

## When to Use This Business Process Procedure

### Functional Area(s)

MySCEmployee, My Team, Employee Information, General 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 **General Information** page is located on the *My Team* workset in MSS. Managers will use the **General Information** to find basic 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.
  - **Personal Data** - Displays the selected employee's personal home address.
  - **Monitoring of Tasks** - Displays dates, reminders, and tasks for the selected employee.
  - **Company Properties** - Display the state objects on loan for the selected employee (e.g. computer, ID, etc.).
  - **Related Activities (Self-Service for My Employees)** - Allows managers to access and maintain important information for the selected employee. For example, the manager can display or maintain a time sheet. The manager can also display personal addresses and phone numbers (including access emergency contact information).

### Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to display the General 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

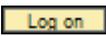
STATE INFORMATION TECHNOLOGY  
**BICB**  
SC BUDGET AND CONTROL BOARD

| [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.

**Welcome msstrain5,** **MySCEmployee**  
powered by **SCEIS**

Welcome | Employee Self-Service | Manager Self-Service

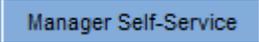
Alerts and Information | Universal Worklist

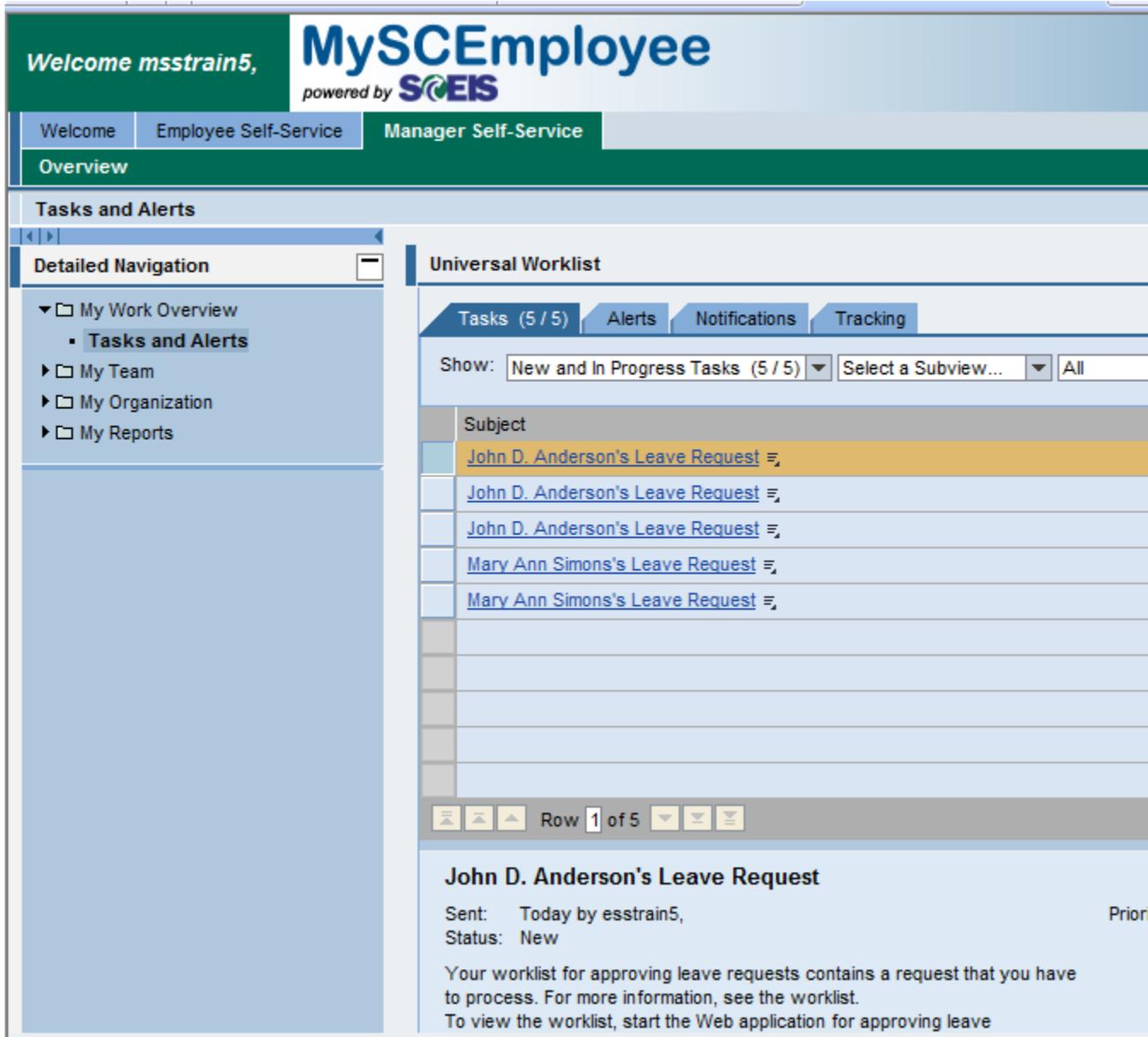
## Welcome to MySCEmployee

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 



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
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">John D. Anderson's Leave Request</a>
<a href="#">Mary Ann Simons's Leave Request</a>
<a href="#">Mary Ann Simons's Leave Request</a>

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 **General Information** page by expanding the folders down the tree structure.

**Employee Search**

Employee Selection:

Display:

Name	Personnel Number	Manager	Position
<a href="#">Michelle S. Dickerson</a>	00008895	Michael M. Carroll	PROGRAM COORDINATOR
<a href="#">John D. Anderson</a>	00008896	Michael M. Carroll	ADMINISTRATIVE
<a href="#">Mary Ann Simons</a>	00008897	Michael M. Carroll	ADMINISTRATIVE
<a href="#">William J. Salvatore</a>	00008898	Michael M. Carroll	ADMINISTRATIVE
<a href="#">Theodore Moore</a>	00001131	Michael M. Carroll	FIELD SPECIALIST

Row 1 of 5

**General Data**

**Michelle S. Dickerson 00008895**

**General Info.**

Grievance Status:	Covered	Communication:
