

When to Use This Business Process Procedure

Functional Area(s)

Employee Self-Service

Transaction Code

ESS

Roles

Employee

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Voluntary Deductions (Recurring)** service is located in the 'My Pay' workset in ESS. Employees will use this service to initiate (and maintain) their own recurring deductions, such as charities, membership dues, credit unions, and private insurance policy premiums.

Insurance Policies maintained in this service are not part of the State's benefits package (i.e. a state group plan). These are private policies between the employee and the insurance company. The State is only assisting with sending the payment. Before maintaining an insurance deduction in ESS, it is assumed that the employee has already contacted an agent from the insurance company. The agent will advise the employee on the amount to be entered for deduction.

NOTES:

- Deductions maintained in this service will be deducted from each paycheck (until the employee stops the deduction). If you want to make a one-time only contribution (e.g. to a charity), use the Voluntary Deductions One-Time service.
- When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period. For example, if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.

Trigger

Use this service in Employee Self-Service (ESS) to maintain recurring deductions.

Prerequisites

- A MySCEmployee portal user ID.
- ESS 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 ESS 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

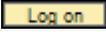
For immediate assistance, contact the Service Desk at (803) 896-0001 or click here to submit an online request.

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

Field	R/O Description /C
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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.



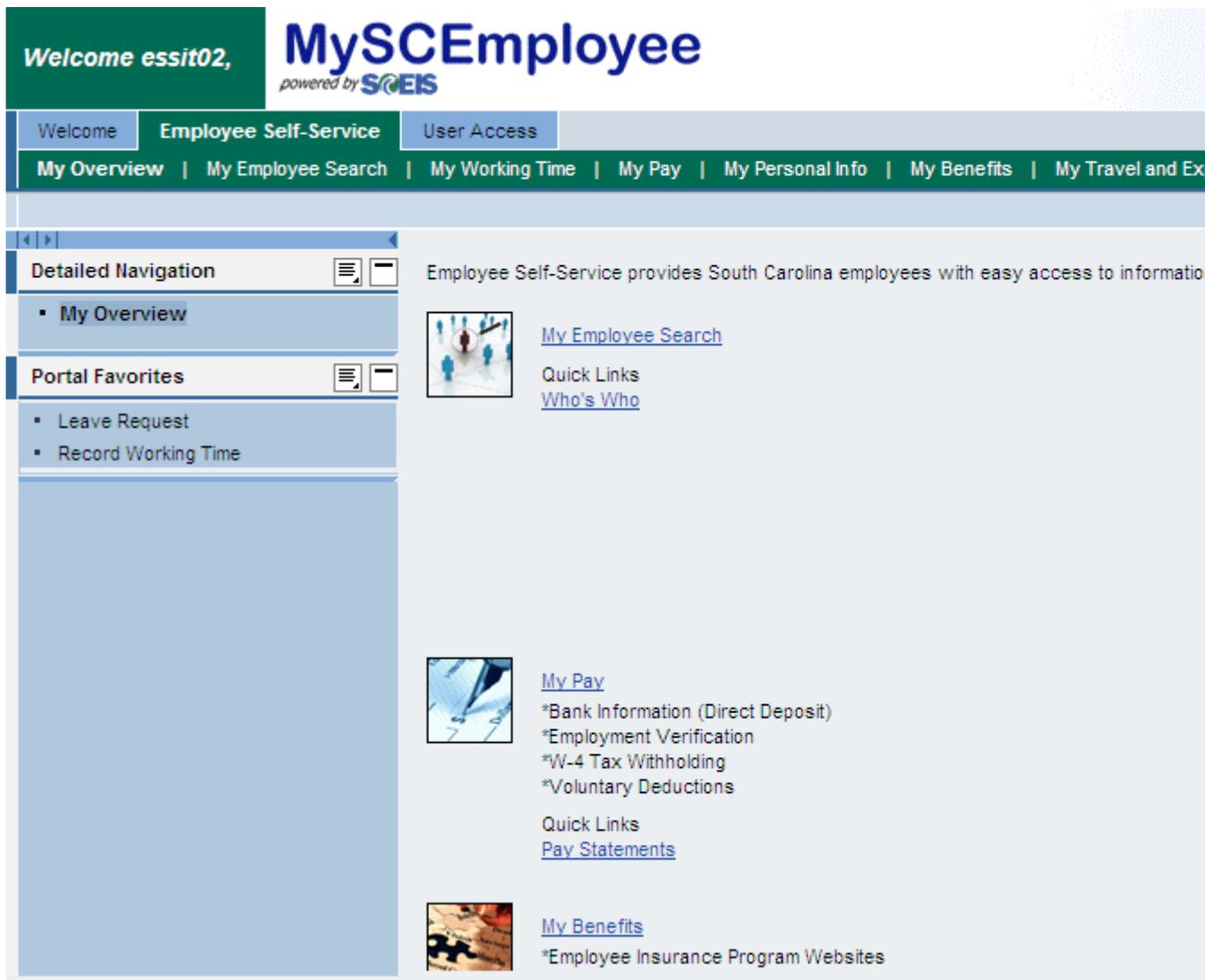
When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

