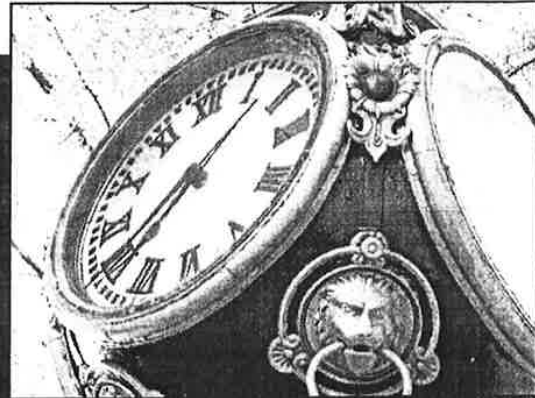
Requester: Augusta Marilyn Boyles  
Type of Leave: AE LWOP  
Date: on Friday, August 31, 2012  
Duration: 7.5 Hours

# MySCEmployee

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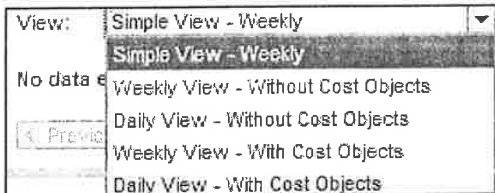
## Manager Self Service Approving Working Time

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.



3. The Simple View - Weekly display makes it easier to manage the time approval process.

Para. No.	Empl/App Name	From	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	Rejection Reason
10002214E	Dacar Arfensio Bermudez	11/01/2010	11/07/2010		22.50 H	22.50 H	37.50 H	Approve All	
10002608	Van Frederic Trevino	11/01/2010	11/07/2010		38.00 H	38.00 H	37.50 H	Approve All	

By comparing the Hours to Approve, Approved Hrs/Leave, and Target time, a manager can identify employees who have not entered time according to their work schedules. In the above example, the second employee listed submitted time and has approved hrs/leave that match his/her normal work schedules. The first employee has entered too many or too few hours for the week as indicated by message column and the yellow warning sign.

4. You can view each employee's daily time submissions for the given week by clicking the corresponding hours in the Hours to Approve column. In the above example, if the manager was satisfied that the second employee had submitted time correctly, he or she could leave the Approval column set to Approve All, but opt to either Reject All or Resubmit All of the first employee's time. When you Reject All, the employee will need to re-enter the time through ESS. Selecting Resubmit All holds the time in your time approval queue for later approval so that you can follow up with the employee about the discrepancy. NOTE: If you are rejecting some of an employee's time, but not all of it, be sure to click on the number of hours in the Hours to Approve column, and then select only the specific days you need to reject from the individual approval screen. Click the Transfer button after rejecting the selected days to return to the main approval screen.
5. After identifying whether to approve, reject or resubmit the time, click Review. Click the Save button to finalize the time approval process.

Previous Step Save

### 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

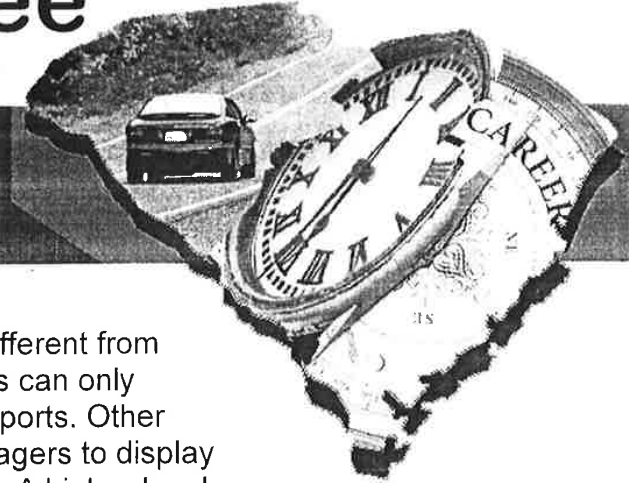




# MySCEmployee

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## Manager Self Service Time Facts



### Time Approval

The Time Approval application is a little different from others in Manager Self Service. Managers can only view time submissions from their direct reports. Other views in Manager Self Service allow managers to display employees in lower-level org units as well. A higher-level manager **CANNOT** be defaulted in the system to be the back-up time approver in the event a lower-level manager is absent.

**Note:** If a manager position is **VACANT**, employees who report to that manager will **NOT** automatically be directed to the higher-level manager for time approval. If an org unit has a vacant manager position, or if a manager is unavailable to approve time submissions in Manager Self Service, time will need to be approved by a recognized approving authority (Time Approver and/or Time Administrator) directly in SAP.

### Entering Time for Employees

Managers **CAN** use the system to enter time on behalf of their employees. To do so, go to **My Team** → **Employee Information** → **General Information**. From the General Information area, the manager selects the **name of the employee** he or she wants to enter time for, then selects **Related Activities**, followed by **Record Working Time**.

Employee Search			
Employee Selection:	Direct Reports		
Display:	Organizational Information		
Name	Personnel Number	Manager	Position
KENNETH W. PIKE	00006438	JANET D. REYNOLDS	POSTA
JACQUELINE L. WITHERSPOON	00006439	JANET D. REYNOLDS	ACCO
ELIZABETH I. SIMMONS	00008441	JANET D. REYNOLDS	FISCA

Related Activities	
<b>Self-Service for My Employees</b>	
<a href="#">Record Working Time</a>	Maintain or display time sheets for your employees
<a href="#">Addresses and Emergency Contact Information</a>	Maintain or display addresses and emergency contacts for your employees.
<a href="#">Personal Data</a>	Display personal data for your employees

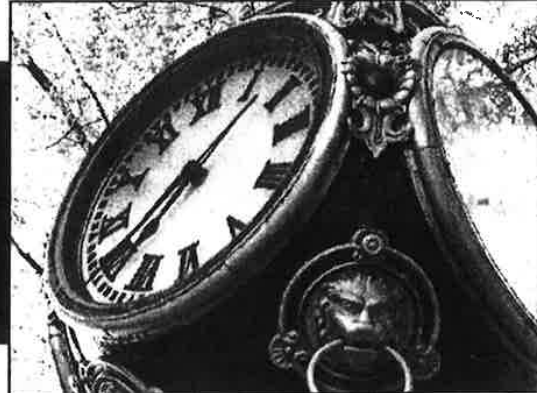
**Note:** When a manager enters time on behalf of an employee, they still have to **APPROVE** the time just like they would if the employee submitted time on his or her own behalf.

# MySCEmployee

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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.



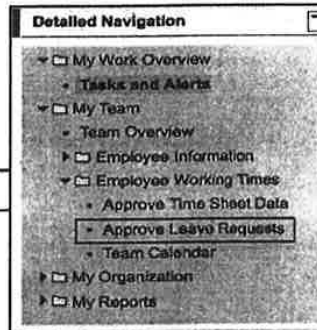
1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Manager Self Service tab, navigate to the Detailed Navigation area, expand the My Team folder, followed by the Employee Working Times folder, then click Approve Leave Requests.

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 or Reject it using the buttons boxed in red in the screen shot at right, or take no action and the request will remain in the queue until you decide to take action.

4. After you select Approve or Reject, the Save button will appear (as shown in the overlay image at right). Click the Save button to finalize your selection.

5. If there is a problem with approving the leave request, the appropriate warning message or hard error will appear. If there are no problems with the leave request, the completed screen shown at right appears. If you want to approve another leave request, click the Approve Another Absence link boxed in red to go back to your list of leave to approve.



