

## When to Use This Business Process Procedure

### Functional Area(s)

Employee Self-Service

### Transaction Code

Employee Self-Service (ESS)

### Roles

Employee

### Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Addresses and Emergency Contact Information** service is located in the 'My Personal Info' workset in ESS. Employees can use this service to set up (or change) the

following address types:

- Permanent Residence - The employee's main address. Employees must have a Permanent Residence for payroll purposes and can only have one active record at a time. Note: If an employee has a change to this address, they must also update their address with the Employee Insurance Program (EIP). The EIP website can be located on the 'My Benefits' area page.
- Emergency Contacts - The employee's emergency contact(s) and address/phone information. Employees can have up to three emergency contacts.
- Mailing Address - The employee can use this if their mail should go to an address that is different from the Permanent Residence. If used, employees can only have one active record at a time.
- Temporary Residence - The employee can use this if they have another residence that should serve as their main permanent residence for only a brief period. If used, employees can only have one active record at a time.

### Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your Addresses and Emergency Contacts.

### 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](#)

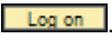
[Self Service Password Reset FAQ](#)

**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/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .

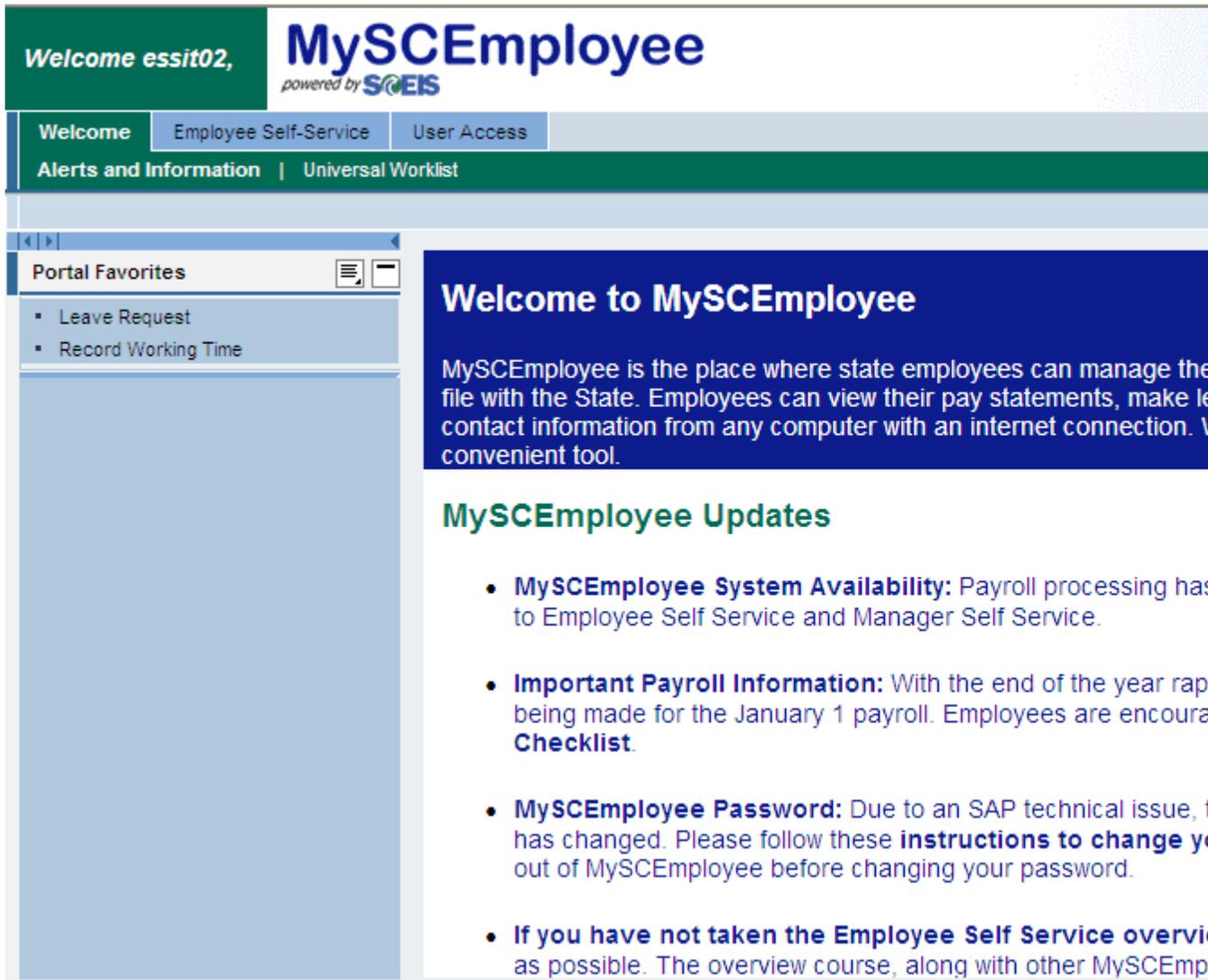


After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



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.



**Welcome to MySCEmployee**

MySCEmployee is the place where state employees can manage their files 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.

**MySCEmployee Updates**

- **MySCEmployee System Availability:** Payroll processing has moved 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

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 Ex

Detailed Navigation  

- My Overview

Portal Favorites  

- Leave Request
- Record Working Time

Employee Self-Service provides South Carolina employees with easy access to information

 [My Employee Search](#)

Quick Links  
[Who's Who](#)

 [My Pay](#)

- \*Bank Information (Direct Deposit)
- \*Employment Verification
- \*W-4 Tax Withholding
- \*Voluntary Deductions

Quick Links  
[Pay Statements](#)

 [My Benefits](#)

