

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, Manager Self-Service (MSS), My Team, Employee Working Times, Approve Leave Requests

Transaction Code

MYSCEmployee MSS

Roles

Managers (or Supervisors) as assigned by the agency

Purpose

Use the procedure in Manager Self-Service (MSS) as a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

- MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.
- When an employee submits a Leave Request from ESS, a workflow is triggered and sent to the manager. The manager must process (approve or reject) the request in MSS. Tracking team absences will assist the manager with staffing and planning.
- **NOTE:** Employees will not enter absences into the time sheet. All absence hours will be entered in the Leave Request service in ESS. The absences will be automatically posted to the time sheet once posted overnight.
- Employees can enter leave time in ESS retroactively up to 30 days. After the leave request is approved, it can still be changed by the employee in ESS. Employees will need make the applicable changes and re-submit. The manager will need to approve it again.
- **Rejecting a Leave Request** - Managers have the option to reject the employee's leave request. If a manager rejects a leave request, the employee will receive an email notification if an email address is maintained in the system. Managers should also make the effort to communicate if a rejection is made. In the instance of a rejected leave request, the employee will either resubmit it (e.g. for another day) or delete it in ESS.
- The **Approve Leave Requests** service is located on the My Team workset in MSS. The manager can approve or reject the leave request directly from the application or from the Universal Worklist (UWL).
- **NOTE:** Leave Requests cannot be processed from within the SAP Business Workplace (in SAP). The Leave Request workflows can only be processed from within MSS or the UWL (via the MySCEmployee portal).

Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to process Leave Requests (approve or reject) submitted by your employees.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Tips and Tricks

None.

Helpful Hints

Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Related Transactions

None.

Step-by-Step Work Instructions

1. Start all MSS application by logging on to the MySCEmployee Portal:

MySCEmployee
powered by **SCEIS**

Welcome South Carolina

User ID *

Password *

[Sign up for self-service password reset](#)

[Locked or forgotten password? Click here](#)

[Change Password](#)

[Self Service Password Reset FAQ](#)

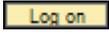
Log on

For immediate assistance, contact the Service Desk at (803) 896-0001 or click here to submit an online request.

STATE INFORMATION TECHNOLOGY
B&CB
SC BUDGET AND CONTROL BOARD

2. As required, complete/review the following fields:

Field	R/O/ C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

The screenshot shows the MySCEmployee web application interface. At the top left, it says "Welcome msstrain5,". The main header is "MySCEmployee" with "powered by SCEIS" below it. There are three tabs: "Welcome", "Employee Self-Service", and "Manager Self-Service". Below the tabs are "Alerts and Information" and "Universal Worklist". The main content area has a blue background with the text "Welcome to MySCEmployee" and a paragraph describing the system's purpose. Below this is a "News Of Interest" section with three bullet points.

Welcome msstrain5,

MySCEmployee

powered by SCEIS

Welcome Employee Self-Service Manager Self-Service

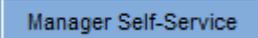
Alerts and Information | Universal Worklist

Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities at the fingertips of employees. State employees can, among other activities, enter and submit time for manager approval, access pay information, view various quota balances, update mailing addresses, and search for other state employees.

News Of Interest

- **Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self-Service (Employee Self-Service appropriate) training prior to using the system. Be on the lookout for information from your respective manager.
- **Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, including contacts, social security number and date of birth soon after go-live.
- **Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not supported.

5. Click the **Manager Self-Service** tab .

powered by **SCEIS**

Welcome Employee Self-Service **Manager Self-Service** User Access

Overview

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
 - Approve Time and Leave
- ▶ My Organization
- ▶ My Reports

Related Links

- Submit Help Desk Ticket

Portal Favorites

- Leave Request
- Tasks and Alerts

Reminder of Dates

December 2013 Dates/Task for All Employees

Date	Event	Name
11/2/2013	EPMS 30 Day Reminder *	Callie Tracy Paulson
11/2/2013	Probation Period End *	Callie Tracy Paulson
12/2/2013	EPMS 30 Day Reminder	Callie Tracy Paulson
12/2/2013	Probation Period End	Callie Tracy Paulson
12/14/2013	Date of Birth	Olive Ora Elam