**Approve Leave Requests**

1 2

Display and Edit Completed

Show Team Calendar Hide Worklist

Date of Request	Requester	Type of Leave	From	To	Used
8/22/2012	Augusta Mariynn Boyles	A6.LWOP	8/31/2012	8/31/2012	
8/22/2012	Augusta Mariynn Boyles	A6.LWOP	8/27/2012	8/27/2012	
8/22/2012	Augusta Mariynn Boyles	A6.LWOP	8/23/2012	8/23/2012	

Row 1 of 3

Augusta Mariynn Boyles has requested the following leave:

Type of Leave: A6.LWOP

Date: 8/31/2012

Duration: 7.5 Hours

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	1/24/2011	12/31/9999	10.87500 Hours
Sick Leave	1/24/2011	12/31/9999	61.87500 Hours
Comp time	3/28/2011	12/31/9999	

Previous Step Approve Reject Save

**Approve Leave Requests**

1 2

Display and Edit Completed

You have approved the leave request.

What do you want to do next?

Approve Another Absence

You have approved the following leave request:

Requester: Augusta Mariynn Boyles

Type of Leave: A6.LWOP

Date: on Friday, August 31, 2012

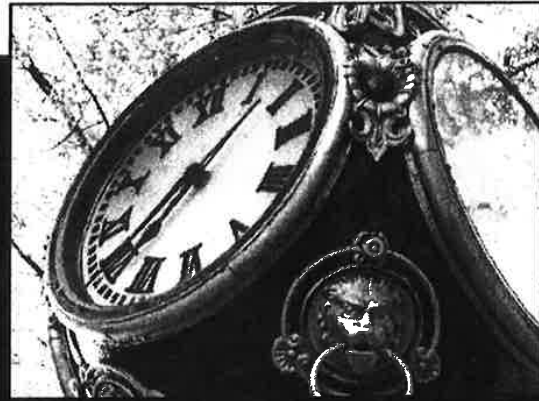
Duration: 7.5 Hours

# MySCEmployee

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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.

### Detailed Navigation

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

2. The time approval screen will open in a new window. The Simple View - Weekly display is the recommended viewing option.
3. The Simple View – Weekly display makes it easier to manage the time approval process.

View: Simple View - Weekly

No data

Simple View - Weekly

Weekly View - Without Cost Objects

Daily View - Without Cost Objects

Weekly View - With Cost Objects

Daily View - With Cost Objects

Previo

Per# No.	Employee name	From	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	Rejection/Reason
10002116	Oscar Alberto Bermudez	11/01/2010	11/07/2010		7,500 H	22.50 H	37.50 H	Approve All	
10002020	Van Fredenc Trevino	11/01/2010	11/07/2010		7,500 H	30 H	37.50 H	Approve All	

Previous Step Review

By comparing the Hours to Approve, Approved Hrs/Leave, and Target time, a manager can identify employees who have not entered time according to their work schedules. In the above example, the second employee listed submitted time and has approved hrs/leave that match his/her normal work schedules. The first employee has entered too many or too few hours for the week as indicated by message column and the yellow warning sign.

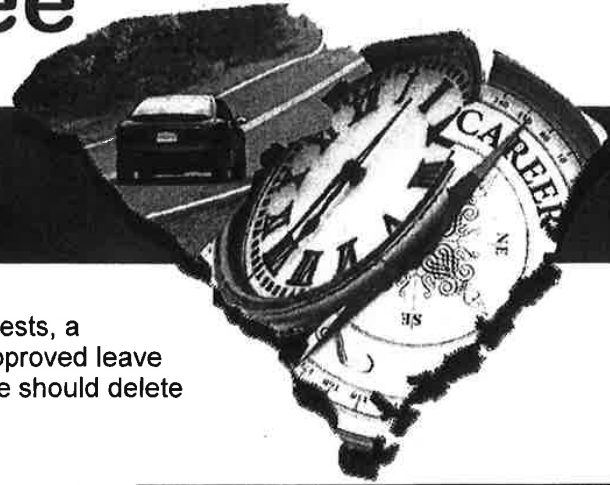
4. You can view each employee's daily time submissions for the given week by clicking the corresponding hours in the Hours to Approve column. In the above example, if the manager was satisfied that the second employee had submitted time correctly, he or she could leave the Approval column set to Approve All, but opt to either Reject All or Resubmit All of the first employee's time. When you Reject All, the employee will need to re-enter the time through ESS. Selecting Resubmit All holds the time in your time approval queue for later approval so that you can follow up with the employee about the discrepancy. NOTE: If you are rejecting some of an employee's time, but not all of it, be sure to click on the number of hours in the Hours to Approve column, and then select only the specific days you need to reject from the individual approval screen. Click the Transfer button after rejecting the selected days to return to the main approval screen.
5. After identifying whether to approve, reject or resubmit the time, click Review. Click the Save button to finalize the time approval process.

Previous Step Save

# MySCEmployee

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## Manager Self Service Leave Facts



### Leave Approval

If a manager is unavailable to approve leave requests, a Time Administrator should be used to enter the approved leave directly into the system. In this case, the employee should delete the request from Employee Self Service.

### Viewing Employee Quota Balances

Managers can view quota balances for their employees by selecting **My Team** → **Employee Information** → **General Information**. From the **General Information** area, the manager selects the name of the employee he or she wants to display quota balances for, then selects **Related Activities**, followed by **Display Quota Balances**.

### Entering Leave Requests for Employees

Managers can submit leave requests for their employees by selecting **My Team** → **Employee Information** → **General Information**. From the **General Information** area, the manager selects the name of the employee he or she wants to submit a leave request for, then selects **Related Activities**, followed by **Enter Leave Request**.

#### Related Activities

#### Self-Service for My Employees

##### [Record Working Time](#)

Maintain or display time sheets for your employees.

##### [Addresses and Emergency Contact Information](#)

Maintain or display addresses and emergency contacts for your employees.

##### [Personal Data](#)

Display personal data for your employees.

##### [Display Quota Balances](#)

Display the quota balances for your employees.

##### [Enter Leave Request](#)

Enter a leave request for your employees.

**Note:** When a manager submits a leave request on behalf of an employee, they still have to APPROVE the leave request just like they would if the employee submitted it on his or her own behalf.

### What Happens After a Leave Request is Approved?

Managers have visibility of all approved absences in their **Team Calendar**, which is indicated in blue. See the **Team Calendar** image (right).

Managers can display all absences for an employee on their **General Information** area in the **Absence Days** section. See the **Absence Days** image (right).

**Note:** Managers will not have immediate visibility of the approved absences above. The absences will not display until the leave requests are posted in the system. The postings occur every night.

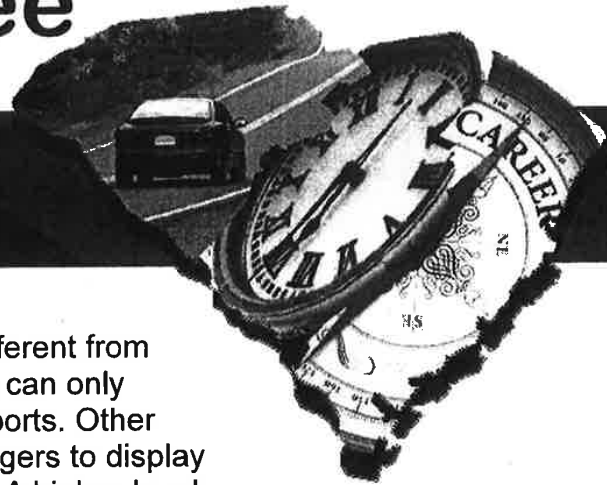
Team Calendar																															
Display Data for:	Directly Subordinate Employees																														
for:	December																														
in:	2009																														
<a href="#">Start</a>																															
2009 December																															
Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu															
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
John D. Anderson																															
Michelle S. Dickerson																															
Renada Jackson																															
Theodore Moore																															
William J. Salvatore																															
Nary Ann Simons																															
<input type="checkbox"/> Absent <input type="checkbox"/> Multiple Entries <input type="checkbox"/> Sent <input type="checkbox"/> Deletion Requested																															

Absence Days	
Date Filter:	Filter inactive
Period: 12/9/2009 - 12/9/2010	
Period: 12/3/2009 - 12/2/2009	Days: 1    Description: A Annual Leave
Row 1 of 1	

# MySCEmployee

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## Manager Self Service Time Facts



### Time Approval

The Time Approval application is a little different from others in Manager Self Service. Managers can only view time submissions from their direct reports. Other views in Manager Self Service allow managers to display employees in lower-level org units as well. A higher-level manager **CANNOT** be defaulted in the system to be the back-up time approver in the event a lower-level manager is absent.