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

The screenshot shows the MySCEmployee portal interface. At the top left, there is a green banner with the text "Welcome essit02," and the MySCEmployee logo, which includes the text "powered by SCEIS". Below this banner is a navigation bar with three tabs: "Welcome", "Employee Self-Service", and "User Access". The "Employee Self-Service" tab is currently selected. Below the navigation bar is a green bar with the text "Alerts and Information | Universal Worklist". On the left side, there is a "Portal Favorites" section with a list of links: "Leave Request" and "Record Working Time". The main content area on the right has a blue header with the text "Welcome to MySCEmployee". Below this header is a paragraph of text: "MySCEmployee is the place where state employees can manage their profile with the State. Employees can view their pay statements, make leave requests, and contact information from any computer with an internet connection. MySCEmployee is a convenient tool." Below this paragraph is a section titled "MySCEmployee Updates" with a list of four bullet points: "MySCEmployee System Availability: Payroll processing has moved from SAP to Employee Self Service and Manager Self Service.", "Important Payroll Information: With the end of the year rapid roll being made for the January 1 payroll. Employees are encouraged to review the Checklist.", "MySCEmployee Password: Due to an SAP technical issue, the password has changed. Please follow these instructions to change your password before logging out of MySCEmployee before changing your password.", and "If you have not taken the Employee Self Service overview course as possible. The overview course, along with other MySCEmployee courses, is available on the MySCEmployee portal."

