

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, ESS, My Employee Search, Who's Who

Transaction Code

MYSCEmployee ESS

Roles

Employees assigned by the agency

Purpose

Use this procedure to search for employees by name and find basic information about other State employees.

Trigger

Perform this procedure in Employee Self-Service (ESS) when there is a need to search for employees by name and find basic information about other State employees.

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.

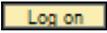
Step-by-Step Work Instructions

1. Start all ESS application by logging on to the MySCEmployee Portal:

**Welcome South Carolina State E**A screenshot of the MySCEmployee login page. The page has a light blue header with the "MySCEmployee" logo. Below the header is a dark blue horizontal bar. The main content area is white and contains a login form with two input fields labeled "User ID *" and "Password *", and a "Log on" button. To the right of the form is a graphic showing a car on a road and a clock. Below the form is the logo for the State Information Technology BICB (SC Budget and Control Board). At the bottom of the page is a dark blue footer with links for "SCEIS Service Desk", "FAQ", "System Messages", and "Privacy & Security Policy". The copyright notice "Copyright © 2009 State Of South Carolina" is at the very bottom.

- 1.1. As required, complete/review the following fields:

- 1.2. Enter your User ID and Password

- 1.3. 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.

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

Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

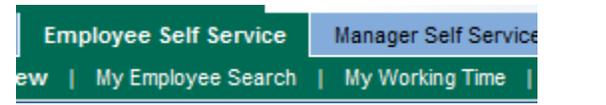
News Of Interest

- **A revised agency rollout schedule approved September 15** by the SCEIS Executive Oversight Committee adjusts the timing of future implementations while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- **Finalizing roll out phases.** In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- **Note:** The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

- 2.1. Click the Employee Self-Services tab

Employee Self-Service

3. Users can go to the next level of navigation, (the area page), by selecting the My Employee Search workset in three possible actions. Select the My Employee Search workset by clicking one of the following links:

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



Welcome essuser1, **MySCEmployee**
powered by **SCEIS**

Welcome | **Employee Self Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses

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

 [My Employee Search](#)
*State Employee Directory

 [My Pay](#)
*Pay Statements
*Total Comp Statement
*Employee Verification
*Bank Information (Direct Deposit)
*W-4 Tax Withholding
*Voluntary Deductions

 [My Benefits](#)
*Employee Insurance Program Websites
*Retirement Forms

 [My Career](#)
*State Jobs
*Training and Development



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.).

4. To go to the **Who's Who** service, click the link [Who's Who](#) .

My Employee Search



Employee Search

[Who's Who](#)
Search for employees by name and find basic contact information about other state employees.



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).

5. The initial screen for **Who's Who** is displayed:

Welcome essuser1, MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and B

Who's Who

Who's Who

Please enter the search criteria

[Advanced search](#)

Last name:

First name:

5.1. To expand the search criteria, click the link [Advanced search](#).

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

Field	R/O/C	Description
Last name	O	Employee's last name or surname.
First name	O	Employee's first or given name.

Organizational unit O An organization unit represents any type of organizational entity found within a company. For example, Company, Business Unit, Functional Area.

The screenshot shows the 'MySCEmployee' web application interface. At the top, there is a green header with the text 'Welcome essuser1,' and the 'MySCEmployee' logo, which includes the text 'powered by SCEIS'. Below the header is a navigation bar with several menu items: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', and 'My Travel and B'. The main content area is titled 'Who's Who' and contains a search form. The form has the heading 'Please enter the search criteria' and a link for 'End advanced search'. There are three input fields: 'Last name:' with the text 'g*' entered, 'First name:', and 'Organizational unit:'. At the bottom of the form are two buttons: 'Search...' and 'Exit'.