**Note:** If a manager position is **VACANT**, employees who report to that manager will **NOT** automatically be directed to the higher-level manager for time approval. If an org unit has a vacant manager position, or if a manager is unavailable to approve time submissions in Manager Self Service, time will need to be approved by a recognized approving authority (Time Approver and/or Time Administrator) directly in SAP.

### Entering Time for Employees

Managers **CAN** use the system to enter time on behalf of their employees. To do so, go to **My Team**→**Employee Information**→**General Information**. From the General Information area, the manager selects the **name of the employee** he or she wants to enter time for, then selects **Related Activities**, followed by **Record Working Time**.

Employee Search			
Employee Selection:	Direct Reports		
Display:	Organizational Information		
Name	Personnel Number	Manager	Position
KENNETH W. PIKE	00006438	JANET D. REYNOLDS	POSTA
JACQUELINE L. WITHERSPOON	00006439	JANET D. REYNOLDS	ACCO
ELIZABETH I. SIMMONS	00006441	JANET D. REYNOLDS	FISCA

Related Activities	
<b>Self-Service for My Employees</b>	
<a href="#">Record Working Time</a>	Maintain or display time sheets for your employees
<a href="#">Addresses and Emergency Contact Information</a>	Maintain or display addresses and emergency contacts for your employees.
<a href="#">Personal Data</a>	Display personal data for your employees.

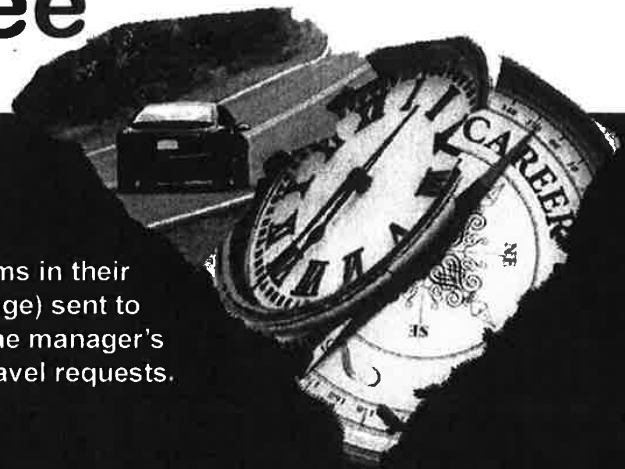
**Note:** When a manager enters time on behalf of an employee, they still have to **APPROVE** the time just like they would if the employee submitted time on his or her own behalf.


# MySCEmployee

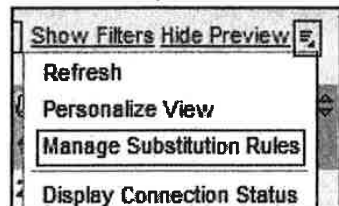
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## Manager Self Service Substitutions

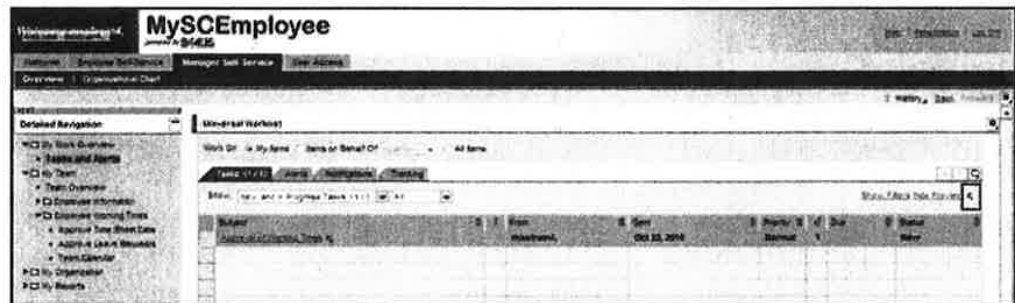
Managers can identify a substitute to have the items in their Universal Worklist (Manager Self Service home page) sent to another person to make temporary approvals in the manager's absence. Substitutions apply to time, leave and travel requests.



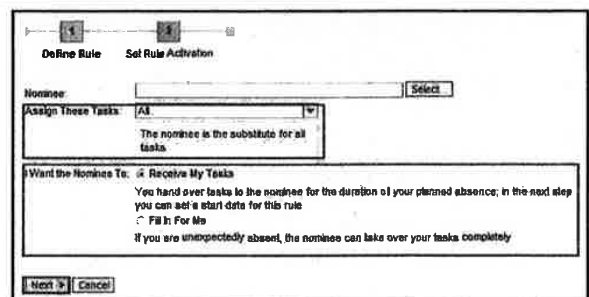
1. To assign a Substitute, scroll to the upper-right portion of the Universal Worklist and click the  icon (boxed in red in the image below). Then select Manage Substitution Rules as shown in the graphic at right.



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.

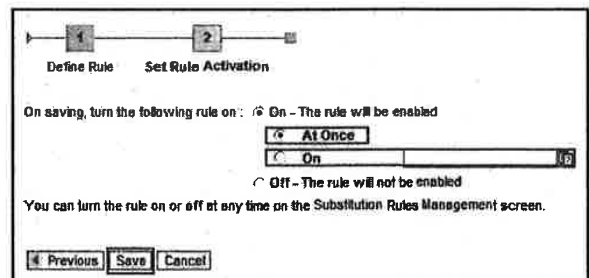


3. After clicking the Create Rule button, you will be taken to step 1 of the create rule process. This step enables you to define which tasks you want to assign to your substitute. In the I Want the Nominee To area, select Receive My Tasks or Fill in For Me, then identify your substitute by searching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



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.

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.



### What is Missing time?

The number of actual scheduled hours can be calculated in the employee's work schedule rule, plus/minus any hours due to substitutions that are keyed for that same pay period. The Missing Time report is broken down by period date ranges. The missing time report generates when the time entered by the employee does not match the total number of actual scheduled hours within that period date range.

*Example:* An employee's WSR states the following: **1<sup>st</sup> week:** S Off, M 12 hrs, T 8 hrs, W 12 hrs, TH 8 hrs, F 8 hrs, Sat OFF **2<sup>nd</sup> week:** S OFF, M 12 hrs, T 8 hrs, W 12 hrs, TH 8 hrs, F OFF, Sat OFF.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	OFF	12 hrs	8 hrs	12 hrs	8 hrs	8 hrs	OFF
Week 2	OFF	12 hrs	8 hrs	12 hrs	8 hrs	OFF	OFF

In addition to the total of 88 actual scheduled hours calculated in the 2 week period above, a substitution has been keyed in SCEIS to make the Tuesday in week 1 an OFF day.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	OFF	12 hrs	<del>8 hrs</del> OFF	12 hrs	8 hrs	8 hrs	OFF
Week 2	OFF	12 hrs	8 hrs	12 hrs	8 hrs	OFF	OFF

The employee's total actual scheduled hours changes from 88 to 80, after subtracting the 8 hours for Tuesday from the total.) The system is now expecting the employee to enter in a total of 80 working/leave hours for this 2 week period. If the employee's time entered is less than the total number of actual scheduled hours within that pay period (80 hours in this example), SCEIS will generate the difference as missing time.

