

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, Manager Self-Service (MSS), My Work Overview, Tasks and Alerts, Reminder of Dates

Transaction Code

MYSCEmployee MSS

Roles

Managers (or 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.

- **Reminder of Dates** is located on the main *My Work Overview-->Tasks and Alerts* default page in MSS.
- Managers will use the Reminder of Dates to monitor upcoming important dates and reminders for his/her employees.
- The following reminders are displayed:
 - Tasks - Such as: Career Eligibility, EPMS Review Date, FMLA End Date, Military Leave Exp, Trial Period End, etc.
 - Birthdays - Day and Month only (not year or age)
 - Anniversary Dates - Anniversary with the State (1, 5,10, 15, 20, etc.).

This service in MSS is for display only -- Managers cannot change this information or create new reminders or tasks. The information displayed in this service is how it appears in the State's HR system of record. Therefore, if any of this data is incorrect, it is imperative that the Manager contacts their HR Department to initiate the necessary corrections.

Trigger

Use this service in Manager Self-Service (MSS) to display important dates and reminders.

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

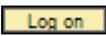
STATE INFORMATION TECHNOLOGY
BICB
SC BUDGET AND CONTROL BOARD

| [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.

The screenshot shows the MySCEmployee portal interface. At the top left, a green banner says "Welcome msstrain5,". To its right is the "MySCEmployee" logo, with "powered by SCEIS" underneath. Below the logo is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "Manager Self-Service". A secondary bar contains "Alerts and Information" and "Universal Worklist". The main content area has a blue header with "Welcome to MySCEmployee" and a paragraph describing the system's purpose. Below this is a "News Of Interest" section with three bullet points.

Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities state employees can, among other activities, enter and submit time for manager approval, access pay 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 (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 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.

- Click the **Manager Self-Service** tab Manager Self-Service. The reminder of dates view will display on the main screen. Go to step

The screenshot shows the MSSIT03 Manager Self-Service interface. The top navigation bar includes 'Welcome', 'Employee Self-Service', 'Manager Self-Service' (highlighted), 'User Access', and 'Employee Self Service'. The left sidebar contains 'Detailed Navigation' with 'Tasks and Alerts' selected, 'Related Links' with 'Submit Help Desk Ticket', and 'Portal Favorites' with 'Approve Leave Requests' and 'Tasks and Alerts'. The main content area is titled 'Reminder of Dates' and displays 'December 2013 Dates/Task for All Employees' in a table:

Date	Event	Name
12/2/2013	EPMS Review Date	Adela Rae Maurer
12/2/2013	Probation Period End	Adela Rae Maurer
12/14/2013	Date of Birth	Daniela Jena Schumacher

Below the table is a pagination control showing 'Row 1 of 3' and 'Display Month' with 'Previous' and 'Next' links. Below this is the 'Universal Worklist' section, which includes a warning about substitution, 'Work On' options (My Items, Items on Behalf Of, All Items), and tabs for 'Tasks (14 / 17)', 'Alerts', 'Notifications', and 'Tracking'. The 'Show' dropdown is set to 'New and In Progress Tasks (14 / 17)' and 'All'. The worklist items include 'Gayla Gabriela Hastings's Leave Request' and 'Approval of Working Times'.



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



Reminders for the current month display will default. To display other months, use the links to scroll: Display Month Previous | Next |<EON>

- 5.1. To view the details of a particular event, click link in the 'Event' column.

Monitoring of Tasks			
Monitoring of Tasks			
Name:		Dickerson S. Michelle	
Status	Date	Reminder	Task
New task	9/26/2009	9/26/2009	Career Eligibility
<div style="text-align: center;"> ⏪ ⏩ ⏴ Row 1 of 1 ⏵ ⏶ ⏷ </div>			
Data from 9/26/2009 to 9/26/2009			

- 5.2. To view the master data of a particular employee, click a link in the 'Name' column.

General Data			
General Data			
Dickerson S. Michelle 00008895			
Contract Data		Communication Data	
Contract Text:	Covered	E-Mail Address:	SCEIS_NOTIF@SCEIS.SC.GOV
Start Date:	1/1/2009	Office:	
Cap.Util.Lvl:	100	Telephone:	803-832-1901
Organizational Assignment Organizational Assignments		Personnel Structure	
Org. Unit:	AGRICULTURAL SERVICES DIVISION	Personnel Area:	DEPARTMENT OF AGRICULTURE
Position:	PROGRAM COORDINATOR II	Pers. Subarea:	ADM-ADM/PG MGMT
Cost Center:	COMMISSIONER'S OFFIC	EE Group:	CLASSIFIED FTE
Payroll Area:	SC Semi-monthly	EE Subgroup:	FT-EX W/INS & LV

Results

You have displayed important dates and reminders for your employees.

Comments

None.