

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, My Team, Employee Information, Compensation Information

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.
- The **Compensation Information** page is located on the *My Team* workset in MSS.
- Managers will use the **Compensation Information** page to find basic salary information about their employees.
- The General Information page includes the following sections:
 - **Employee Search** - A tool that resides at the top of the screen and is where the manager sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.
 - **General Data** - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.
 - **Salary Data** - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to display the Compensation Information page.

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
B&C
 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.

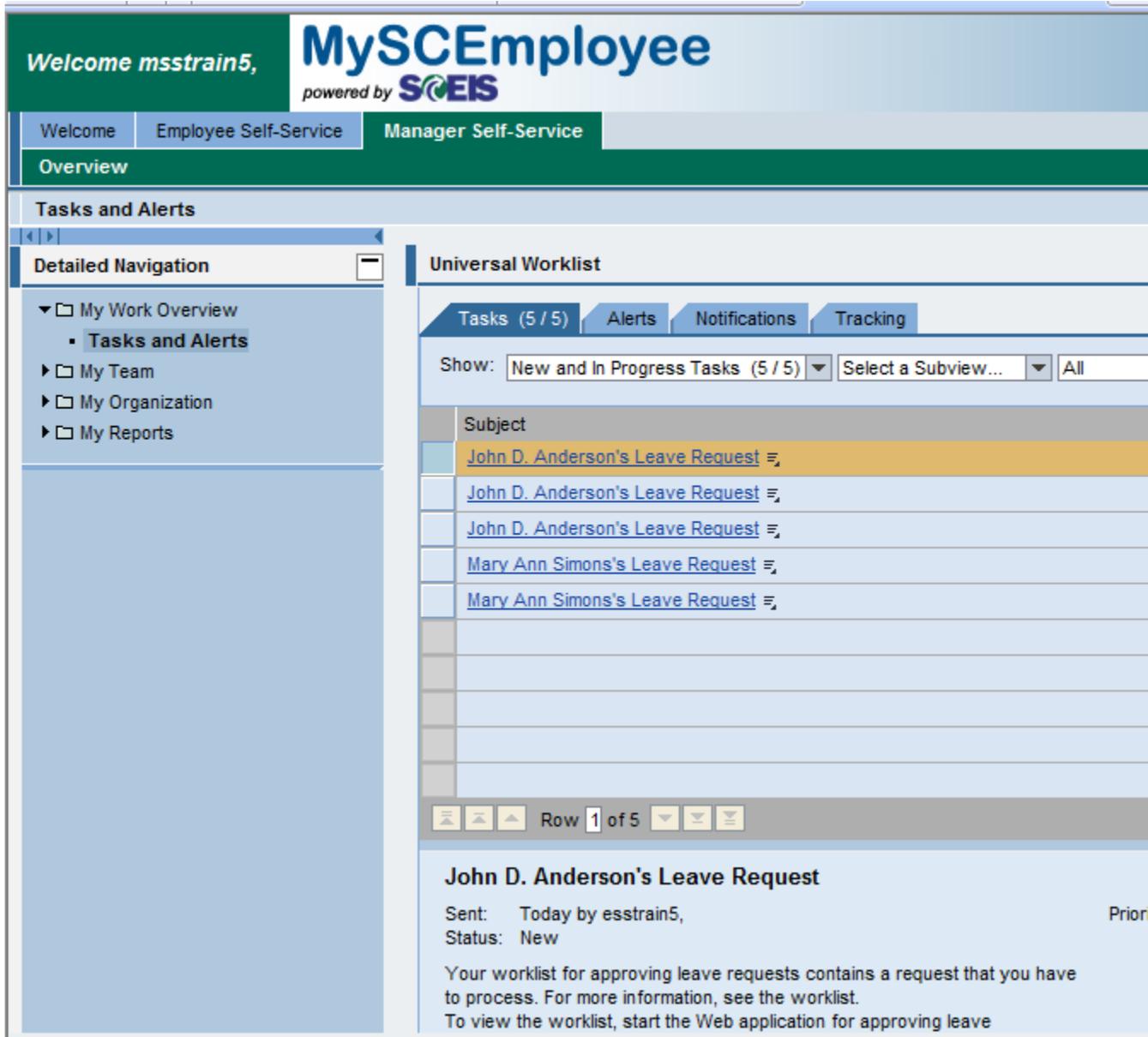


When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

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

The screenshot shows the MySCEmployee portal home page. At the top left, it says "Welcome msstrain5,". The main header features the "MySCEmployee" logo in blue, with "powered by SCEIS" underneath. Below the header is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "Manager Self-Service". Underneath the navigation bar, there are links for "Alerts and Information" and "Universal Worklist". The main content area has a blue background with the heading "Welcome to MySCEmployee". Below this heading, there is a paragraph of text: "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". Below the paragraph is a section titled "News Of Interest" with three bullet points: "• **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 contact information, social security number and date of birth soon after go-live.", and "• **Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not supported."

5. Click the **Manager Self-Service** tab 



Welcome msstrain5, MySCEmployee powered by SCEIS

Welcome Employee Self-Service **Manager Self-Service**

Overview

Tasks and Alerts

Detailed Navigation

- My Work Overview
 - Tasks and Alerts**
- My Team
- My Organization
- My Reports

Universal Worklist

Tasks (5 / 5) Alerts Notifications Tracking

Show: New and In Progress Tasks (5 / 5) Select a Subview... All

Subject
