

## When to Use This Business Process Procedure

### Functional Area(s)

MYSCEmployee, Manager Self-Service (MSS), My Reports, Reporting

### Transaction Code

MYSCEmployee MSS

### Roles

Managers, Supervisors as assigned by the agency

### Purpose

Use this 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.
- The **Reporting** page is located on the *My Reports* workset in MSS. Managers will have the ability to execute reports for their employees. Currently, the reports in MSS include:
- **Queries**
  - Display Working Time and Approved Leave Report - Displays approved leave and working times.
  - Emergency Contact Report - Displays an employee's emergency contact information.
- **Time Management Reports**
  - Employee Work Schedule - Use to report the employees' work schedule.

### Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to execute reports for basic employee information or time management.

### 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 State E

STATE INFORMATION TECHNOLOGY  
**B&C**  
 SC BUDGET AND CONTROL BOARD

[SCEIS Service Desk](#) | [FAQ](#) | [System Messages](#) | [Privacy & Security Policy](#)

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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.

**Welcome msstrain5,** MySCEmployee  
powered by SCEIS

Welcome Employee Self-Service Manager Self-Service

Alerts and Information | Universal Worklist

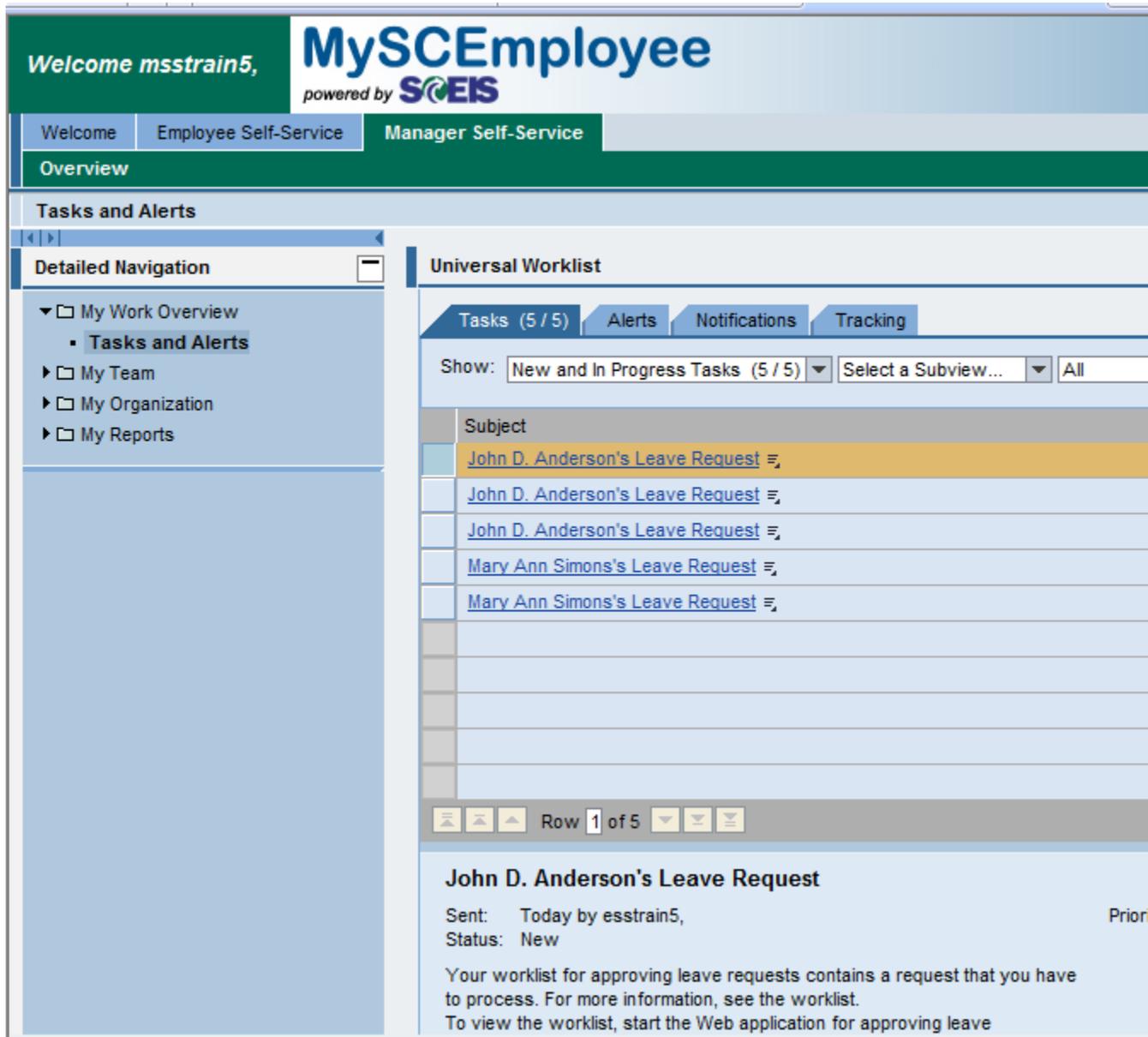
## Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities at the fingertips of state employees can, among other activities, enter and submit time for manager approval, access pay information, submit leave requests, 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 (ESS) (or 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 