Row 1 of 6

Display Month [Previous](#) | [Next](#)

* Reminder Date

Universal Worklist

i Waiting for update

Tasks (4 / 4) Alerts Notifications Tracking

Show:

Subject
Veda Charlotte Sewell's Leave Request
Approval of Working Times
Wilda Jeanie Dillard's Leave Request
Wilda Jeanie Dillard's Leave Request
Approval of Working Times



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Approve Leave Requests** service by expanding the folders down the tree structure: *My Team --> Employee Working Times --> Approve Leave Requests*



The **Approve Leave Requests** service can also be launched from the Universal Worklist (UWL). Leave Requests cannot be processed directly in SAP via the Business Workplace.

Welcome **MSSIT03 MSSIT03**

MySCEmployee

powered by SCEIS

Welcome
Employee Self-Service
Manager Self-Service
User Access

Overview

Approve Leave Requests

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
 - Approve Time and Leave
 - ▶ My Organization
 - ▶ My Reports

Related Links

- Submit Help Desk Ticket

Portal Favorites

- Leave Request
- Tasks and Alerts

Approve Leave Requests

[Hide Worklist](#)

Requests waiting for approval				
	Date of Request	Requester	Type of Leave	From
	8/29/2013	Lee Gavin O'Connor	A1.Annual Leave	8/29/2013
	8/29/2013	Fran Larissa Gillis	A2.Sick Leave	8/29/2013
	8/29/2013	Jung Maryjane Wilder	A3.Family Sick Leave	8/29/2013
	8/30/2013	Fran Larissa Gillis	A2.Sick Leave	8/30/2013
	9/4/2013	Fran Larissa Gillis	A2.Sick Leave	10/9/2013

