

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 **Quota Overview** service is located in the 'My Working Time' workset in ESS. Employees can use this service to monitor their quota entitlements and to plan time off.

The following two balances are displayed:

- **Entitlement** - The entitlement balance shows the amount the employee has accrued so far.
- **Remainder** - The remainder balance shows the current balance (Entitlement minus used).

Trigger

Use this service in Employee Self-Service (ESS) to display your leave (quota) balances.

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
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, it says "Welcome essit02," followed by the "MySCEmployee" logo, which includes the text "powered by SCEIS". Below the logo is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". Underneath this is a green bar with "Alerts and Information" and "Universal Worklist". On the left side, there is a "Portal Favorites" section with a list containing "Leave Request" and "Record Working Time". The main content area on the right has a blue header that says "Welcome to MySCEmployee" and a paragraph of introductory text. Below this is a section titled "MySCEmployee Updates" with a bulleted list of four items: "MySCEmployee System Availability", "Important Payroll Information", "MySCEmployee Password", and "If you have not taken the Employee Self Service overview".

Welcome essit02, **MySCEmployee**
powered by SCEIS

Welcome Employee Self-Service User Access

Alerts and Information | Universal Worklist

Portal Favorites

- Leave Request
- Record Working Time

Welcome to MySCEmployee

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.

MySCEmployee Updates

- 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** 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

