

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 (One-Time)** service is located in the 'My Pay' workset in ESS. Employees will make a one-time contribution to a charity or other organization.
 - NOTE: This service creates a one-time only deduction. If you want to make regular contribution (i.e. each paycheck), use the Voluntary Deductions (Recurring) service.

Trigger

Use this service in Employee Self-Service (ESS) to maintain one-time 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](#)

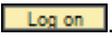
[Self Service Password Reset FAQ](#)

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

3. Click the Log on button .

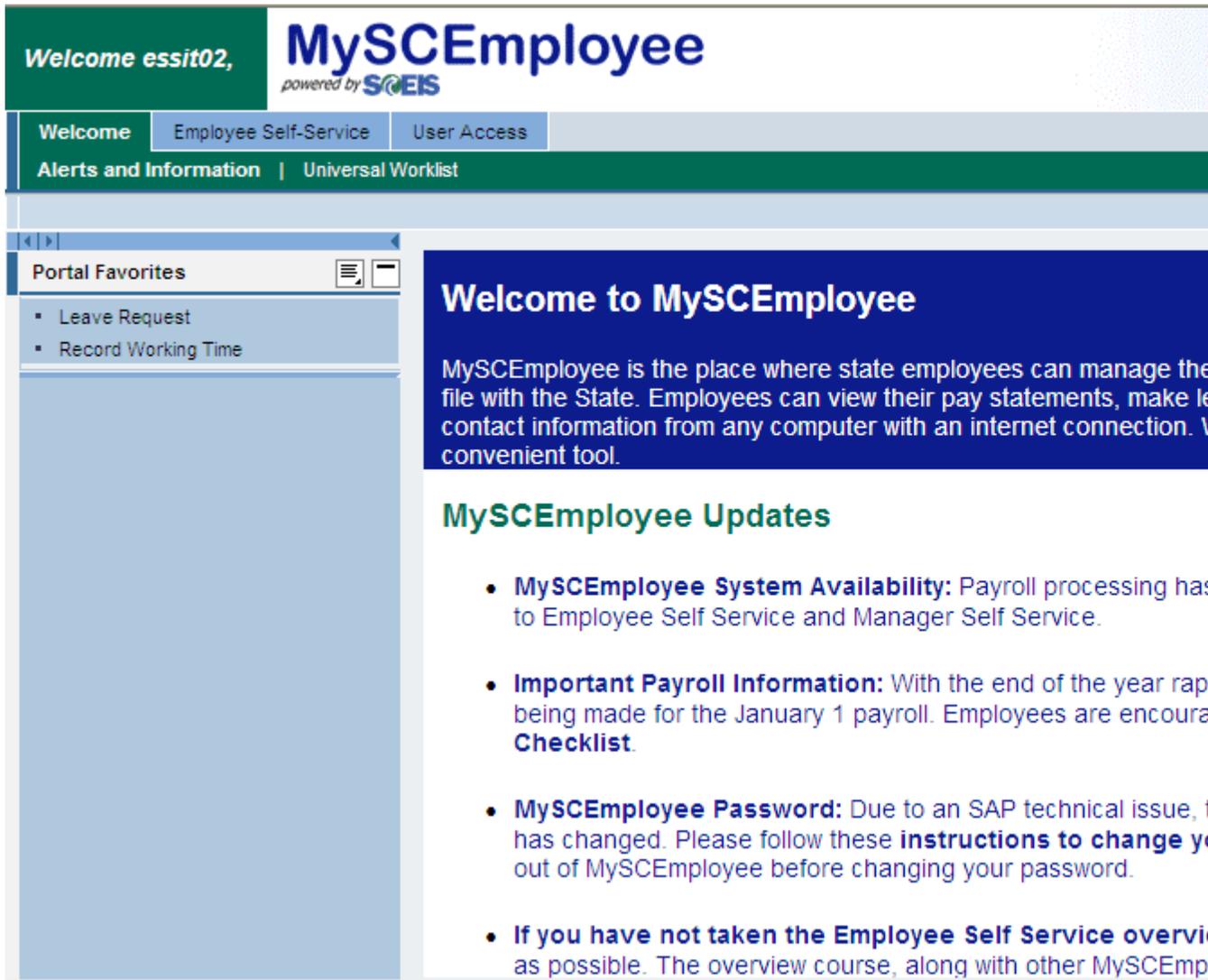


After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



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 to MySCEmployee

MySCEmployee is the place where state employees can manage their files with the State. Employees can view their pay statements, make leave requests, and contact information from any computer with an internet connection. It is a convenient tool.