John D. Anderson's Leave Request
John D. Anderson's Leave Request
John D. Anderson's Leave Request
Mary Ann Simons's Leave Request
Mary Ann Simons's Leave Request

Row 1 of 5

John D. Anderson's Leave Request

Sent: Today by esstrain5, Status: New

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.
To view the worklist, start the Web application for approving leave



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

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Compensation Information** page by expanding the folders down the tree structure.



The **Compensation Information** page consists of the following sections:

Employee Search - A tool that resides at the top of the screen and is where the manager sees a list of his/her employees. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.

General Data - Provides the manager with an overview of the selected employee's master data, organizational data, and work contact information.

Salary Data - Displays the selected employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

7. Scroll to the top of the page to use the **Employee Search** tool.

Employee Search

Employee Selection: Direct Reports ▼

Display: Organizational Information ▼

Name	Personnel Number	Manager	Position	Organizational Unit
Michelle S. Dickerson	00008895	Michael M. Carroll	PROGRAM COORDINATOR II	AGRICULTURAL SERVICES DIVISIO
John D. Anderson	00008896	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISIO
Mary Ann Simons	00008897	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISIO
William J. Salvatore	00008898	Michael M. Carroll	ADMINISTRATIVE SPECIALIST	AGRICULTURAL SERVICES DIVISIO
Theodore Moore	00001131	Michael M. Carroll	FIELD SPECIALIST I	POULTRY & EGG DEPARTMENT

Row 1 of 5

Data as of 9



Managers can change the display for the list of employees by selecting the drop-down from the Employee Selection or Display.

- **Employee Selection** - Select 'Direct Reports' to show all directly reporting employees in the manager's org unit. Select 'All Employees' to also include the employees in the lower-level org unit (if applicable).
- **Display** - Select 'Organizational Information' to display the employees' basic data from the org structure. Select 'Employee Data' for minimal employee information.



The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button/function.