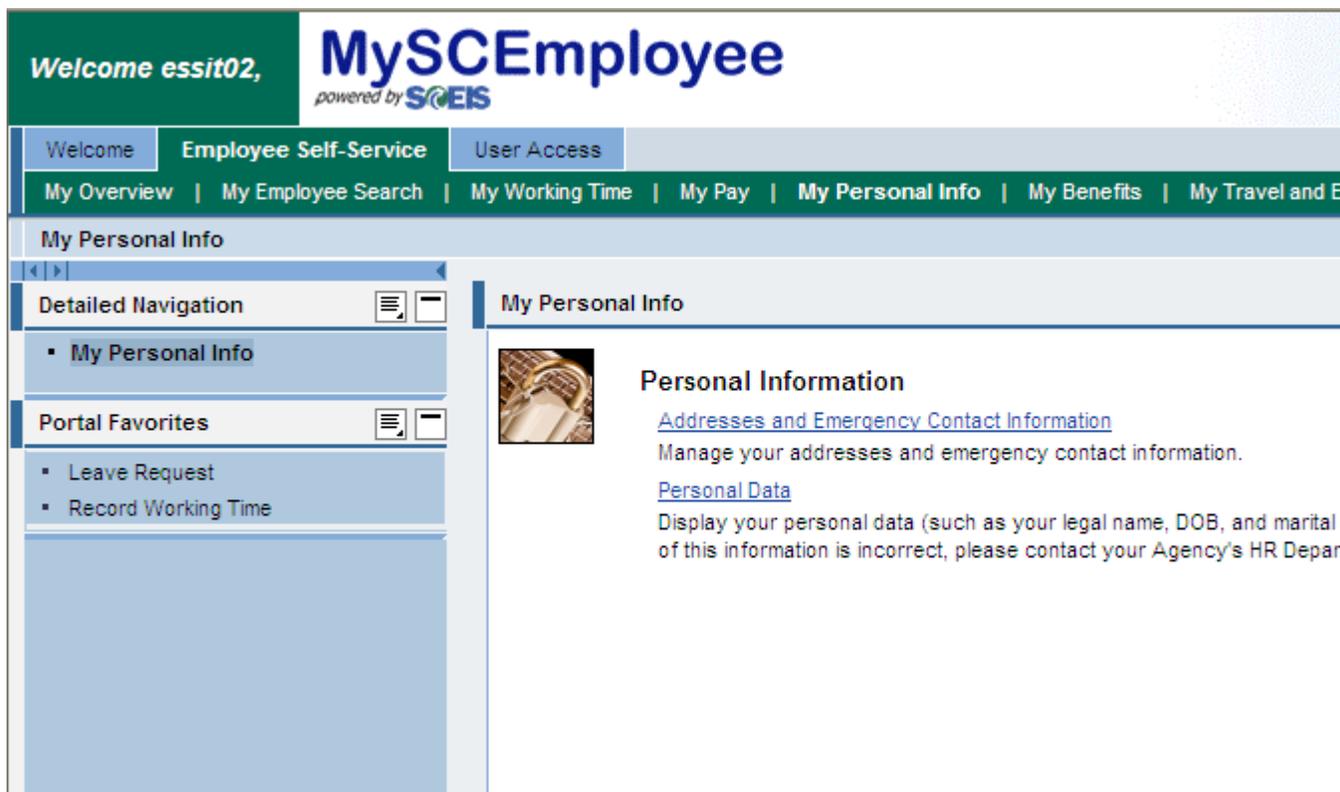
- \*Employee Insurance Program Websites



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.).