MySCEmployee Updates

- **MySCEmployee System Availability:** Payroll processing has moved 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** out of MySCEmployee before changing your password.
- **If you have not taken the Employee Self Service overview course** as possible. The overview course, along with other MySCEmployee

5. Click the Employee Self-Services tab

Employee Self-Service

The screenshot displays the MySCEmployee portal interface. At the top left, it says "Welcome essit02," followed by the "MySCEmployee" logo, which includes the text "powered by SCEIS". Below the logo is a navigation bar with three tabs: "Welcome", "Employee Self-Service" (which is highlighted), and "User Access". Underneath this bar is a secondary navigation menu with links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", and "My Travel and Ex".

On the left side of the main content area, there are two expandable sections: "Detailed Navigation" containing a link to "My Overview", and "Portal Favorites" containing links to "Leave Request" and "Record Working Time".

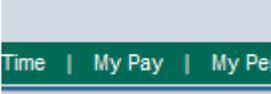
The main content area features a heading: "Employee Self-Service provides South Carolina employees with easy access to information". Below this heading are three main sections, each with an icon and a list of links:

- My Employee Search** (icon of people):
 - Quick Links
 - [Who's Who](#)
- My Pay** (icon of a document with a pen):
 - *Bank Information (Direct Deposit)
 - *Employment Verification
 - *W-4 Tax Withholding
 - *Voluntary Deductions
 - Quick Links
 - [Pay Statements](#)
- My Benefits** (icon of a hand holding a coin):
 - *Employee Insurance Program Websites



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.).

6. 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
	Select the workset TAB. The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.

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

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.



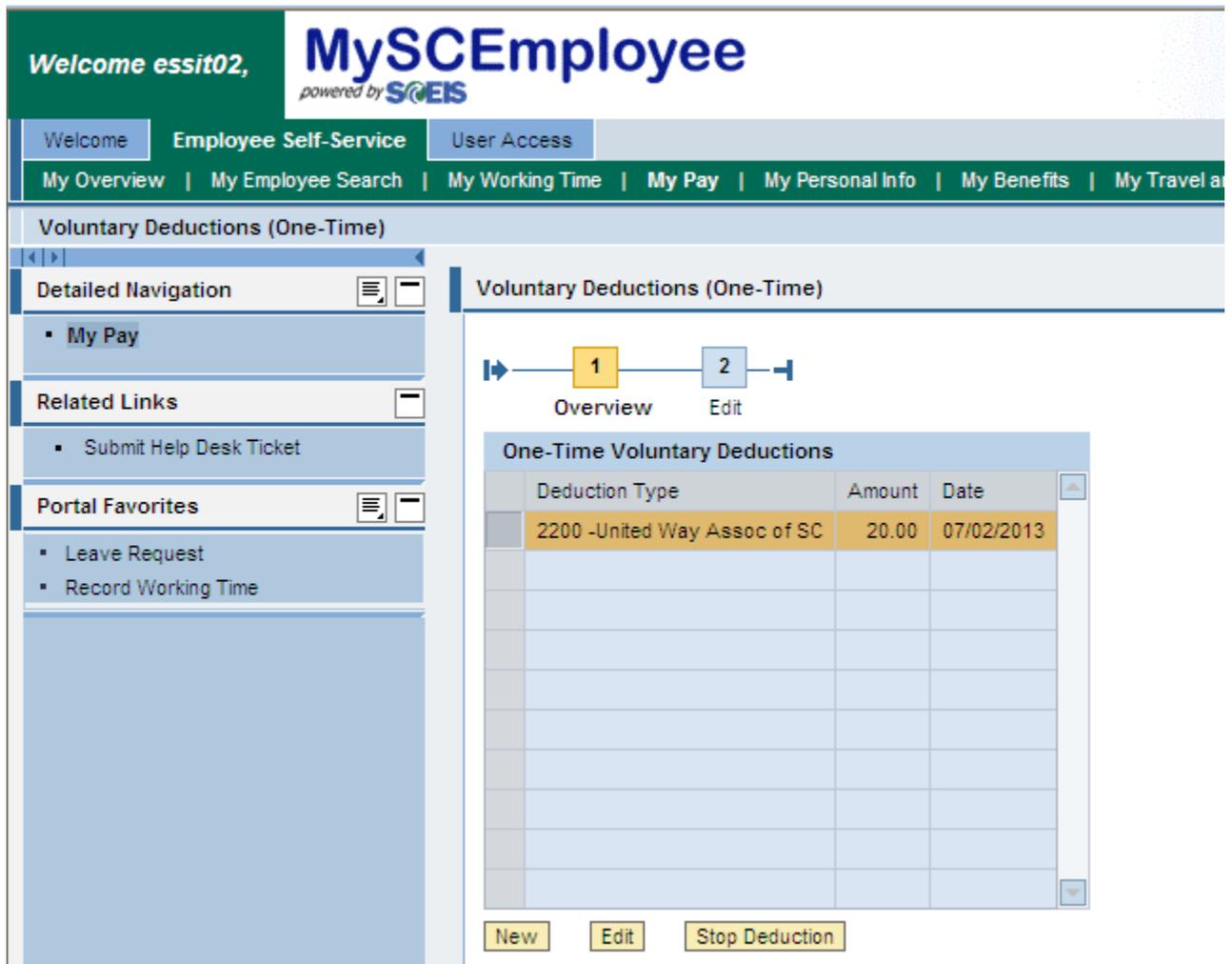
The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

