

## 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 **Personal Data** service is located in the 'My Personal Info' workset in ESS. Employees can use this service to display their own personal data, such as:

- Full Legal Name
- Date of Birth (DOB)
- Gender
- Marital Status
- Language

This service in ESS is for display only -- employees cannot change this information. 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 employee contacts their HR Department to initiate the necessary corrections.

### Trigger

Use this service in Employee Self-Service (ESS) to display your own personal data (e.g. legal name, DOB, and marital status).

### 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](#)

**For immediate assistance, contact the Service Desk at (803) 896-0001 or click here to submit an online request.**

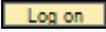
2. As required, complete/review the following fields:

Field	R/O	Description
	/C	

User ID \* R The MySCEmployee Portal  
User ID.

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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, there is a green banner with the text "Welcome essit02," and the MySCEmployee logo, which includes the text "powered by SCEIS". Below this banner is a navigation bar with three tabs: "Welcome", "Employee Self-Service", and "User Access". The "Employee Self-Service" tab is currently selected. Below the navigation bar is a green bar with the text "Alerts and Information | Universal Worklist". On the left side, there is a "Portal Favorites" section with a list of links: "Leave Request" and "Record Working Time". The main content area on the right has a blue header with the text "Welcome to MySCEmployee". Below this header is a paragraph of text: "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. It is a convenient tool." Below this paragraph is a section titled "MySCEmployee Updates" with a list of four bullet points: "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 before logging out of MySCEmployee before changing your password.", and "If you have not taken the Employee Self Service overview course as possible. The overview course, along with other MySCEmployee courses, are available on the MySCEmployee portal."

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
	Select the workset TAB. The workset tabs are located below the main ESS tab.

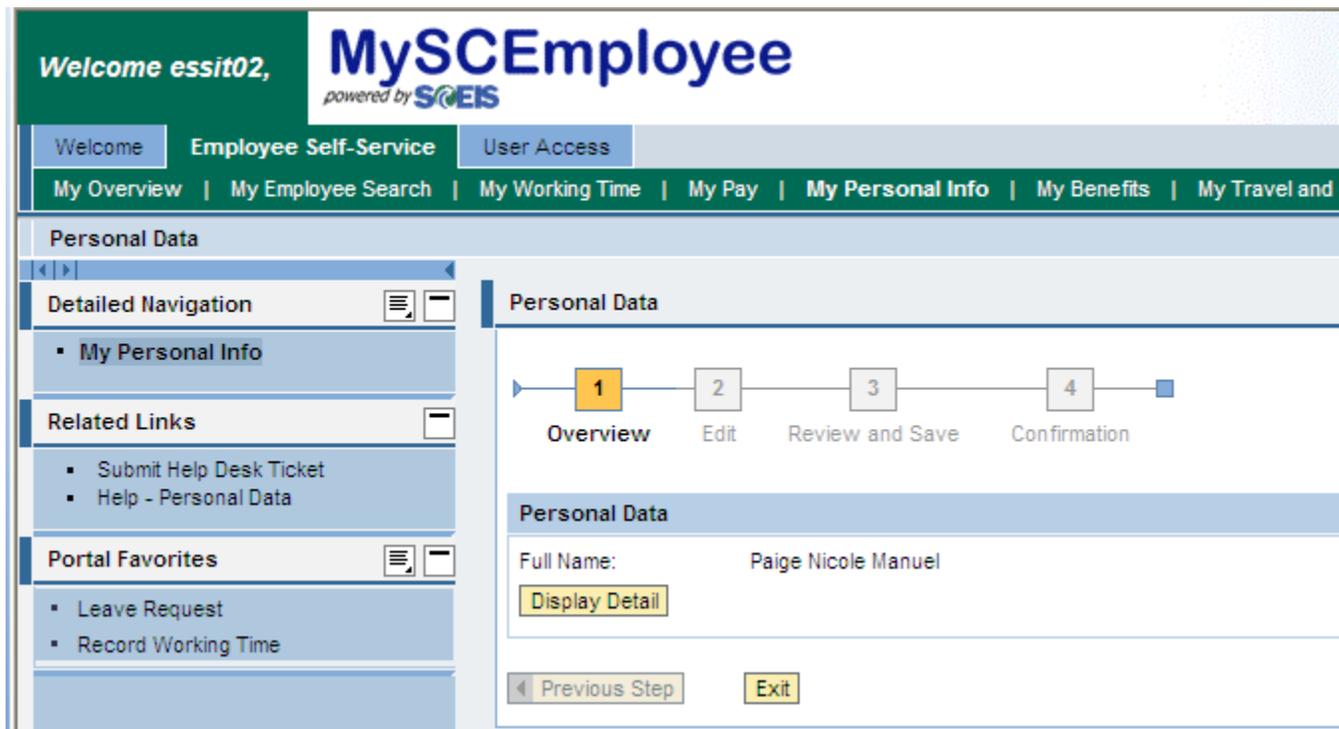
	<p>Click the ICON for the workset.</p>
<p><a href="#">My Personal Info</a></p>	<p>Click the main LINK for the workset.</p>



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 **Personal Data** service, click the link [Personal Data](#) .

8. The overview screen for **Personal Data** is displayed:



9. To display the personal data details, click [Display Detail](#) .



To exit the overview screen and return to the 'My Personal Info' area page, click



. |<EON>|

10. The personal data detail screen is displayed:

**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 E

**Personal Data**

Detailed Navigation

- My Personal Info

Related Links

- Submit Help Desk Ticket
- Help - Personal Data

Portal Favorites

- Leave Request
- Record Working Time

**Personal Data**

1 Overview | 2 **Edit** | 3 Review and Save | 4 Confirmation

**Personal Data**

**Name**

Title: [ ]

First Name: \* Paige

Middle Name: Nicole

Last Name: \* Manuel

Known as: [ ]

Academic Title: [ ]

Suffix: [ ]

**Data at Birth**

Date of Birth: \* 5/18/1970 [ ]

Gender:  Male  Female  Unknown

**Marital Status**

Marital Status: [ ]

**Other Personal Data**

Language: English [ ]

◀ Previous Step | Exit



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**11.** Perform one of the following:

<b>If</b>	<b>Then</b>
You want to go back to the Personal Data overview screen.	Click 
You want to exit the Personal Data detail screen and return to the 'My Personal Info' area page.	Click 

## Results

You displayed your personal data and validated it for accuracy.

**Comments**

None.