6. 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:

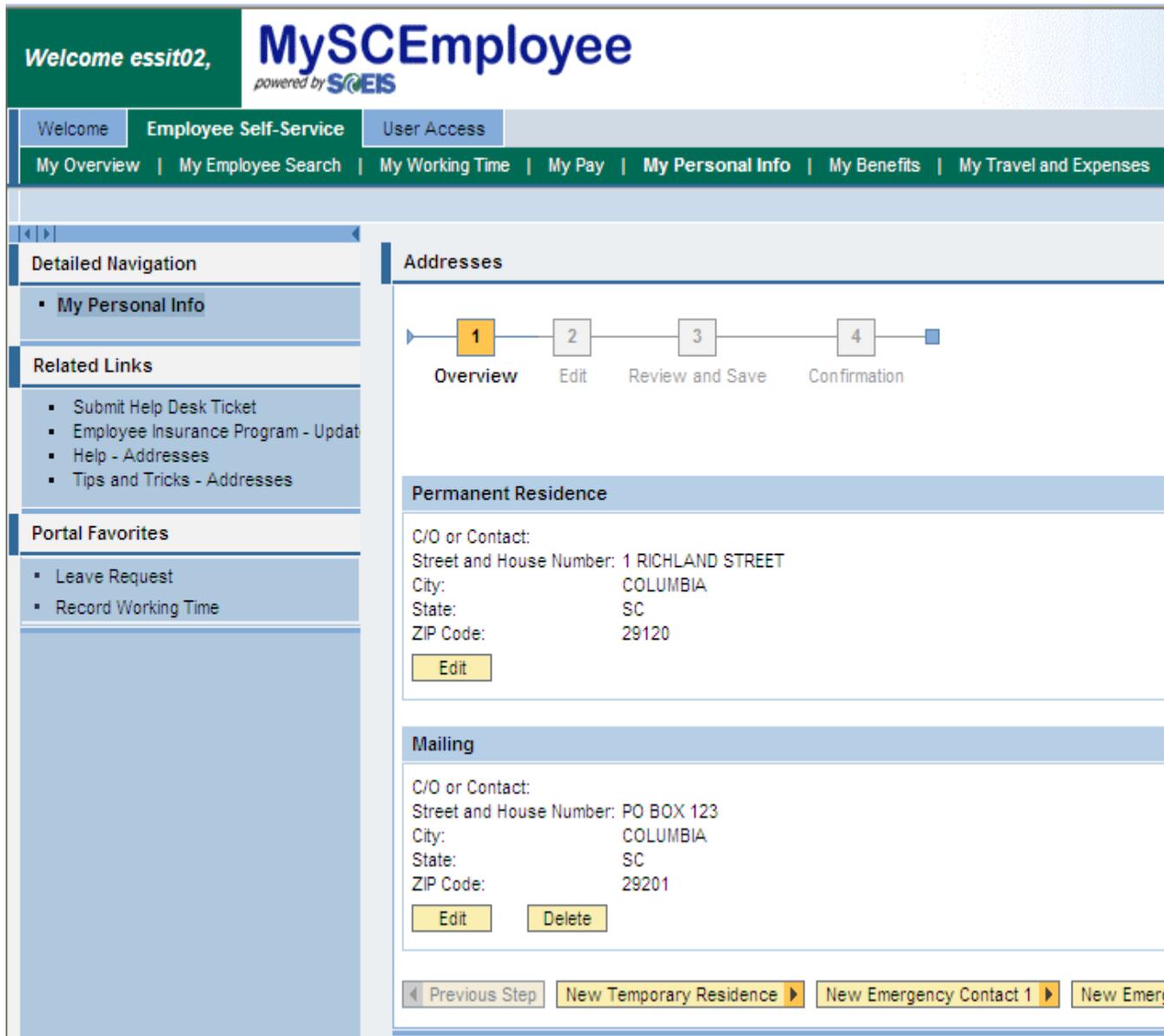
Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.