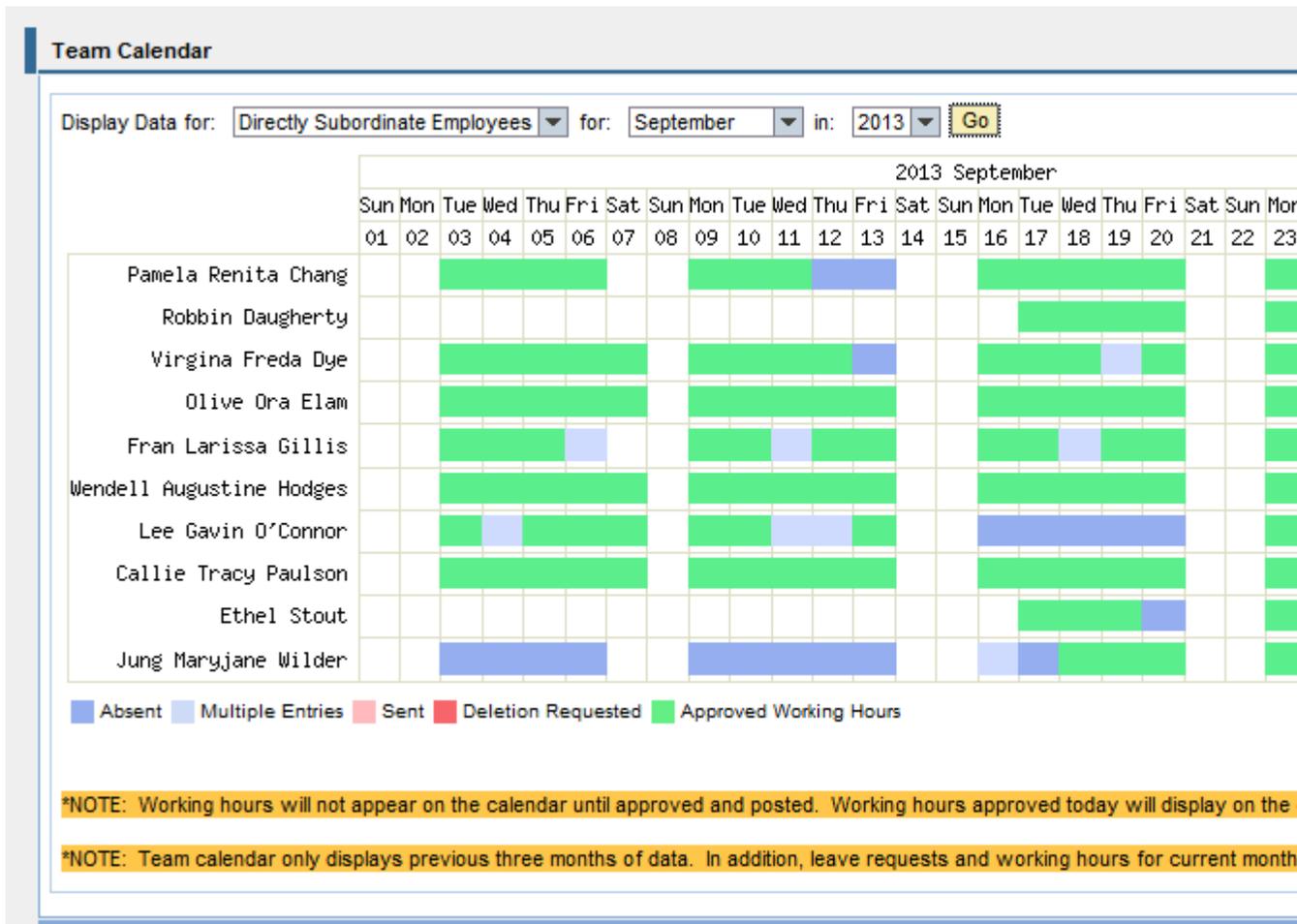
Row 1 of 10



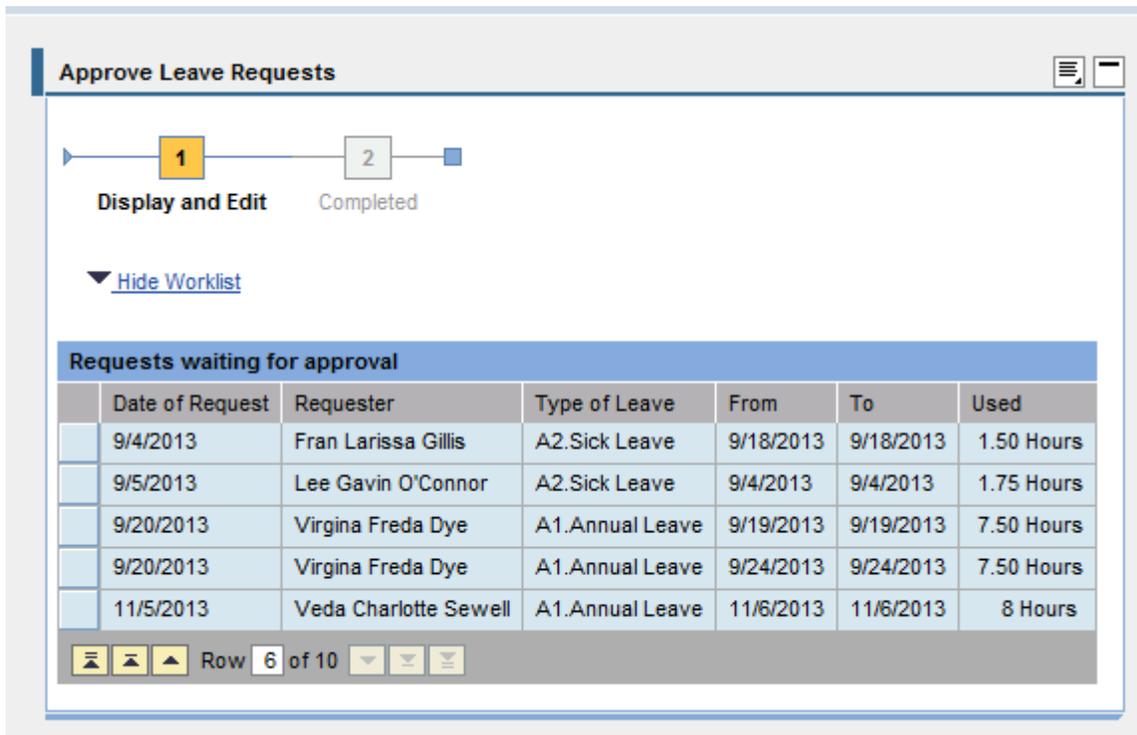
Leave Request Information for managers:

- The details of all pending leave requests are displayed: date of request, employee name/requester, type of leave (absence type), dates of requested leave, and hours requested.
- Leave requests are sent by employees from ESS.