Start Date:	1/1/2009	Work E-Mail:
		Work Office:

**Organizational Assignment** [Organizational Assignments](#) **Personnel Str...**



The **General 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.

**Personal Data** - Displays the selected employee's personal home address.

**Monitoring of Tasks** - Displays dates, reminders, and tasks for the selected employee.

**Company Properties** - Display the state objects on loan for the selected employee (e.g. computer, ID, etc.).

**Related Activities (Self-Service for My Employees)** - Allows managers to access and maintain important information for the selected employee. For example, the manager can display or maintain a time sheet. The manager can also display personal addresses and phone numbers (including access emergency contact information).

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

**Employee Search**

Employee Selection:  ▼

Display:  ▼

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

Data as of 9/1/2016



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			
<b>Michelle S. Dickerson 00008895</b>			
<b>General Info.</b>		<b>Communication Data</b>	
Grievance Status:	Covered	Work E-Mail:	<a href="mailto:SCEIS_NOTIF@SCEIS.SC.GOV">SCEIS_NOTIF@SCEIS.SC.GOV</a>
Start Date:	1/1/2009	Work Office:	803-832-1901
<b>Organizational Assignment</b> <a href="#">Organizational Assignments</a>		<b>Personnel Structure</b>	
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
<p><b>Position PROGRAM COORDINATOR II</b> From 1/1/2009</p> <p>Organizational Unit: AGRICULTURAL SERVICES DIVISION            Manager: Michael M. Carroll            Telephone:            Room:            E-Mail: <a href="mailto:SCEIS_NOTIF@SCEIS.SC.GOV">SCEIS_NOTIF@SCEIS.SC.GOV</a></p>

10. Scroll down the page to the **Personal Data** section:

Personal Data
Address: Michelle S. Dickerson 223 Cherry Blossom Lane Columbia SC 29212



The **Personal Data** section displays the employee's home personal address (Permanent Residence).

11. Scroll down the page to the **Monitoring of Tasks** section:

Monitoring of Tasks			
Status	Date	Reminder	Task
New task	9/26/2009	9/26/2009	Career Eligibility
New task	10/21/2009	10/21/2009	EPMS Review Date
New task	10/14/2009	10/14/2009	In-Band Increase Red

Row 1 of 3

Data from 3/29/2009 to 3/29/2010



The **Monitoring of Tasks** section shows important dates and reminders for various tasks that are tracked on the employee's master record (e.g. EPMS Review Date, Return from LOA, etc.).