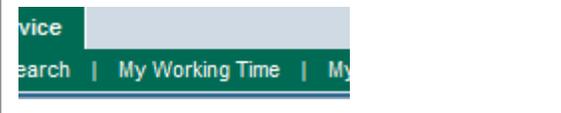
Employee Self-Service

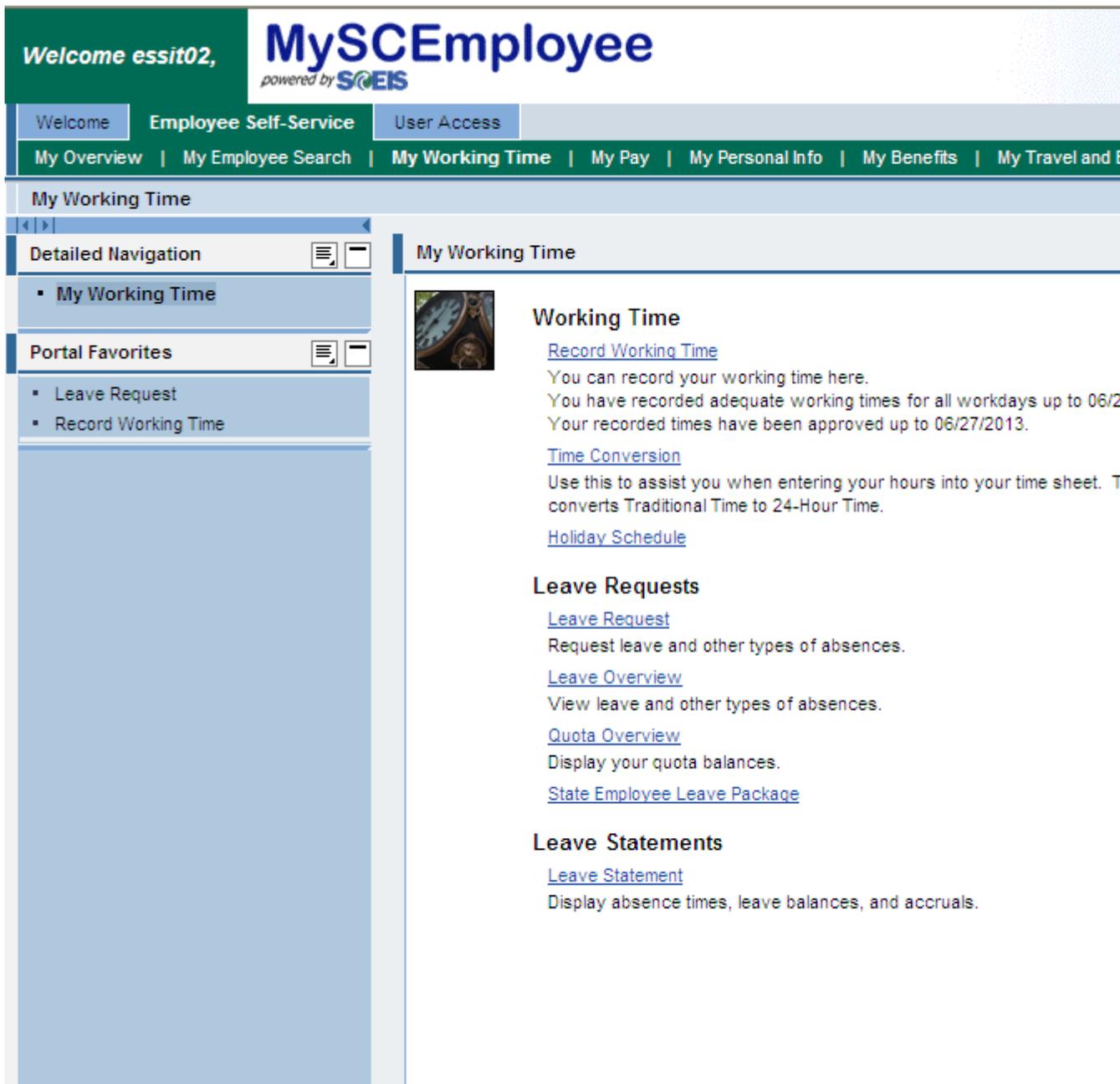


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

- 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
----------	-------

	<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>



The screenshot shows the MySCEmployee portal interface. At the top, there is a green header with the text "Welcome essit02, MySCEmployee powered by SCEIS". Below this is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". Under "Employee Self-Service", there are links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", and "My Travel and...".

The main content area is titled "My Working Time". On the left, there is a "Detailed Navigation" sidebar with a "My Working Time" link. Below it is a "Portal Favorites" section with links for "Leave Request" and "Record Working Time".

The main content area contains the following sections:

- Working Time**: Includes links for "Record Working Time" (with a description: "You can record your working time here. You have recorded adequate working times for all workdays up to 06/27/2013. Your recorded times have been approved up to 06/27/2013."), "Time Conversion" (description: "Use this to assist you when entering your hours into your time sheet. It converts Traditional Time to 24-Hour Time."), and "Holiday Schedule".
- Leave Requests**: Includes links for "Leave Request" (description: "Request leave and other types of absences."), "Leave Overview" (description: "View leave and other types of absences."), "Quota Overview" (description: "Display your quota balances."), and "State Employee Leave Package".
- Leave Statements**: Includes a link for "Leave Statement" (description: "Display absence times, leave balances, and accruals.>").



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 **Quota Overview** service, click the link [Quota Overview](#).

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

Time Accounts

Detailed Navigation

- My Working Time

Related Links

- Submit Help Desk Ticket
- Help - Quota Overview

Portal Favorites

- Leave Request
- Record Working Time

Time Accounts

Quota Type: All Types

Time Account	Deductible from	Deductible to	Remainder
Annual Leave	12/2/2009	12/31/9999	50.75000 Hours
Sick Leave	12/2/2009	12/31/9999	161.00000 Hours
Comp time	12/26/2009	12/31/9999	2.50000 Hours



The following balances are displayed:

- Remainder** - The remainder balance shows the current balance (Entitlement minus used).



To narrow the display to a specific **Quota Type**, select the quota type from the drop-down and click . Note: The system will default to display 'All Types.'



The balance are defaulted as of the current date. To display balances for another date, enter the date in the '**On Key Date**' field and click .

8. To exit the overview screen and return to the 'My Working Time' area page, click  .

Results

You displayed your leave (quota) balances.

Comments

None.