5. Click the Employee Self-Services tab

Employee Self-Service

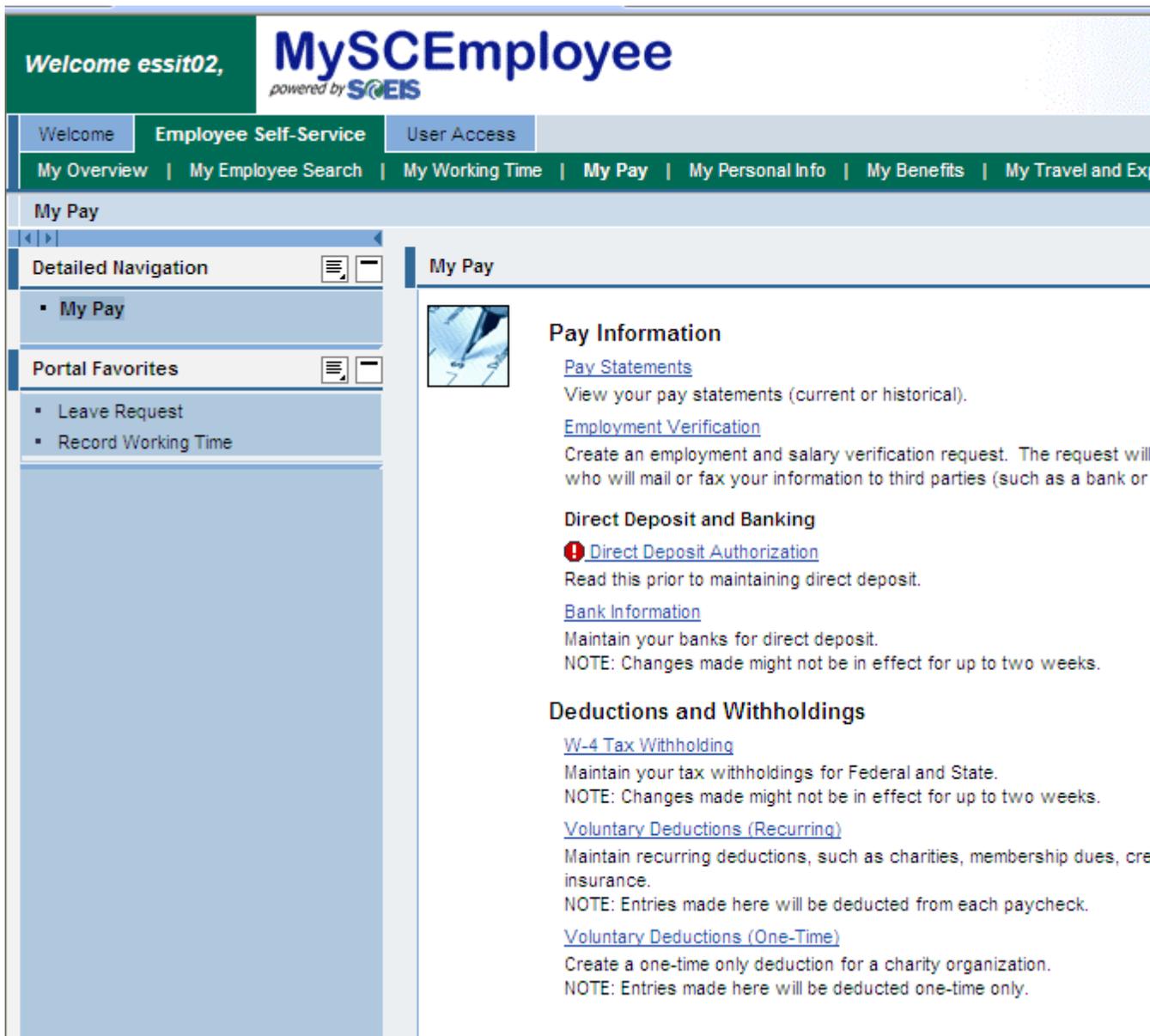


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

- Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
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	<p>Select the workset TAB. The workset tabs are located below the main ESS tab.</p>
	<p>Click the ICON for the workset.</p>
	<p>Click the main LINK for the workset.</p>



Welcome essit02, MySCEmployee
powered by SCEIS

Navigation: Welcome | **Employee Self-Service** | User Access

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Exp

My Pay

Detailed Navigation: My Pay

Portal Favorites: Leave Request, Record Working Time

My Pay

Pay Information

- [Pay Statements](#)
View your pay statements (current or historical).
- [Employment Verification](#)
Create an employment and salary verification request. The request will be processed by HR who will mail or fax your information to third parties (such as a bank or lender).
- 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.

Deductions and Withholdings

- [W-4 Tax Withholding](#)
Maintain your tax withholdings for Federal and State.
NOTE: Changes made might not be in effect for up to two weeks.
- [Voluntary Deductions \(Recurring\)](#)
Maintain recurring deductions, such as charities, membership dues, credit union insurance.
NOTE: Entries made here will be deducted from each paycheck.
- [Voluntary Deductions \(One-Time\)](#)
Create a one-time only deduction for a charity organization.
NOTE: Entries made here will be deducted one-time only.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Voluntary Deductions (Recurring)** service, click the link [Voluntary Deductions \(Recurring\)](#).

8. Perform one of the following:

To	Go To
Create a NEW Voluntary Deduction.	Step 10
Change an existing Voluntary Deduction.	Step 13
Stop a Voluntary Deduction.	Step 15

9. The overview screen for **Voluntary Deductions (Recurring)** is displayed:

Welcome essit02, MySCEmployee
powered by SCEIS

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

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Exp

Voluntary Deductions (Recurring)

Detailed Navigation

- My Pay

Related Links

- Submit Help Desk Ticket

Portal Favorites

- Leave Request
- Record Working Time

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions				
Deduction Type	Amount Per Paycheck	Start Date	End Date	
2005 -AFLAC	25.00	07/02/2013		
2200 -United Way Assoc of SC	25.00	07/02/2013		

New Edit Stop Deduction

10. Create a New Voluntary Deduction (Recurring)

To create a new Voluntary Deduction click **New**.

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

Field	R/O	Description
Start Date	R	<p>From the drop-down, select a start date for the deduction to begin. The drop-down will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10).</p> <p>Note: When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period.</p> <p>Example: if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.</p>
Deduction Type	R	From the drop-down, select a the deduction to be made (for

example, the charity name, credit union name, insurance company name*, etc.).