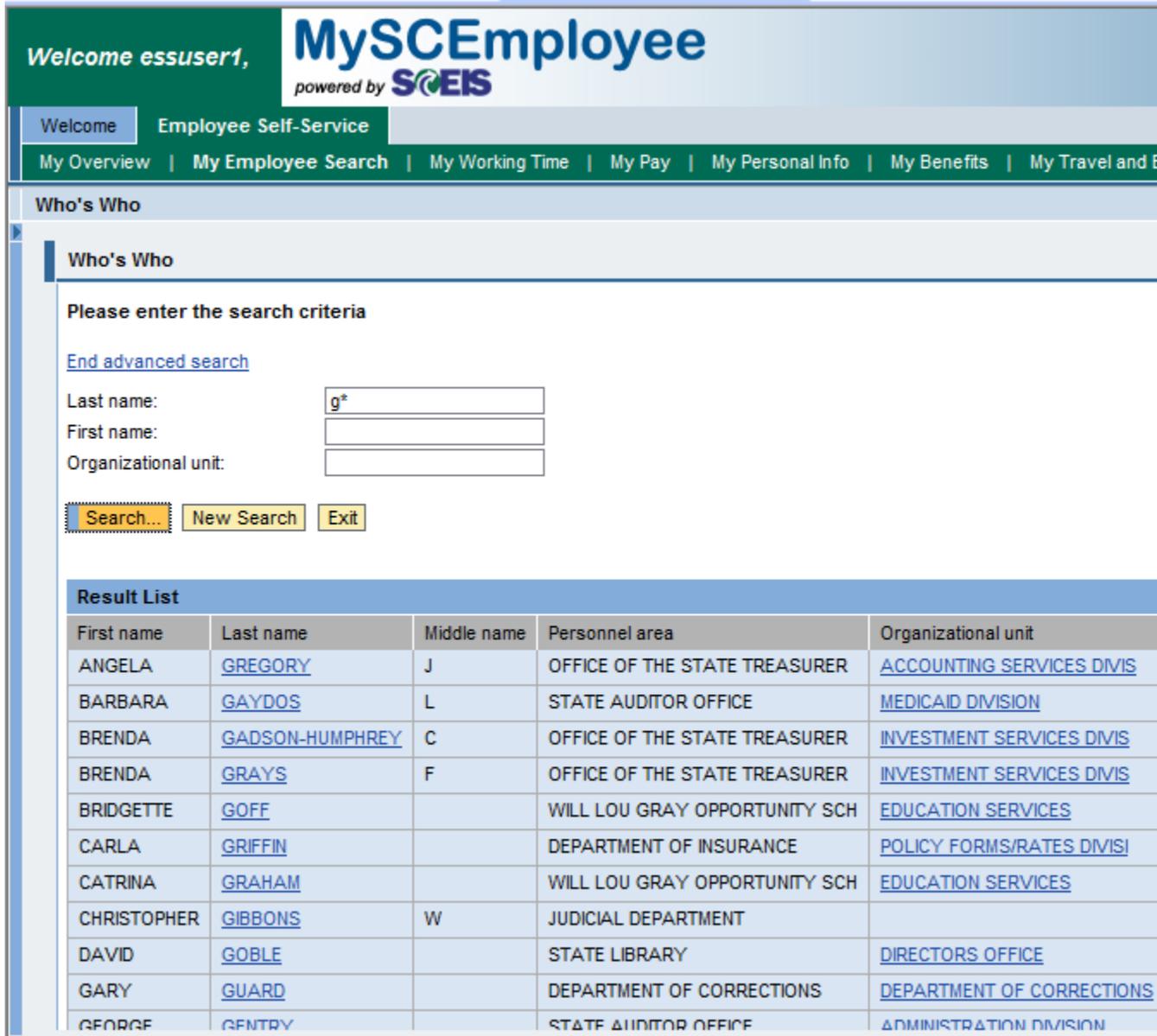


The search screen uses a wild card (*) search capability. For example, enter G* to return all last names starting with GR (Greene, Grey, Gross, etc.).



The search fields are NOT case sensitive.

7. Enter the search criteria and click  to go to the search results list.



Welcome *essuser1*, MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and

Who's Who

Who's Who

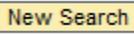
Please enter the search criteria

[End advanced search](#)

Last name:

First name:

Organizational unit:

Result List

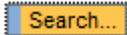
First name	Last name	Middle name	Personnel area	Organizational unit
ANGELA	GREGORY	J	OFFICE OF THE STATE TREASURER	ACCOUNTING SERVICES DIVIS
BARBARA	GAYDOS	L	STATE AUDITOR OFFICE	MEDICAID DIVISION
BRENDA	GADSON-HUMPHREY	C	OFFICE OF THE STATE TREASURER	INVESTMENT SERVICES DIVIS
BRENDA	GRAYS	F	OFFICE OF THE STATE TREASURER	INVESTMENT SERVICES DIVIS
BRIDGETTE	GOFF		WILL LOU GRAY OPPORTUNITY SCH	EDUCATION SERVICES
CARLA	GRIFFIN		DEPARTMENT OF INSURANCE	POLICY FORMS/RATES DIVISI
CATRINA	GRAHAM		WILL LOU GRAY OPPORTUNITY SCH	EDUCATION SERVICES
CHRISTOPHER	GIBBONS	W	JUDICIAL DEPARTMENT	
DAVID	GOBLE		STATE LIBRARY	DIRECTORS OFFICE
GARY	GUARD		DEPARTMENT OF CORRECTIONS	DEPARTMENT OF CORRECTIONS
GEORGE	GENTRY		STATE AUDITOR OFFICE	ADMINISTRATION DIVISION

- 7.1. Perform one of the following:

If

You want to revise your search, re-enter data into the selection fields.

Then

Click 

You want to go back to the previous screen and start a new search.

Click [New Search](#)

You want to exit all search functions and return to the 'My Employee Search' area page.

Click [Exit](#)

8. Select an item from the Results List to display that employee's profile:

The screenshot displays the MySCEmployee web application interface. At the top, there is a green header with the text "Welcome essuser1," and the logo "MySCEmployee powered by SCEIS". Below the header is a navigation bar with tabs for "Welcome" and "Employee Self-Service". 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 B".

The main content area is titled "Who's Who" and contains a search form with two input fields: "First name:" and "Organizational unit:". Below the input fields are three buttons: "Search...", "New Search", and "Exit".

The search results are displayed in a box titled "Employee profile for ANGELA J. GREGORY". The profile is organized into sections:

- Communication**
 - Area Code + Telephone: [803-832-1000](tel:803-832-1000)
 - Extension: X9099
 - E-mail: ANGELA.GREGORY@SCEIS.SC.GOV
- Department**
 - Organizational unit: [ACCOUNTING SERVICES DMIS](#)
- Miscellaneous**
 - Last name: GREGORY
 - First name: ANGELA
 - Middle name: J
 - Personnel area: OFFICE OF THE STATE TREASURER

At the bottom of the profile box is a button labeled "Back to Result List".

- 8.1. To go back to the Results List screen, click [Back to Result List](#).

8.2. To go back to the 'My Employee Search' area page, click  .

Results

You have performed a search for a State employee by name or other search criteria.

Comments

None.