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 **Addresses and Emergency Contact Information** service, click the link [Addresses and Emergency Contact Information](#).

8. The overview screen for **Addresses and Emergency Contact Information** is displayed:



9. Perform one of the following:

If You Want To	Go To
Create/Maintain your <b>Permanent Residence</b>	Step 10
Create/Maintain your <b>Emergency Contacts</b>	Step 17
Create/Maintain your	Step 22

- Mailing Address or
- Temporary Residence

10. To maintain your Permanent Residence, click **Edit** below the record.

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 divided into a left sidebar and a right main panel. The sidebar contains sections for "Detailed Navigation" (with a link to "My Personal Info"), "Related Links" (with links for "Submit Help Desk Ticket", "Employee Insurance Program - Updat", "Help - Addresses", and "Tips and Tricks - Addresses"), and "Portal Favorites" (with links for "Leave Request" and "Record Working Time").

The right main panel is titled "Addresses" and features a 4-step process bar: 1. Overview, 2. Edit (highlighted in yellow), 3. Review and Save, and 4. Confirmation. Below the process bar is the "Permanent Residence" form. The form includes the following fields:

- Country: \* (USA)
- C/O or Contact: (text input)
- Street and House Number: \* (100 RICHLAND STREET)
- Address Line 2: (text input)
- City: \* (COLUMBIA)
- County: \* (RICHLAND)
- State: \* (South Carolina)
- ZIP Code: \* (29120)
- Main / Primary Phone: (803 123-4567)
- Other / Secondary Phones: (CELL 803 9871234)

At the bottom of the form, there are radio buttons for "Valid as of Today" (selected) and "Valid as of Future Date". Navigation buttons at the bottom include "Previous Step", "Review", and "Exit".



Only New Hire employees will have the option to create a new Permanent Residence record in ESS. After the initial set up is complete, employees will only have the ability to make changes. The screen shot above shows an example of an existing Permanent Residence record that can be changed. New Hire employees will have a 'NEW' button available.

**11.** As required, complete/review the following fields:

Field	R/O/C	Description
Country	R	Identifies the country. The default value is USA and cannot be changed.
C/O or Contact	O	The 'In Care Of' (C/O) name that corresponds with the address.  For Emergency Contacts Only: <ul style="list-style-type: none"> <li>A Contact name should only be used when maintaining an Emergency Contact record.</li> <li>When defining an emergency contact name, enter the full name and the relationship. For example, Mary Smith (Mother)</li> </ul>
House and Street Number	R	The address street name and number.
Address Line 2	O	The additional address line (used for Apt #, Suite, Floor, etc.).
City	R	The city or town name.
County	R	The county name. <ul style="list-style-type: none"> <li>For Permanent Residence, all addresses should be in South Carolina.</li> <li>For maintaining other addresses outside of SC (Emergency, etc.) this is still a mandatory field. If there is no county, enter "City of." If you do not know the county, enter "N/A."</li> </ul>
State	R	The state name; select from the drop-down.
ZIP Code	R	The ZIP code.
Main / Primary Phone	O	The main or primary phone number that corresponds with your Permanent Residence.
Other / Secondary Phones	O	Additional secondary phones or communications. Select the phone type from the drop-down (e.g. Mobile Phone, etc.) and enter the phone number

that corresponds with the phone type. The use of these are not required, but are strongly encouraged when maintaining your Emergency Contacts.



**Note** - A red asterisk ( \* ) represents a field that is mandatory.



**Dates** - When maintaining the date fields, please be aware of how the system creates the validity dates of the address records:

- **Valid as of Today** - When this radio button is selected, the NEW record will have a starting date that is equal to the current date (the day you make the change in ESS). The OLD record will be delimited with an ending date that is equal to the previous day.
- **Valid as of Future Date** - This radio button allows the creation of a future dated record. The employee can manually enter the starting date in ESS. The NEW record will have a starting date of that defined date. The OLD record will be delimited with an ending date that is equal to the previous day of the defined date entered in ESS.