### Resolving Missing Time:

If an employee shows up on the missing time report, the Time Administrator should first check to confirm that all time is entered/approved into the system. The Time Administrator should ALWAYS ensure that the employee has met their minimum required number of hours (75 hours, 80 hours, etc). If the minimum number of required working hours has not been met, additional working time or a type of leave will need to be entered to bring the employee to their minimum number of required working hours. If an employee did not work their minimum number of working hours and does not have the leave available to cover the time, the time will need to be entered into SCEIS by the employee as LWOP. If all time has been entered and the minimum required number of hours has been met and the missing time is still generating for an employee, a Time Administrator should check the employee's time entered, comparing the time entered with the work schedule according to SCEIS, in addition to any substitutions that have been keyed for the missing time period. This is where a Time Administrator will find that in most cases, the number of hours entered by the employee for the missing time period does



NOT match up with the work schedule rule, in addition to any substitutions that have been keyed. In cases as such, a Time Administrator will need to add/remove substitutions until the work schedule rule, plus the substitutions match the time that has been entered into SCEIS by the employee. \* A Time Administrator should always be able to provide sufficient documentation or approval from a supervisor regarding any change they have made in SCEIS to an employee's time or leave.

#### **When should substitutions be made?**

Substitutions should be made in each of the following cases:

- An employee is working on a scheduled day off.
- An employee is off on a day they are scheduled to work.
- An employee's total number of actual working hours plus any leave that may have been entered to make up for a partial day worked differs from the total number of scheduled working hours per day, according to their work schedule.\* Only in the case that the employee has met their minimum number of required hours for the pay period. (Examples: 75 hours, 80 hours, etc.)

If a substitution is keyed to make an off day a working day, in most cases, an offset substitution should be keyed to make a working day an off day. If a substitution is not keyed to offset the previous one, this will increase/decrease the total number of scheduled working hours in that pay period. The total number of scheduled working hours drives an employee's hourly rate of pay. This can affect their pay, especially under the circumstances in which overtime may be paid or LWOP has been keyed.

Substitutions applied to a record to change a holiday from a scheduled work day to a scheduled off day, or vice versa, can add or remove Holiday Comp time, Comp time, or Paid Straight time in a record. If substitutions are needed for the holiday, the Time Administrator should be certain that the records are correct prior to HR sending the request for SCEIS to extend the holiday.

Please note: In most cases, the total number of scheduled working hours according to the work schedule rule, in addition to any substitutions made during the pay period should equal the regular number of scheduled working hours. (Example: If the employee is scheduled to work 84 hours per pay period, the number of hours according to the work schedule rule, plus any substitutions made for that pay period should total 84 hours.)

For more information, please refer to Lesson 3 of the TM200/TM200U (online) course regarding when to use substitutions, when they may not be necessary and the effects of substitutions on pay and leave.


#### **Incorrect Work Schedules Rules & Missing Time:**

It is always important that a Time Administrator ensure that an employee is on the correct work schedule & is rotating correctly, which will also alleviate the need for substitutions. Many law enforcement employees are working the exact opposite, or very close to the opposite of what their WSR's indicate. If a Time Administrator needs to change a WSR, they will need to notify HR as soon as possible to make those changes.

#### Missing Time & Holidays:

If an employee is generating missing time for a time period in which a holiday was included, the employee is not generating missing time due to the actual holiday. Holidays are pre-loaded into SCEIS and the system is aware of the holidays. In the case that an employee actually worked on a holiday means that they are accruing holiday comp for their time worked. Because an employee is earning holiday comp for time worked on a holiday, an employee can't use time worked on a holiday to count towards his/her minimum required number of working hours.

Example: Johnny's minimum required number of hours for a 2 week period is 80 hours. Johnny's time entered is as shown below:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	0 hrs	3 hrs	5 hrs 	8 hrs	8 hrs	8 hrs	0 hrs
Week 2	0 hrs	8 hrs	8 hrs	8 hrs	8 hrs	8 hrs	0 hrs

As shown above, Tuesday in week 1 is Veteran's Day (Holiday). Johnny worked 5 hours on this holiday, and will earn 5 hours of Holiday Comp. Johnny worked only 3 hours on Monday, the day before the holiday, when he was originally scheduled to work 8 hours on Monday. Because Johnny is already earning holiday comp for the 5 hours that he worked on Veteran's Day, he can't use those 5 hours to also count towards his minimum number of required working hours. Only hours observed on a holiday can count towards the minimum number of required hours.

#### Leave Without Pay & Missing Time:

If an employee has missing time in a period in which LWOP has also been keyed by HR, the employee's missing time is generating before or after the actual date the employee has gone on or returned from LWOP. When LWOP is entered into SCEIS, SCEIS does not generate missing time for dates or hours an employee is on LWOP.

**Missing Time Regarding Leave:**

Cleaning up the missing time report will ensure that employees are submitting their leave in a timely manner. If a separating employee has missing time due to leave that should've been entered, and the missing time is not corrected, the employee could be paid out for leave that was not deducted from the employee's leave balance, causing the employee to be overpaid. Missing time due to leave not being entered means the employee is not able to receive an accurate leave balance and may cause an employee to take more leave than they actually have. Unapproved time also affects leave balances. If time is not being approved for a non-exempt employee, that employee is also not accruing their leave.

**Missing Time Regarding Pay:**

After research and findings of different scenarios of incorrect & miscalculation of employee's pay, it has been decided upon that the missing time report will need to be cleaned up on a per pay period basis. This missing time report is currently sent out to all Time Administrators 2 business days before the first blue day of each payroll processing period. It is the responsibility of the Time Administrators to work with their assigned employees, supervisors, and HR to ensure that the missing time report is cleared by the last blue day of each payroll processing period. All Time Administrators have access to run these reports at any time on their own.

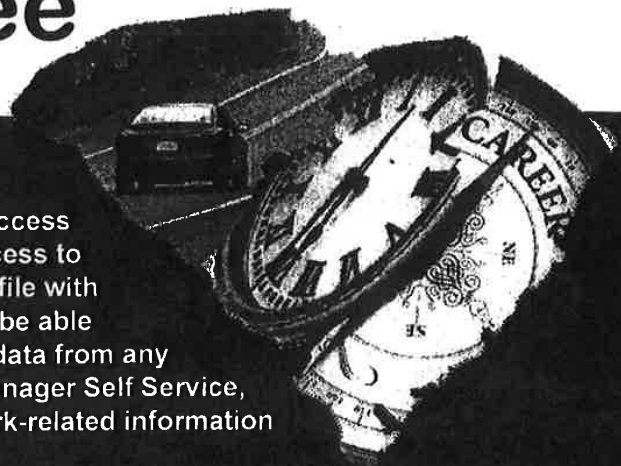
Ensuring that the missing time is cleared up will dramatically reduce incorrect pay & leave issues for the agency. The total number of scheduled working hours, plus/minus hours due to any substitutions made is a number that drives an employee's hourly rate of pay. In cases in which the total number of scheduled hours has been incorrectly altered, an employee's rate of Overtime, LWOP, leave payouts, etc. will be miscalculated.

# MySCEmployee

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## 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.

User ID *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Log on"/>	

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.

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on the web and the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

**MySCEmployee Updates**

- MySCEmployee Password: Due to an SAP technical issue, the process for changing your password has changed. Please follow these instructions to change your password. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at [www.sceis.sc.gov/page.aspx?id=156](http://www.sceis.sc.gov/page.aspx?id=156).
- The MySCEmployee Reference Guide and other support materials are available at [www.sceis.sc.gov/page.aspx?id=166](http://www.sceis.sc.gov/page.aspx?id=166).
- If your agency requires you to enter time, SCEIS recommends that time is entered in MySCEmployee as a daily basic transaction on December 31.