12. Scroll down the page to the **Absence Days** section:

**Absence Days**

Define Filter Filter inactive

Period 8/24/2008 - 8/24/2010

Period	Days	Description
<a href="#">5/14/2009 - 5/14/2009</a>	1	A.LWOP
<a href="#">5/13/2009 - 5/13/2009</a>	1	A.LWOP

Row 1 of 2



The **Absence Days** section displays previously taken time off (Absences).

13. Scroll up to and to the right to the **Company Properties** section:

**Company Properties**

Company Property	No.	Description
<a href="#">Computer/Lap Top</a>	1	Pieces

Row 1 of 1

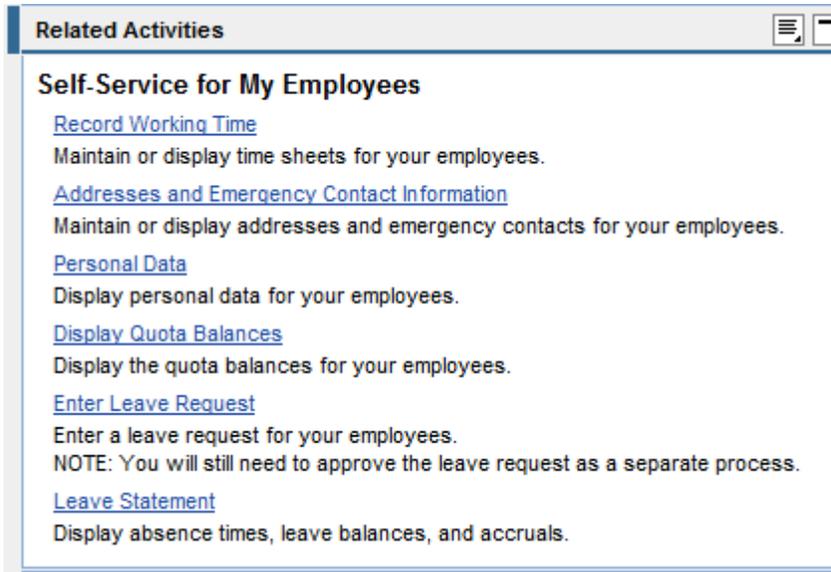
Note for Company Property

DELL INSPIRON 1545 Laptop



The **Company Properties** section displays the state's property that is on loan to the employee (e.g. Computer, Keys, ID, etc.). To see the details, click the link for the property from the list. If more details are noted on the record, it will be displayed in the 'Note for Company Property' section.

14. Scroll down the page to the **Related Activities** section (Self-Service for My Employees)



### 14.1. Record Working Time

Click [Record Working Time](#) to go to the selected employee's Time Sheets. Managers can display and employees Time Sheet or maintain their Time Sheet for them (in the event the employee is unable to).

NOTE: The manager will still need to APPROVE the time in a subsequent step. To approve working times in MSS, go to: *My Team -->Employee Working Times --> Approve Time Sheet Data*



Reference for maintaining time sheets: ESS - Record Working Time

### 14.2. Addresses and Emergency Contact Information

Click [Addresses and Emergency Contact Information](#) to go to the selected employee's address information. Managers can display the employee's personal addresses and phone numbers (home, emergency contacts, etc.). Managers also have the ability to maintain the address data for the employee (in the event the employee is unable to).



Reference for maintaining address information: ESS - Addresses and Emergency Contact Information

### 14.3. Personal Data

Click [Personal Data](#) to display additional personal data for the selected employee.

NOTE: This is a display only view; managers do not have the ability to maintain this information.



Reference for displaying personal data: ESS - Personal Data

#### **14.4. Display Quota Balances**

Click [Display Quota Balances](#) to display leave balances for selected employee.



Reference for displaying quota balances: ESS - Display Quota Balances

#### **14.5. Enter Leave Request**

Click [Enter Leave Request](#) to enter leave request for selected employee.



Reference for entering leave request: ESS - Enter Leave Request

#### **14.6. Leave Statement**

Click [Leave Statement](#) to display leave statement for selected employee.

**Results**

You have displayed the General Information page for your employees.

**Comments**

None.