Welcome msstrain5, **MySCEmployee**  
powered by SCEIS

Welcome Employee Self-Service **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
  - Tasks and Alerts**
- My Team
- My Organization
- My Reports

Universal Worklist

Tasks (5 / 5) Alerts Notifications Tracking

Show: New and In Progress Tasks (5 / 5) Select a Subview... All

Subject
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">Mary Ann Simons's Leave Request</a>
<a href="#">Mary Ann Simons's Leave Request</a>

Row 1 of 5

**John D. Anderson's Leave Request**

Sent: Today by esstrain5, Prior  
Status: New

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.  
To view the worklist, start the Web application for approving leave



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 **Reporting** page by expanding the folders down the tree structure: *My Reports--> Reporting*



The screenshot shows a web interface for 'Reporting'. On the left is a 'Detailed Navigation' menu with the following items: 'My Work Overview' (with sub-item 'Tasks and Alerts'), 'My Team', 'My Organization', and 'My Reports' (with sub-item 'Reporting'). The 'Reporting' sub-item is highlighted. On the right, the main content area is titled 'MANAGER SELF-SERVICE REPORTS'. It contains two sections: 'Queries' with a link 'Display Working Time and Approved Leave Report', and 'Time Management' with a link 'Employee Work Schedule'.



The reports can be sorted by Category. To sort by category, select from the drop-down: Select a Report of Category:  . |<EON>|

7. Click  .

The screenshot shows the MySCEmployee web application. The header includes the text "Welcome msstrain5," and "MySCEmployee powered by SCEIS". The navigation tabs are "Welcome", "Employee Self-Service", and "Manager Self-Service". The "Reporting" section is active, showing a progress bar with three steps: 1. Select Report, 2. Define Selection Criteria, and 3. Report Results. Below the progress bar, there are input fields for "Period" (set to "Today") and "Date" (set to "10/9/2009"). A "Selection:" dropdown is set to "Direct Reports". Below this is a table with columns "Employee" and "ID", and a "Filter On" button. The table contains five rows of employee data. At the bottom of the table, it says "Row 1 of 5". There are also "Previous Step" and "Report Result" buttons.

Employee	ID	
Michelle S. Dickerson	00008895	P
John D. Anderson	00008896	P
Mary Ann Simons	00008897	P
William J. Salvatore	00008898	P
Theodore Moore	00001131	P

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

Field	R/O/C	Description
Period	R	From the drop-down, select a reporting period for which the data should be displayed. The available options are: <ul style="list-style-type: none"> <li>• Today</li> <li>• Current Month</li> <li>• Current Year</li> <li>• All</li> <li>• Past (Until Today)</li> </ul>

- Future (From Today)
- Key Date
- Other Period

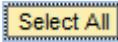
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Selection	R	From the drop-down, select the group of employees you want to report on. For example, your Direct Reports are all your employees in your Org Unit (i.e. department). All Employees would also include the employees in the lower-level org unit.
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### Employee Section:

- To report on a specific employee (or employees), select the line item(s) in the table.
- To report on all employees in the list, click .
- To deselect the employees and reselect, click .|<EON>|

9. Define the reporting selection criteria, then click .

A new browser window will open with the reporting results:

**Launchpad for Reports**

## Personal work schedule

Key date: 12/10/2013

	Pers.No.	Name	Date	Day	DWS	Daily WS text	PIHrs	Personal WS	Des
	10006984	Virgina Freda Dye	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10007019	Fran Larissa Gillis	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10007054	Olive Ora Elam	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10007059	Jung Maryjane Wilder	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10007064	Lee Gavin O'Connor	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10066917	Wendell Augustine Hodges	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10070753	Callie Tracy Paulson	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10073865	Pamela Renita Chang	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10077239	Ethel Stout	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7
	10077347	Robbin Daugherty	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x7

- To close window with reporting results, click the (red X)  in the upper-right portion of the screen.

You will be returned to the main Reporting screen:

Launchpad for Reports

Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Total Print F

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10007059	Jung Maryjane Wilder	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x
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10077347	Robbin Daugherty	12/10/2013	TU	75D1	7.5hr Day Shift	7.50	DRG1	5x

11. Perform one of the following:

If	Then
You want to re-run the same report, but change the selection criteria (e.g. date range or employee selection)	Click <a href="#">Change selection criteria.</a>
You want to go back to the list of reports and select another one to run.	Click <a href="#">Select another report</a>

**Results**

You executed MSS reports for basic employee information or time management.

**Comments**

None.