**12.** Maintain the 'Permanent Residence' address and then perform one of the following:

If	Then
You want to continue and save the 'Permanent Residence' data.	Click 
You do not want to save the 'Permanent Residence' data and navigate back to the <b>Addresses and Emergency Contact Information</b> overview page.	Click 
You want to cancel all activity in the <b>Addresses and Emergency Contact Information</b> service and navigate back the the 'My Personal Info' area page.	Click 

**13.** For the purpose of this exercise, click  .

**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

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updat
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

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

Verify the Address data below

**Permanent Residence**

Country: USA  
C/O or Contact:  
Street and House Number: 100 RICHLAND STREET  
Address Line 2:  
City: COLUMBIA  
County: RICHLAND  
State: South Carolina  
ZIP Code: 29120

Main / Primary Phone: 803 123-4567  
Other / Secondary Phones: CELL Mobile Phone 803 9871234

Valid from 7/12/2013

Previous Step Save Exit

14. To save the 'Permanent Residence' data, click **Save**.



Note: If an employee has a change to this address, they must also update their address with the Employee Insurance Program (EIP). The EIP website can be located either in the related links section or on the "My Benefits" area page.

15. Perform one of the following:

**If**

**Then**

You want to navigate back to the [Go to Addresses Overview](#)  
**Addresses and Emergency Contact Information** overview page to display  
 or maintain address data.

You want to navigate back to the 'My Personal Info' area page. | [Go to My Personal Info Homepage](#)

You want to navigate all the way back to the main ESS 'My Overview' page. [Go to Employee Self-Services Homepage](#)

16. For the purpose of this exercise, click the link [Go to Addresses 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 Expenses

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Update
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

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

**Permanent Residence**

Valid from Today  
 C/O or Contact:  
 Street and House Number: 100 RICHLAND STREET  
 City: COLUMBIA  
 State: SC  
 ZIP Code: 29120  
 Edit

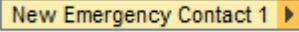
**Mailing**

C/O or Contact:  
 Street and House Number: PO BOX 123  
 City: COLUMBIA  
 State: SC  
 ZIP Code: 29201  
 Edit Delete

Previous Step | New Temporary Residence | New Emergency Contact 1 | New Emergency Contact 2



Once the initial 'Permanent Residence' record is create, the button and option to create a 'NEW' record is not longer available. However, employees have the option to edit this record and input an effective date for the revised record. See previous section for information on creating future dated records in ESS. Employees typically use this option for a planned move, etc.

17. To create a new Emergency Contact record, click . This example assumes there are currently no Emergency Contacts identified by the employee. If a previous record already existed, the employee would have the option the EDIT the record, opposed to selecting a NEW button. Employees have the option to maintain up to three emergency contacts. The three are number by priority of contact in the event of an emergency.

The screenshot shows the MySCEmployee portal interface. The top navigation bar includes 'Welcome', 'Employee Self-Service', and 'User Access'. Below this is a secondary navigation bar with links for 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', and 'My Travel and B'. The left sidebar contains sections for 'Detailed Navigation' (with 'My Personal Info'), 'Related Links' (including 'Submit Help Desk Ticket', 'Employee Insurance Program - Updat', 'Help - Addresses', and 'Tips and Tricks - Addresses'), and 'Portal Favorites' (including 'Leave Request' and 'Record Working Time').

The main content area is titled 'Addresses' and features a progress bar with four steps: 1 (Overview), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). Step 2 is currently active. Below the progress bar is the 'Emergency Contact 1' form with the following fields:

- Country: \* (USA)
- C/O or Contact: (Mary Smith (wife))
- Street and House Number: \* (100 Richland Street)
- Address Line 2: ( )
- City: \* (Columbia)
- County: \* (Richland)
- State: \* (South Carolina)
- ZIP Code: \* (29120)
- Main / Primary Phone: (803) (200-2000)
- Other / Secondary Phones: ( ) (000) ( )
- Other / Secondary Phones: ( ) (000) ( )

At the bottom of the form are three buttons: 'Previous Step', 'Review', and 'Exit'.