**Helpful Links**

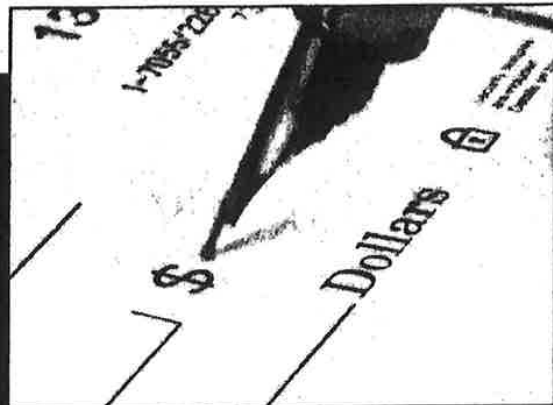
- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

# 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
<input type="button" value="Edit"/>	
Other bank	
Name:	Johnny Paul Brady (xSS)
Bank Name:	WACHOVIA BANK S.A.
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	



### 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.

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.

Name:	Johnny Paul Brady (xSS)																																		
Bank Key / Routing Number:	011102094	WACHOVIA BANK																																	
Bank Account:	1509812345																																		
Account Type:	Checking																																		
Payment Method:	Direct Deposit: PA...																																		
Example Check																																			
<table border="1"> <tbody> <tr> <td colspan="2">YOUR NAME</td> <td>1001</td> </tr> <tr> <td colspan="2">5555 Street Name</td> <td>DATE _____</td> </tr> <tr> <td colspan="2">City, ST 12345</td> <td></td> </tr> <tr> <td>Pay to the</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Order of _____</td> <td></td> <td>Dollars <input type="checkbox"/></td> </tr> <tr> <td colspan="3">Financial Institution</td> </tr> <tr> <td colspan="3">1000 Street Name</td> </tr> <tr> <td colspan="3">City, ST 12345</td> </tr> <tr> <td colspan="3">For _____</td> </tr> <tr> <td colspan="3">⑆004105855⑆ ⑆055279225 1001⑆</td> </tr> <tr> <td>Routing Number</td> <td>Account Number</td> <td>Check Number</td> </tr> </tbody> </table>			YOUR NAME		1001	5555 Street Name		DATE _____	City, ST 12345			Pay to the		\$ _____	Order of _____		Dollars <input type="checkbox"/>	Financial Institution			1000 Street Name			City, ST 12345			For _____			⑆004105855⑆ ⑆055279225 1001⑆			Routing Number	Account Number	Check Number
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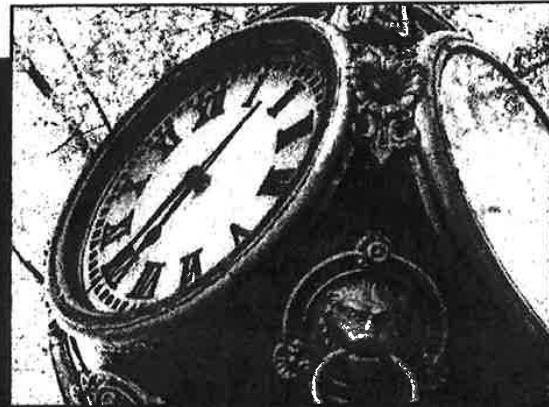
**Note:** If you change account information, it is advisable to ensure money is deposited into the new bank account before closing the old account.

# MySCEmployee

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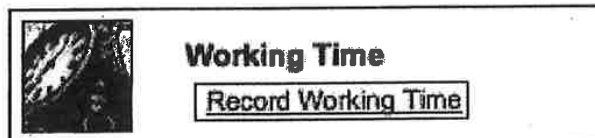
## Recording Working Time

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.

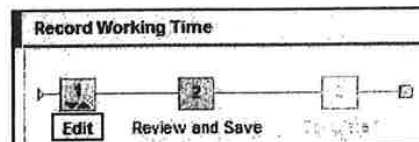


1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab ( **Employee Self-Service** ), then select My Working Time from the submenu or from the body of the overview page.

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

Attend Type	Wage Type	Hours	Start time	End time
	Act	8	00:00	00:00
Attendance ho...	<input type="checkbox"/>	4	08:00	12:00
Attendance ho...	<input type="checkbox"/>	4	13:00	17:00
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Row 1 of 9

Delete Row Save as Template Refresh Review Cancel

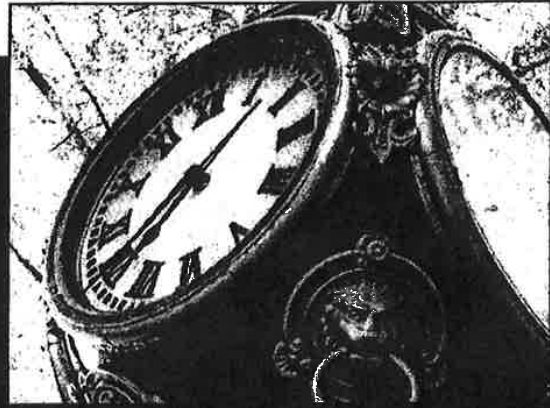
5. After entering the required information, click the Review button to review the entry before submitting for manager approval.

# MySCEmployee

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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.

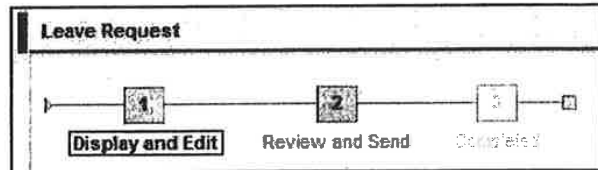
2. Click the Leave Request link to begin the leave submission process.

### Leave Requests

**Leave Request**

Request leave and other types of absences.

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.



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

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

Type of Leave: **A. Annual Leave**

Date: **10/28/2009** To **10/28/2009**

Time: **12:00 AM** To **12:00 AM**

Duration: **0** Hours

Approver: **CARROLL, MICHAEL**

Note for Approver:

Previous Step   **Review**   Cancel

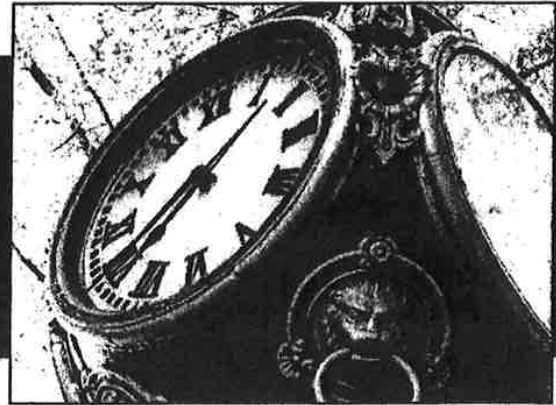
5. Note: The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

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
26	27	28	29	30	1	2	30	31	1	2	3	4	5	1	2	3	4	5	6	7
28	29	30	1	2	3	4	2	3	4	5	6	7	8	2	3	4	5	6	7	8
29	30	1	2	3	4	5	3	4	5	6	7	8	9	3	4	5	6	7	8	9
30	1	2	3	4	5	6	4	5	6	7	8	9	10	4	5	6	7	8	9	10
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
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8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
19	20	21	22	23	24	25	23	24	25	26	27	28	29	23	24	25	26	27	28	29
20	21	22	23	24	25	26	24	25	26	27	28	29	30	24	25	26	27	28	29	30
21	22	23	24	25	26	27	25	26	27	28	29	30	31	25	26	27	28	29	30	31
22	23	24	25	26	27	28	26	27	28	29	30	31		26	27	28	29	30	31	
23	24	25	26	27	28	29	27	28	29	30	31			27	28	29	30	31		
24	25	26	27	28	29	30	28	29	30	31				28	29	30	31			
25	26	27	28	29	30	31	29	30	31					29	30	31				
26	27	28	29	30	31		30	31						30	31					
27	28	29	30	31			31							31						
28	29	30	31																	
29	30	31																		
30	31																			
31																				

# MySCEmployee


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## Viewing Time Approval Status



To view the status of time approval, employees have two options. They can either:

1. Click the My Working Time link from the MySCEmployee overview page and review the messages under the Record Working Time link. Employees will see messages telling them the date their time submission has been approved up to.