6.1. To review leave pending or previously approved scroll to right side of screen to view Team Calendar. Managers can use the team calendar to assist in staffing needs and make a decision whether to approve or reject a leave request. NOTE: Managers can also use Display Data for: dropdown menu to view their own leave request calendar. If changing display data for or months, remember to click go to update calendar.



- To approve a leave request, select a line item from the list. Once an item is selected, the lower portion of the screen will display with the details of the request. Managers also have access to the employee's Quota Balances.



- Perform one of the following:

If	Then
You want to APPROVE a leave request.	Click Approve
You want to REJECT a leave request.	Click Reject

- For the purpose of this exercise, click **Approve**.

Approve Leave Requests

1 Display and Edit 2 Completed

[Hide Worklist](#)

Requests waiting for approval						
	Date of Request	Requester	Type of Leave	From	To	Used
	9/4/2013	Fran Larissa Gillis	A2.Sick Leave	9/18/2013	9/18/2013	1.50 Hours
	9/5/2013	Lee Gavin O'Connor	A2.Sick Leave	9/4/2013	9/4/2013	1.75 Hours
	9/20/2013	Virgina Freda Dye	A1.Annual Leave	9/19/2013	9/19/2013	7.50 Hours
	9/20/2013	Virgina Freda Dye	A1.Annual Leave	9/24/2013	9/24/2013	7.50 Hours
	11/5/2013	Veda Charlotte Sewell	A1.Annual Leave	11/6/2013	11/6/2013	8 Hours

Row 6 of 10

Veda Charlotte Sewell has requested the following leave:

Type of Leave:

Date:

Duration: Hours

Used: Annual Leave: 8.00000 Hours

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	6/2/2010	12/31/9999	153.25000 Hours
Sick Leave	6/2/2010	12/31/9999	80.00000 Hours

10. Click .

Approve Leave Requests

[Hide Worklist](#)

Requests waiting for approval						
	Date of Request	Requester	Type of Leave	From	To	Used
	9/4/2013	Fran Larissa Gillis	A2.Sick Leave	9/18/2013	9/18/2013	1.50 Hours
	9/5/2013	Lee Gavin O'Connor	A2.Sick Leave	9/4/2013	9/4/2013	1.75 Hours
	9/20/2013	Virgina Freda Dye	A1.Annual Leave	9/19/2013	9/19/2013	7.50 Hours
	9/20/2013	Virgina Freda Dye	A1.Annual Leave	9/24/2013	9/24/2013	7.50 Hours
	11/5/2013	Veda Charlotte Sewell	A1.Annual Leave	11/6/2013	11/6/2013	8 Hours

Row 6 of 10

Veda Charlotte Sewell has requested the following leave:

Type of Leave:

Date:

Duration: Hours

Used: Annual Leave: 8.00000 Hours

Note for Requester:

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	6/2/2010	12/31/9999	153.25000 Hours
Sick Leave	6/2/2010	12/31/9999	80.00000 Hours



The Note for Requester box is open for manager to send note to employee.

11. The leave request has been approved.

Approve Leave Requests

i You have approved the leave request.

What do you want to do next?
[Approve Another Absence](#)

You have approved the following leave request:

Requester:	Veda Charlotte Sewell
Type of Leave:	A1.Annual Leave
Date:	on Wednesday, November 6, 2013
Duration:	8 Hours
Used:	Annual Leave: 8.00000 Hours



To go back to the main approval screen and process another leave request, click [Approve Another Absence](#) . |<EON>|



Reference: See BPP for ESS - Leave Request.

Results

You processed leave requests (approve or reject) submitted by your employees

Comments

None.