18. Create/Maintain an Emergency Contact record by entering the same fields as described in **Step 11**.
19. Click .

**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

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updat
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

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

**Verify the Address data below**

**Emergency Contact 1**

Country: USA  
C/O or Contact: Mary Smith (wife)  
Street and House Number: 100 Richland Street  
Address Line 2:  
City: Columbia  
County: Richland  
State: South Carolina  
ZIP Code: 29120

Main / Primary Phone: 803 200-2000  
Other / Secondary Phones:

Previous Step Save Exit

20. Click **Save**.

**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 B

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updat
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**i** The changes you made to your Address data were saved

**What do you want to do next?**

- [Go to Addresses Overview](#)
- [Go to My Personal Info Homepage](#)
- [Go to Employee Self-Services Homepage](#)

**Emergency Contact 1**

Country:	USA
C/O or Contact:	Mary Smith (wife)
Street and House Number:	100 Richland Street
Address Line 2:	
City:	Columbia
County:	Richland
State:	South Carolina
ZIP Code:	29120
Main / Primary Phone:	803 200-2000
Other / Secondary Phones:	

21. Click the link, [Go to Addresses 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 E

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updat
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Permanent Residence**

Valid from Today  
C/O or Contact:  
Street and House Number: 100 RICHLAND STREET  
City: COLUMBIA  
State: SC  
ZIP Code: 29120  
[Edit](#)

**Emergency Contact 1**

C/O or Contact: Mary Smith (wife)  
Street and House Number: 100 Richland Street  
City: Columbia  
State: SC  
ZIP Code: 29120  
[Edit](#) [Delete](#)

**Mailing**

C/O or Contact:  
Street and House Number: PO BOX 123  
City: COLUMBIA  
State: SC  
ZIP Code: 29201  
[Edit](#) [Delete](#)

[Previous Step](#) [New Temporary Residence](#) [New Emergency Contact 2](#)