8. From the **Employee Search** section, click the link of an employee to display his/her information in the lower sections of the page.
9. Scroll down the page to the **General Data** section of the page:

General Data			
Michelle S. Dickerson 00008895			
General Info.		Communication Data	
Grievance Status:	Covered	Work E-Mail:	SCEIS_NOTIF@SCEIS.SC.GOV
Start Date:	1/1/2009	Work Office:	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

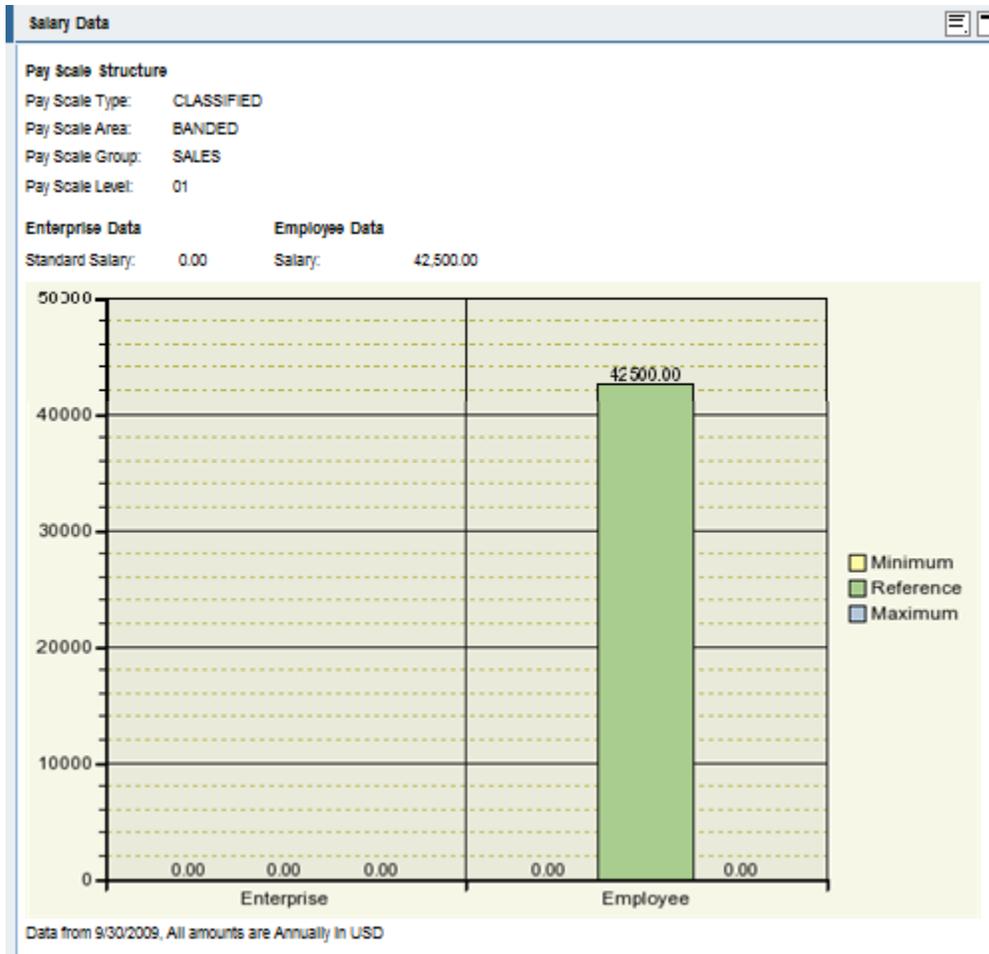


The **General Data** section is divided into four quadrants: General Info, Communication Data (work contact information), Organizational Assignment (position title, department, etc.), and Personnel Structure (Agency and type of employee).

- 9.1. To display an employee's history in the org structure (e.g. previous position, org unit, manager, etc.), click [Organizational Assignments](#).

Organizational Assignment	
Position PROGRAM COORDINATOR IIFrom 1/1/2009	
Organizational Unit:	AGRICULTURAL SERVICES DIVISION
Manager:	Michael M. Carroll
Telephone:	
Room:	
E-Mail:	SCEIS_NOTIF@SCEIS.SC.GOV

10. Scroll to right side of the page to the **Salary Data** section:



The **Salary Data** section displays the employee's annual salary, pay scale information, and where they fall in the salary range for their pay area.

Results

You have displayed the **Compensation Information** page for your employees.

Comments

None.