

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, Manager Self-Service (MSS), My Team, Team Overview, Team Calendar

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 **Team Calendar** service is located on the *Team Overview* page in MSS. Managers will use the **Team Calendar** to monitor their employees' scheduled absences, pending leave requests, and approved working time. The calendar will also assist with schedule planning. The calendar will default to the current month view, but other months can be displayed by selection of the monthly drop down menu. NOTE: If selecting a different month and year, click the "start" button to display the data.

Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to display the team calendar and monitor scheduled time off.

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:



Welcome South Carolina State E

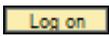
The screenshot shows the login page for the MySCEmployee Portal. It features a login form with the following elements:

- Two input fields: "User ID *" and "Password *".
- A "Log in" button.
- A logo for "STATE INFORMATION TECHNOLOGY B&C SC BUDGET AND CONTROL BOARD".
- A decorative graphic on the right side showing a car on a road and a clock.

At the bottom of the page, there is a navigation bar with links: "SCEIS Service Desk", "FAQ", "System Messages", and "Privacy & Security Policy". Below the navigation bar, the copyright notice reads: "Copyright © 2009 State Of South Carolina".

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, it says "Welcome msstrain5," followed by the "MySCEmployee" logo and "powered by SCEIS". Below this 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 header with the text "Welcome to MySCEmployee". Below this, a paragraph describes the system's purpose: "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: a note about training for new users, a reminder to verify personal information, and a reminder about supported browser versions.

Welcome msstrain5, MySCEmployee powered by SCEIS

Welcome Employee Self-Service Manager Self-Service

Alerts and Information | Universal Worklist

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 contact information, 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.

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

The screenshot shows the MySCEmployee web application interface. At the top, there is a navigation bar with tabs for 'Welcome', 'Employee Self-Service', 'Manager Self-Service' (which is highlighted), and 'User Access'. Below this is a 'Welcome MSSIT01 MSSIT01' banner and the 'MySCEmployee powered by SCEIS' logo.

On the left side, there is a 'Detailed Navigation' sidebar with a tree view containing:

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

The main content area is titled 'Universal Worklist' and features a status indicator 'Waiting for update'. Below this are tabs for 'Tasks', 'Alerts', 'Notifications', and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks', and there is a 'Select a Subview...' dropdown.

A table displays a list of tasks. The first row is highlighted in yellow and contains the text 'EDI: Partner profile not available'. Other rows in the list also contain 'EDI: Partner profile not available', with the last row being 'Kip Zachary Keating's Leave Request'. The table has columns for 'Subject', a status indicator, and a priority indicator.

Below the table, there is a pagination control showing 'Row 1 of 11'.

The selected task details are shown below the table:

- EDI: Partner profile not available**
- Sent: Jun 20, 2011 by Workflow System
- Status: New
- Priority: Normal

The description states: 'An error occurred during inbound processing of an IDoc. If you execute the work item, the current status of this IDoc is displayed. Here you can obtain additional information regarding the error. Depending on the error, further processing of the IDoc is possible.'

Under the 'Attachments' section, there is one attachment: 'Application IDoc: 0000000000002012'.

At the bottom of the task details, there are four buttons: 'Open Task', 'Resubmit', 'Forward', and 'Assign To Me'.



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

- Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Team Calendar** by expanding the folders down the tree structure.

Welcome MSSIT01 MSSIT01 MySCEmployee powered by SCEIS

Welcome Employee Self-Service Manager Self-Service User Access

Overview

Team Calendar

Display Data for: for: in:

	Mon 01	Tue 02	Wed 03	Thu 04	Fri 05	Sat 06	Sun 07	Mon 08	Tue 09	Wed 10	Thu 11	Fri 12	Sat 13
Tina Melody Kane													
Kip Zachary Keating		Working Hours	Working Hours	Working Hours	Working Hours				Absent	Absent	Absent	Absent	
Jeanine Roseanne Quarles													
Lorri Retha Raines													

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

*NOTE: Working hours will not appear on the calendar until approved and posted. Work

*NOTE: Team calendar only displays previous three months of data. In addition, leave

There is more than one attendance/absence on this day. Select one attendance

Type of Attendance/Leave	From	To	Attendance/Absence Hours
Attendance hours	8/9/2011	8/9/2011	4
A1.Annual Leave	8/9/2011	8/9/2011	3.5



The **Team Calendar** will default to display the current month. However, other monthly views can be displayed by selecting a month from the drop-down and clicking **Start**.



Select a date from the **Team Calendar** to view details of the leave request or working hours.

7. The **Team Calendar** has a color code to represent the absences:

Color / Code	Notes
Blue -  Absent	Absent - Indicates a scheduled/approved leave request. It can also indicate a previously taken absence.
Light Blue -  Multiple Entries	Multiple Entries - Indicates a pending leave request that includes more than one absence type for one work day (e.g 4 hours Annual Leave and 4 hours Comp Time).
Pink -  Sent	Sent - Indicates a pending leave request to be approved or rejected.
Red -  Deletion Requested	Deletion Requested - Indicates a previously rejected leave request. The action is one the employee to either delete the request or resubmit it.
Green -  Working Hours	Working Hours - Indicates working time that has been approved and posted in the system.

Results

You have displayed the Team Calendar for your employees.

Comments

None.