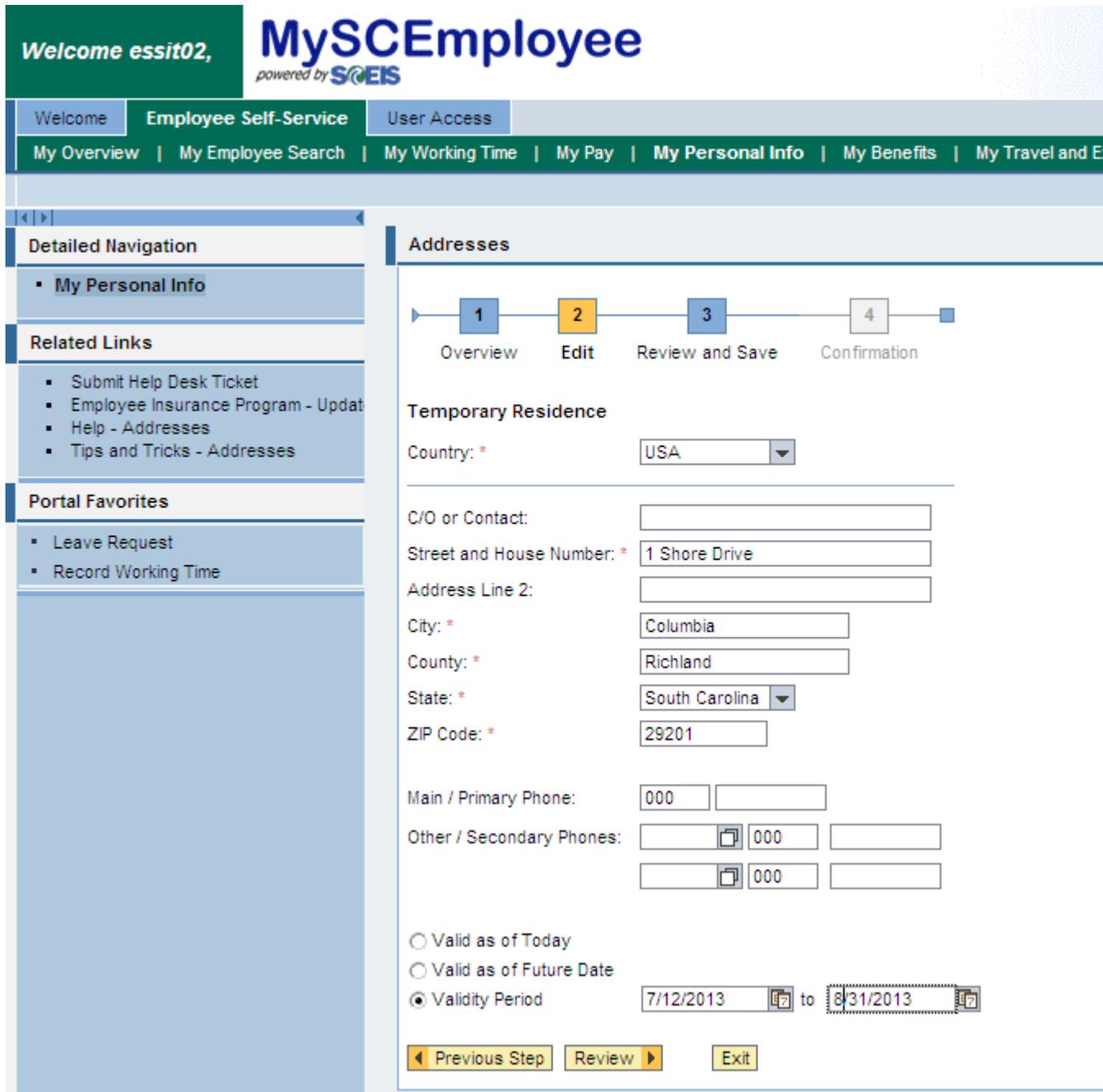


## Possible Actions

- To DELETE an existing Emergency Contact, click [Delete](#).

- To EDIT the existing Emergency Contact, click .
- To maintain a Contact #2 or Contact #3, click the applicable NEW button.

22. To create/maintain a Mailing address or Temporary Residence, click the applicable NEW button or click  for the corresponding record.



**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 Expenses

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Update
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

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

**Temporary Residence**

Country: \* USA

C/O or Contact:

Street and House Number: \* 1 Shore Drive

Address Line 2:

City: \* Columbia

County: \* Richland

State: \* South Carolina

ZIP Code: \* 29201

Main / Primary Phone: 000

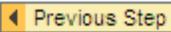
Other / Secondary Phones:  000

000

Valid as of Today

Valid as of Future Date

Validity Period 7/12/2013 to 8/31/2013

- 23.** Create/Maintain a Mailing address or Temporary Residence record by entering the same fields as described in **Step 11**.



**Dates** - When maintaining the date fields, please be aware of how the system creates the validity dates of the address records:

- **Valid as of Today** - When this radio button is selected, the NEW record will have a starting date that is equal to the current date (the day you make the change in ESS). The OLD record will be delimited with an ending date that is equal to the previous day.
- **Valid as of Future Date** - This radio button allows the creation of a future dated record. The employee can manually enter the starting date in ESS. The NEW record will have a starting date of that defined date. The OLD record will be delimited with an ending date that is equal to the previous day of the defined date entered in ESS.
- **Validity Period** - This radio button allows the user to define a temporary period for a record.

- 24.** Click 

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 Expenses

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updates
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

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

Verify the Address data below

**Temporary Residence**

Country: USA  
C/O or Contact:  
Street and House Number: 1 Shore Drive  
Address Line 2:  
City: Columbia  
County: Richland  
State: South Carolina  
ZIP Code: 29201

Main / Primary Phone:  
Other / Secondary Phones:

Valid from 7/12/2013 to 8/31/2013

◀ Previous Step Save Exit

25. Click **Save**.

**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 B

**Detailed Navigation**

- My Personal Info

**Related Links**

- Submit Help Desk Ticket
- Employee Insurance Program - Updat
- Help - Addresses
- Tips and Tricks - Addresses

**Portal Favorites**

- Leave Request
- Record Working Time

**Addresses**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**i** The changes you made to your Address data were saved

**What do you want to do next?**

- [Go to Addresses Overview](#)
- [Go to My Personal Info Homepage](#)
- [Go to Employee Self-Services Homepage](#)

**Temporary Residence**

Country: USA  
 C/O or Contact:  
 Street and House Number: 1 Shore Drive  
 Address Line 2:  
 City: Columbia  
 County: Richland  
 State: South Carolina  
 ZIP Code: 29201

Main / Primary Phone:  
 Other / Secondary Phones:

Valid from 7/12/2013 to 8/31/2013

**Results**

You maintained your Addresses and Emergency Contacts in ESS.

**Comments**

None.