* See below note for insurance companies.

Deduction Amount	R	Enter the amount you would like deducted. The amount defined here will be deducted from your paycheck each pay period (unless you make changes or stop the deduction in ESS).
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Note: Insurance Policies maintained in this service are not part of the State's benefits package (i.e. a state group plan). These are private policies between the employee and the insurance company. The State is only assisting with sending the payment. Before maintaining an insurance deduction in ESS, it is assumed that the employee has already contacted an agent from the insurance company. The agent will advise the employee on the amount to be entered for deduction.

12. Enter the Voluntary Deduction information and click Save.

Voluntary Deductions (Recurring)

➔ 1 — 2 ➔

Overview Edit

Recurring Voluntary Deductions				
Deduction Type	Amount Per Paycheck	Start Date	End Date	
2005 -AFLAC	25.00	07/02/2013		
2200 -United Way Assoc of SC	25.00	07/02/2013		
2210 -SC Troopers Association	10.00	07/17/2013		

New
 Edit
 Stop Deduction



The Overview table displays all Voluntary Deductions (Recurring), indicated with no End Date. Any historical records will always have an end date and will also be displayed in the Overview table.

13. Change an Existing Voluntary Deduction (Recurring)

To make changes to an existing Voluntary Deduction, select the record from the Overview table and click **Edit**.

The screenshot shows the 'Voluntary Deductions (Recurring)' form. At the top, there are two tabs: 'Overview' (labeled '1') and 'Edit' (labeled '2'). The 'Edit' tab is active. Below the tabs, the form contains the following fields:

- Start Date: 07/17/2013 (with a dropdown arrow)
- Deduction Type: 2005 -AFLAC (with a dropdown arrow)
- Deduction Amount: 20.00

At the bottom of the form, there are three buttons: 'Previous Step', 'Save', and 'Exit'.



Make the applicable changes (such as the Deduction Amount, etc.). **Start Date (drop-down)**: For changes, the effective date will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10).

14. Enter the Voluntary Deduction changes and click **Save**.

Voluntary Deductions (Recurring)


1
2


Overview Edit

Recurring Voluntary Deductions				
	Deduction Type	Amount Per Paycheck	Start Date	End Date
	2005 -AFLAC	25.00	07/02/2013	07/16/2013
	2005 -AFLAC	20.00	07/17/2013	
	2200 -United Way Assoc of SC	25.00	07/02/2013	
	2210 -SC Troopers Association	10.00	07/17/2013	

New Edit Stop Deduction



Note: The changed record is displayed in the Overview table as new 'active' record (no End Date). The history of the changes is displayed as a separate line item with an End Date.

15. Stop a Voluntary Deduction

To Stop a recurring deduction, select the record from the Overview table and click

Stop Deduction

Voluntary Deductions (Recurring)

➔ **1** — **2** ➔
Overview Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
2005 -AFLAC	25.00	07/02/2013	07/16/2013
2005 -AFLAC	20.00	07/17/2013	
2200 -United Way Assoc of SC	25.00	07/02/2013	
2210 -SC Troopers Association	10.00	07/17/2013	

New **Edit** **Stop Deduction**

15.1. The following pop-up window will open:

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions	
Deduction Type	Amount Per
2005 -AFLAC	
2005 -AFLAC	
2200 -United Way Assoc of SC	
2210 -SC Troopers Association	

New Edit Stop Deduction

Stop Deduction?

 You have selected to stop deductions. Depending on the timing of your request, your deduction will stop on the next possible pay cycle. Click Yes to stop deductions.

Yes No



- Click **Yes** to continue and Stop the Deduction.
- Click **No** to go back to the overview table. No changes will be made.

16. For the purpose of this exercise, click **Yes** to stop the deduction.

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
2005 -AFLAC	25.00	07/02/2013	07/16/2013
2005 -AFLAC	20.00	07/17/2013	
2210 -SC Troopers Association	10.00	07/17/2013	

New Edit Stop Deduction

 Note: When stopping a deduction, the record will have an end date that is equal to the last day of the current pay period.

 Note: If you stop a deduction that was recently created, and has not yet been processed through payroll, the record will be deleted entirely (e.g. there will be no history on the Overview table).

Results

You maintained a voluntary deduction (recurring).

Comments

None.