### Working Time

[Record Working Time](#)

You can record your working time here.  
 You have recorded adequate working times for all workdays up to 12/29/2009.  
 Your recorded times have been approved up to 12/29/2009.

2. Employees can also click the Record Working Time link, then click the Enter Daily Time tab, input the date they want to view time approval for, then click the Details link. Employees will then be able to view the status of time that has been submitted for manager approval. In the examples below, in addition to displaying time submission details, one message informs the employee that time has been Approved and the other shows Approval rejected.

Display Weekly Time		Enter Daily Time			
Date	12/29/2009	Go			
Working Times Reported on Tuesday, December 29, 2009					
Att./abs. type	Wage Type	Hours	Start time	End time	
Attendance hours	Act	7.500	00:00	00:00	<a href="#">Details</a>
Attendance hours		4	08:00	12:00	<a href="#">Details</a>
Attendance hours		3.50	13:00	16:30	<a href="#">Details</a>

#### Record Working Time

Att./abs. type: 1000 Attendance hours  
 Wage Type:

Recorded Time

Date: 12/29/2009

Start time: 08:00

End time: 12:00

Cell content: 4

Further Details

Rejection reas.:

Process status: **Approved**

#### Recorded Data

Att./abs. type: 1000 Attendance hours  
 Wage Type:

Recorded Time

Date: 11/3/2009

Start time: 13:00

End time: 14:00

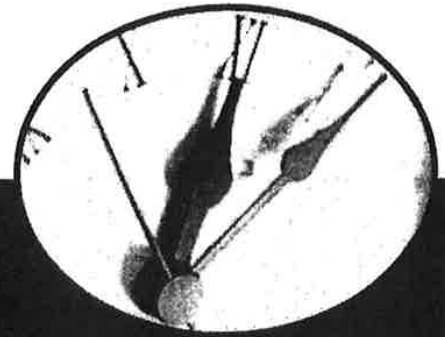
Cell content: 1

Further Details

Rejection reas.:

Process status: **Approval rejected**





## SCEIS 24-Hour Time Conversion

Employees will record time in the SCEIS system using the 24-hour clock or 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.

## SCEIS 24-Hour Time Conversion

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

For more information regarding the SCEIS project, visit [www.sceis.sc.gov](http://www.sceis.sc.gov).

Payroll processing & time reminder emails are sent out prior to each payroll processing date which occurs twice a month. See attached sample.

**Thornton, Angela A.**

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**To:** Time Administrators  
**Subject:** Friendly ESS & MSS Reminder

Good Afternoon/Morning,

This is a friendly reminder that Employee Self-Service (EES) and Manager Self-Service (MSS) should be accessed daily. Employees are encouraged to enter their working hours daily and request leave as needed.

Managers/Supervisors: If you are able to approve your employee's time daily that would be great, please do so. If not daily, please attempt to approve your employee's time every Friday or every Monday. As long as you are approving every Friday and/or every Monday, you will be ahead of schedule for payroll cut off.

Your assistance with this will help to eliminate payroll issues and give HR & Payroll time to verify accuracy of proper pay. Thank you in advance for making sure your employee's working time/ leave is approved promptly.

This week we will be finalizing payroll for the period Payroll Period Beginning Date–Payroll Period Ending Date. Please have all working hours entered and approved for the period mentioned by close of business, (Date of Second Blue Day).

Thank you.

**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
TIMELINE - 2014 CALENDAR YEAR**

Pay Period Number	Pay Period Beginning	Pay Period Ending	Pay Date	14-Day Overtime Period	Payroll Due Date
01	12/02/13	12/16/13	<b>01/02/14</b>	11/24/13 - 12/07/13	12/17/13
02	12/17/13	01/01/14	<b>01/16/14</b>	12/08/13 - 12/21/13	01/03/14
03	01/02/14	01/16/14	<b>01/31/14</b>	12/22/13 - 01/04/14	01/21/14
04	01/17/14	02/01/14	<b>02/14/14</b>	01/05/14 - 01/18/14	02/04/14
				01/19/14 - 02/01/14	
05	02/02/14	02/16/14	<b>02/28/14</b>	02/02/14 - 02/15/14	02/18/14
06	02/17/14	03/01/14	<b>03/14/14</b>	02/16/14 - 03/01/14	03/04/14
07	03/02/14	03/16/14	<b>04/01/14</b>	03/02/14 - 03/15/14	03/18/14
08	03/17/14	04/01/14	<b>04/16/14</b>	03/16/14 - 03/29/14	04/03/14
09	04/02/14	04/16/14	<b>05/01/14</b>	03/30/14 - 04/12/14	04/18/14
10	04/17/14	05/01/14	<b>05/16/14</b>	04/13/14 - 04/26/14	05/05/14
11	05/02/14	05/16/14	<b>05/30/14</b>	04/27/14 - 05/10/14	05/19/14
12	05/17/14	06/01/14	<b>06/16/14</b>	05/11/14 - 05/24/14	06/03/14
13	06/02/14	06/16/14	<b>07/01/14</b>	05/25/14 - 06/07/14	06/18/14
14	06/17/14	07/01/14	<b>07/16/14</b>	06/08/14 - 06/21/14	07/03/14
15	07/02/14	07/16/14	<b>08/01/14</b>	06/22/14 - 07/05/14	07/18/14
16	07/17/14	08/01/14	<b>08/15/14</b>	07/06/14 - 07/19/14	08/05/14
17	08/02/14	08/16/14	<b>08/29/14</b>	07/20/14 - 08/02/14	08/19/14
				08/03/14 - 08/16/14	
18	08/17/14	09/01/14	<b>09/16/14</b>	08/17/14 - 08/30/14	09/03/14
19	09/02/14	09/16/14	<b>10/01/14</b>	08/31/14 - 09/13/14	09/18/14
20	09/17/14	10/01/14	<b>10/16/14</b>	09/14/14 - 09/27/14	10/03/14
21	10/02/14	10/16/14	<b>10/31/14</b>	09/28/14 - 10/11/14	10/20/14
22	10/17/14	11/01/14	<b>11/14/14</b>	10/12/14 - 10/25/14	11/03/14
23	11/02/14	11/16/14	<b>12/01/14</b>	10/26/14 - 11/08/14	11/17/14
24	11/17/14	12/01/14	<b>12/16/14</b>	11/09/14 - 11/22/14	12/03/14
01	12/02/14	12/16/14	<b>01/02/15</b>	11/23/14 - 12/06/14	12/17/14
02	12/17/14	01/01/15	<b>01/16/15</b>	12/07/14 - 12/20/14	01/05/15
03	01/02/15	01/16/15	<b>01/30/15</b>	12/21/14 - 01/03/15	01/20/15

**\*Payroll Due Date:** All non-exempt employees hours worked must be entered and approved by close of business on that assigned date.