- To go to the **Voluntary Deductions (One-Time)** service, click the link [Voluntary Deductions \(One-Time\)](#).

8. Perform one of the following:

To	Go To
Create a NEW Voluntary Deduction (One-Time).	Step 10
Change an existing Voluntary Deduction (One-Time).	Step 13
Stop a Voluntary Deduction (One-Time).	Step 15

9. The overview screen for **Voluntary Deductions (One-Time)** is displayed:



10. **Create a New Voluntary Deduction (One-Time)**

To create a new Voluntary Deduction click .

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

Field	R/O/C	Description
Start Date	R	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). Note: This a one-time only deduction. The date represents what pay period the employee will see the one-time deduction in their paycheck.
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.

12. Enter the Voluntary Deduction information and click .

Voluntary Deductions (One-Time)

➔ 1 Overview 2 Edit

One-Time Voluntary Deductions			
Deduction Type	Amount	Date	
2200 -United Way Assoc of SC	20.00	07/02/2013	
2202 -Friends of State Museum	25.00	07/17/2013	

New Edit Stop Deduction



The Overview table displays all Voluntary Deductions (One-Time), including historical.

13. Change an Existing Voluntary Deduction (One-Time)

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

Voluntary Deductions (One-Time)

1 Overview 2 Edit

Start Date: 07/17/2013

Deduction Type: 2200 -United Way Assoc of SC

Deduction Amount: 50.00

Previous Step Save Exit



Note: Changes can be made ONLY if the deduction has not already been processed through payroll. Historical records cannot be changed. The system will issue an error message if the record has already been processed through payroll.

