MySCEmployee

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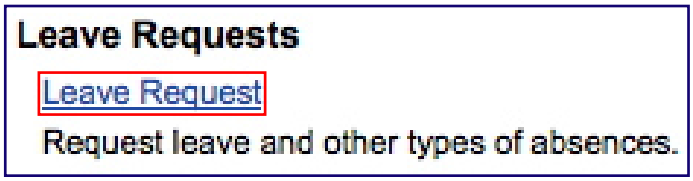
Submitting Leave Requests

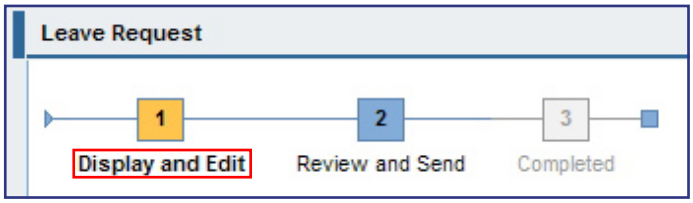
In the My Working Time area, among other things, employees will be able to request leave, such as annual leave and comp time and to record sick time taken. Managers will approve leave requests in Manager Self Service.

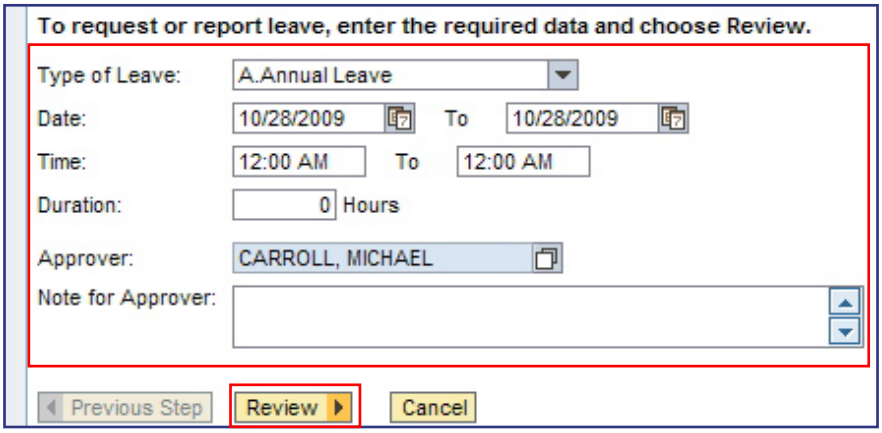
1. **Log into MySCEmployee at https://myscemployee.sc.gov, click the Employee Self Service tab (Employee Self-Service), then select My Working Time from the submenu or from the body of the overview page.**

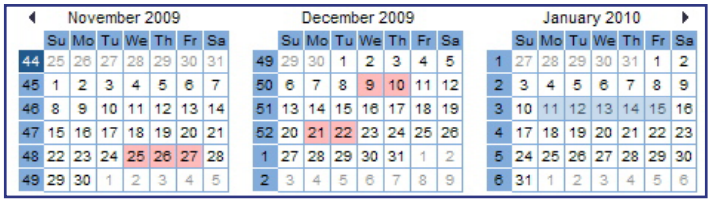
2. **Click the Leave Request link to begin the leave submission process.**



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 submiting for manager approval.**

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.**