**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
TIMELINE - 2015 CALENDAR YEAR**

Pay Period Number	Pay Period Beginning	Pay Period Ending	Pay Date	14-Day Overtime Period	Payroll Due Date
01	12/02/14	12/16/14	<b>01/02/15</b>	11/23/14-12/06/14	12/17/14
02	12/17/14	01/01/15	<b>01/16/15</b>	12/07/14-12/20/14	01/05/15
03	01/02/15	01/16/15	<b>01/30/15</b>	12/21/14-01/03/15	01/20/15
04	01/17/15	02/01/15	<b>02/13/15</b>	01/04/15-01/17/15	02/03/15
				01/18/15-01/31/15	
05	02/02/15	02/16/15	<b>02/27/15</b>	02/01/15-02/14/15	02/17/15
06	02/17/15	03/01/15	<b>03/16/15</b>	02/15/15-02/28/15	03/03/15
07	03/02/15	03/16/15	<b>04/01/15</b>	03/01/15-03/14/15	03/18/15
08	03/17/15	04/01/15	<b>04/16/15</b>	03/15/15-03/28/15	04/03/15
09	04/02/15	04/16/15	<b>05/01/15</b>	03/29/15-04/11/15	04/20/15
10	04/17/15	05/01/15	<b>05/15/15</b>	04/12/15-04/25/15	05/04/15
11	05/02/15	05/16/15	<b>06/01/15</b>	04/26/15-05/09/15	05/19/15
12	05/17/15	06/01/15	<b>06/16/15</b>	05/10/15-05/23/15	06/03/15
13	06/02/15	06/16/15	<b>07/01/15</b>	05/24/15-06/06/15	06/18/15
14	06/17/15	07/01/15	<b>07/16/15</b>	06/07/15-06/20/15	07/06/15
15	07/02/15	07/16/15	<b>07/31/15</b>	06/21/15-07/04/15	07/20/15
16	07/17/15	08/01/15	<b>08/14/15</b>	07/05/15-07/18/15	08/04/15
				07/19/15-08/01/15	
17	08/02/15	08/16/15	<b>09/01/15</b>	08/02/15-08/15/15	08/18/15
18	08/17/15	09/01/15	<b>09/16/15</b>	08/16/15-08/29/15	09/03/15
19	09/02/15	09/16/15	<b>10/01/15</b>	08/30/15-09/12/15	09/18/15
20	09/17/15	10/01/15	<b>10/16/15</b>	09/13/15-09/26/15	10/05/15
21	10/02/15	10/16/15	<b>10/30/15</b>	09/27/15-10/10/15	10/20/15
22	10/17/15	11/01/15	<b>11/16/15</b>	10/11/15-10/24/15	11/03/15
23	11/02/15	11/16/15	<b>12/01/15</b>	10/25/15-11/07/15	11/18/15
24	11/17/15	12/01/15	<b>12/16/15</b>	11/08/15-11/21/15	12/03/15
01	12/02/15	12/16/15	<b>01/04/16</b>	11/22/15-12/05/15	12/17/15
02	12/17/15	01/01/16	<b>01/15/16</b>	12/06/15-12/19/15	01/05/16
03	01/02/16	01/16/16	<b>02/01/16</b>	12/20/15-01/02/16	01/19/16

**\*Payroll Due Date:** All non-exempt employees hours worked must be entered and approved by close of business on that assigned date.

**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
TIMELINE - 2016 CALENDAR YEAR**

Pay Period Number	Pay Period Beginning	Pay Period Ending	Pay Date	14-Day Overtime Period	Payroll Due Date
01	12/02/15	12/16/15	01/04/16	11/22/15-12/05/15	12/17/15
02	12/17/15	01/01/16	01/15/16	12/06/15-12/19/15	01/05/16
03	01/02/16	01/16/16	02/01/16	12/20/15-01/02/16	01/19/16
				01/03/16-01/16/16	
04	01/17/16	02/01/16	02/16/16	01/17/16-01/30/16	02/03/16
05	02/02/16	02/16/16	03/01/16	01/31/16-02/13/16	02/18/16
06	02/17/16	03/01/16	03/16/16	02/14/16-02/27/16	03/03/16
07	03/02/16	03/16/16	04/01/16	02/28/16-03/12/16	03/18/16
08	03/17/16	04/01/16	04/15/16	03/13/16-03/26/16	04/05/16
09	04/02/16	04/16/16	04/29/16	03/27/16-04/09/16	04/19/16
10	04/17/16	05/01/16	05/16/16	04/10/16-04/23/16	05/03/16
11	05/02/16	05/16/16	06/01/16	04/24/16-05/07/16	05/18/16
12	05/17/16	06/01/16	06/16/16	05/08/16-05/21/16	06/03/16
13	06/02/16	06/16/16	07/01/16	05/22/16-06/04/16	06/20/16
14	06/17/16	07/01/16	07/15/16	06/05/16-06/18/16	07/05/16
15	07/02/16	07/16/16	08/01/16	06/19/16-07/02/16	07/19/16
				07/03/16-07/16/16	
16	07/17/16	08/01/16	08/16/16	07/17/16-07/30/16	08/03/16
17	08/02/16	08/16/16	09/01/16	07/31/16-08/13/16	08/18/16
18	08/17/16	09/01/16	09/16/16	08/14/16-08/27/16	09/06/16
19	09/02/16	09/16/16	09/30/16	08/28/16-09/10/16	09/19/16
20	09/17/16	10/01/16	10/14/16	09/11/16-09/24/16	10/04/16
21	10/02/16	10/16/16	11/01/16	09/25/16-10/08/16	10/18/16
22	10/17/16	11/01/16	11/16/16	10/09/16-10/22/16	11/03/16
23	11/02/16	11/16/16	12/01/16	10/23/16-11/05/16	11/17/16
24	11/17/16	12/01/16	12/16/16	11/06/16-11/19/16	12/05/16
01	12/02/15	12/16/15	01/02/17	11/20/16-12/03/16	12/19/16
02	12/17/15	01/01/16	01/16/17	12/04/16-12/17/16	01/05/17
03	01/02/16	01/16/16	02/01/17	12/18/16-12/31/16	01/20/17

**\*Payroll Due Date:** All non-exempt employees hours worked must be entered and approved by close of business on that assigned date.

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## Thank You for Coming!

### ***Classification & Compensation***

Valerie Watts: Phone: (803) 896-9681  
Manager Email: [ValerieWatts@scdps.gov](mailto:ValerieWatts@scdps.gov)  
Patricia Truesdale: Phone: (803) 896-9678  
Compensation Specialist Email: [PatriciaTruesdale@scdps.gov](mailto:PatriciaTruesdale@scdps.gov)

### ***Payroll & Benefits***

Patty Duggan: Phone: (803) 896-8018  
Manager Email: [PattyDuggan@scdps.gov](mailto:PattyDuggan@scdps.gov)  
Jena M. Thompson: Phone: (803) 896-7925  
Benefits Counselor Email: [JenaThompson@scdps.gov](mailto:JenaThompson@scdps.gov)  
Angela Allman: Phone: (803) 896-9762  
Payroll Supervisor Email: [AngelaAllman@scdps.gov](mailto:AngelaAllman@scdps.gov)  
Jessica Bowers: Phone: (803) 896-8082  
Payroll Specialist Email: [JessicaBowers@scdps.gov](mailto:JessicaBowers@scdps.gov)

### ***Leave & Employee Relations***

Mary Block: Phone: (803) 896-8734  
Manager Email: [MaryBlock@scdps.gov](mailto:MaryBlock@scdps.gov)  
Shakwana Woodard: Phone: (803) 896-7937  
Leave Coordinator Email: [ShakwanaWoodard@scdps.gov](mailto:ShakwanaWoodard@scdps.gov)

### ***Employment, Recruitment & EEO***

DeMont Roberson: Phone: (803) 896-7854  
Manager Email: [DeMontRoberson@scdps.gov](mailto:DeMontRoberson@scdps.gov)  
Jordan Murphy: Phone: (803) 896-0846  
Employment Specialist Email: [JordanMurphy@scdps.gov](mailto:JordanMurphy@scdps.gov)

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## HR Training Meeting

### *Agenda*

Monday, September 28, 2015

10:00 AM

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## Benefits

Speakers: Patty Duggan & Jena Thompson

*What's new in 2016?*  
*MyBenefits Tutorial*  
*Provider Directory*  
*My Health Toolkit*

## Employment

Speakers: DeMont Roberson & Jordan Murphy

*Outside Employment*  
*Temporary Employment*

## Classification & Compensation

Speakers: Valerie Watts & Trish Truesdale

*Position Descriptions*  
*Law Enforcement Officer's Increase*  
*Personnel Action Request's*