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

Voluntary Deductions (One-Time)

1 Overview 2 Edit

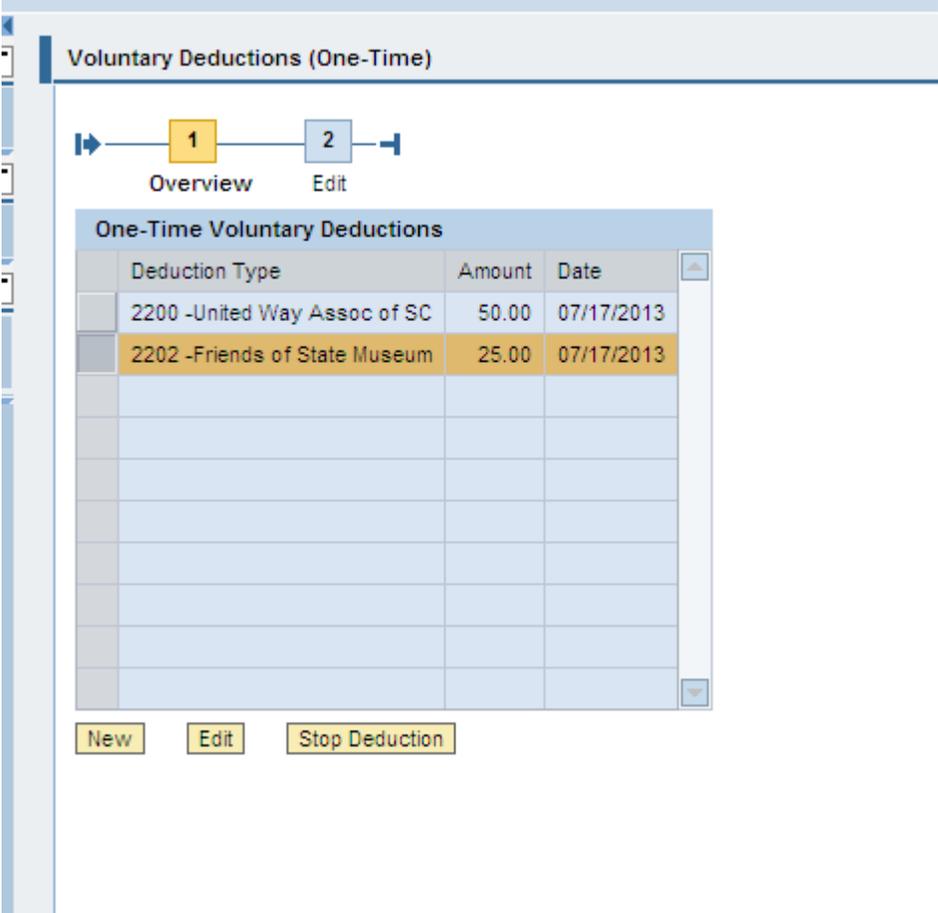
Deduction Type	Amount	Date
2200 -United Way Assoc of SC	50.00	07/17/2013
2202 -Friends of State Museum	25.00	07/17/2013

New Edit Stop Deduction

15. Stop a Voluntary Deduction

You can ONLY stop a deduction if it has not already been processed through payroll. Historical records cannot be stopped. The system will issue an error message if the record has already been processed through payroll.

To Stop a One-Time, select the record from the Overview table and click **Stop Deduction**.



15.1. The following pop-up window will open:

The screenshot shows a web application interface for 'Voluntary Deductions (One-Time)'. At the top, there are two tabs: '1 Overview' and '2 Edit'. Below the tabs is a table titled 'One-Time Voluntary Deductions' with columns for 'Deduction Type', 'Amount', and 'Date'. The table contains two rows: '2200 -United Way Assoc of SC' with an amount of 50.00 and date 07, and '2202 -Friends of State Museum' with an amount of 25.00 and date 07. Below the table are buttons for 'New', 'Edit', and 'Stop Deduction'. A dialog box titled 'Stop Deduction?' is overlaid on the right side of the screen. The dialog box contains a question mark icon and the following text: '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.' At the bottom of the dialog box are 'Yes' and 'No' buttons.

Deduction Type	Amount	Date
2200 -United Way Assoc of SC	50.00	07
2202 -Friends of State Museum	25.00	07



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

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

Voluntary Deductions (One-Time)

1 Overview 2 Edit

One-Time Voluntary Deductions			
Deduction Type	Amount	Date	
2200 -United Way Assoc of SC	50.00	07/17/2013	

New Edit Stop Deduction

 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 (one-time).

Comments

None.