◆ LUNCH ◆

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## Payroll & Time Administration

Speakers: Angela Allman & Jessica Bowers

*Open ended WSR's*  
*Missing Time*  
*Shift Substitutions*  
*Rejected Time*  
*Time Collisions*  
*Unapproved Time*  
*Comp Time Balance Close to the Limit*  
*Overtime Report*  
*Holiday Comp*  
*Manager's Substitutions*  
*Voluntary Deductions*  
*Changing Bank Accounts*  
*Bonus*

## Leave

Speakers: Mary Block & Shakwana Woodard


*Family Medical Leave Act*  
*Military*  
*Worker's Comp*  
*Leave Pool Donations*  
*Leave Pool Requests*



6/24/2016

**Payroll & Time Administration**

September 28, 2015




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**Today's Topics**

- Welcome
- Meet Jessica
- Open ended WSR's
- Missing Time
- Shift Substitutions
- Rejected Time
- Time Collisions
- Unapproved Time
- Comp Time Balance Close to the limit
- Overtime Report
- Holiday Comp
- Manager Substitutions
- Voluntary Deductions
- Changing Bank Accounts
- Bonus
- Open Discussion
- Q&A Evaluation

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**Meet Jessica Bowers**

- Payroll Analyst
- New to SCDPS
- New to State Government
- Previous Banking Experience
- Hobbies: Horseback Riding, Arts & Crafts, Camping

Work Email: [jessicabowers@scdps.gov](mailto:jessicabowers@scdps.gov)  
 Work Phone: 803-896-8082

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6/24/2016

### Why can't SCEIS create a new WSR for Law Enforcement Officers?

- Annual/Sick Leave Accruals
- Holiday Comp Accruals
- Missing Time
- Leave Requests
- Substitutions




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### What is Missing Time?



- Employee's Scheduled Hours = Number of hours in a Work Schedule Rule +/- all substitutions that have been keyed
- Missing Time = Employee's Scheduled Hours - number of hours approved in SCEIS
- The Missing Time Report generates when the number of hours approved in SCEIS (working time, leave, LWOP, etc.) does NOT match the employee's scheduled hours.

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### Missing Time (Cont'd)

- Example: An employee's WSR states the following:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	OFF	12 hrs	12 hrs.	12 hrs	OFF	OFF	OFF
Week 2	12 hrs.	12 hrs.	12 hrs.	OFF	OFF	OFF	Leave 8 hrs.

- In addition to the total of 84 actual scheduled hours calculated in the 2 week period above, a substitution has been keyed in SCEIS to make the Saturday in week 2 an OFF day.
- The employee's total actual scheduled hours changes from 84 to 80, after subtracting the 4 hours (12 hrs. - 8 hrs.) for Saturday from the total. The system is now expecting the employee to enter in a total of 80 working/ leave hours for this 2 week period. If the employee's time entered is less than the total number of actual scheduled hours within that pay period (80 hours in this example), SCEIS will generate the difference as missing time.

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6/24/2016

### Steps to resolve Missing Time

- 1) Verify that the employee has met the minimum number of required hours. (37.5 hours, 80 hours, etc.)
- 2) Make sure all appropriate substitutions have been keyed.
- 3) Make sure Work Schedule Rule & Substitutions match the time that has been entered into SCEIS by the employee.




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### Separating Employees & Missing Time

- If an employee separates in the middle of a pay period, they should only have missing time after their "last day on payroll" for the number of hours remaining in their Work Schedule Rule.
- Substitutions should not be keyed for a date after the employee's last date on payroll. This can cause an employee's final pay check to be miscalculated.




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### Shift Substitutions

- Shift Substitutions should be used for single day or temporary changes to a Work Schedule Rule. If the employee's WSR needs to be changed, please contact the Payroll Department.
- Transaction: PA61
- Make sure all offset substitutions are keyed.
- The total number of scheduled hours drives an employee's hourly rate of pay.
- Substitutions should be keyed in the following cases:
  - An employee is working on a scheduled day off.
  - An employee is off on a day they are scheduled to work.




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6/24/2016

### Rejected Time



- A rejected time report is sent to all time administrators 2-3 business days before the first blue day (payroll processing)
- When a supervisor rejects an employee's time, the rejected time will post with a red X in CATSDA and will need to be manually deleted using transaction CATS2, and the correct hours will need to be reentered.
- If the rejected time was accidentally rejected by the supervisor, the time will still need to be deleted in CATS2, and reentered by the time administrator.

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### Time Collisions



- If an employee is having trouble entering leave or time, the employee most likely has a time collision.
- SCEIS will most likely have to remove the "Stuck Leave."
- Transaction Code: ZHRTCR
- Causes:
  - Time/leave entered by both the employee & time administrator for the same day.
  - Absence hours exceeds scheduled hours (usually due to change in WSR or substitutions)
  - Not enough quota available

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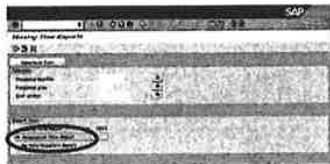
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### Unapproved Time

- Transaction: ZHRMTR
- Unapproved time will show with a yellow triangle



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6/24/2016

### Comp Time Close to the Limit

- Report sent out to Time Administrators 2-3 business days before the first blue day (payroll processing).
- Civilian Employees: 240 hours max
- Law Enforcement: 480 hours max




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### Overtime Report

- Report sent out to Time Administrators 2-3 business days before the first blue day (payroll processing).
- Use the 14- day Overtime period to check hours.
- Straight time 80-86 (Law enforcement)
- Example:

SURNAME	DATE	TIME	TYPE	HOURS
MICHAEL, JOHN	9/16/2015	1265	SNE-Straight Time/OFF 8.0	8
MICHAEL, JOHN	9/16/2015	1266	SNE-Overtime Premium 50%	8
MICHAEL, JOHN	9/18/2015	1268	SNE Paid Straight Time	8

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### Holiday Comp

- Max hours of holiday comp per holiday:
  - 8 hours
  - 8.6 hours (BPS)
- All holidays are extended by SCEIS to 6 months (180 days).  
Example: Labor day holiday 9/7/2015 will expire on 3/7/2016.
- When does an employee not earn holiday comp?
  - When an employee truly "observes" a holiday. (Scheduled to work on the holiday and does not work)
- When does an employee earn holiday comp?
  - When the holiday falls on an OFF day
  - When the employee actually works the holiday




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6/24/2016

### Manager 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.
- Substitutions apply to time, leave and travel requests.
- Please see UPERFORM that is available as a reference.

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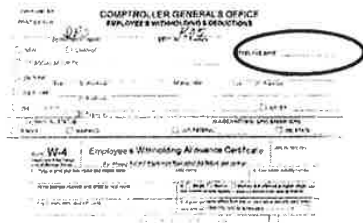
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### Voluntary Deductions

- Has to have an effective date of the 2<sup>nd</sup> or 17<sup>th</sup> (pay period beginning date of check that the deduction should start).




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### Changing Bank Accounts



- Employees are able to change their banking information under MYSEMPLOYEE.
- Changes less than 10 business days prior to pay check date will result in the employee receiving a live check.
- If a bank is being bought out or merging with another bank, employees will need to contact their bank to ensure that they will not be receiving a new accounting or routing number, if they have received a new number, they will need to update their new numbers in MYSEMPLOYEE as soon as possible.

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6/24/2016

### Bonus

- Amount : \$800
- Second, Separate payment
- Expected Date: October 16, 2015
- Continuous State Service Date: January 1, 2015
- Full Time Positions Only
- Must be employed at the time of the Bonus
- Not Eligible: \$100,000+ Annual Salary
- Not Eligible: LWOP Status, until they return to work



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### Open Discussion

- Any questions, concerns, issues...



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### Q&A Evaluation



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