MySCEmployee

South Carolina Enterprise Information System

STATE INFORMATION TECHNOLOGY

B&CB

SC BUDGET AND CONTROL BOARD

The SC Enterprise Information System is a project of the SC Budget and Control Board, Division of State Information Technology.

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Thank you for taking time from your busy schedule to review the following MySCEmployee Overview presentation material. This introduction is designed to serve as a general synopsis of the primary functions that you will use in MySCEmployee.
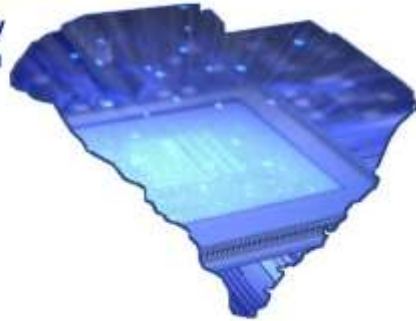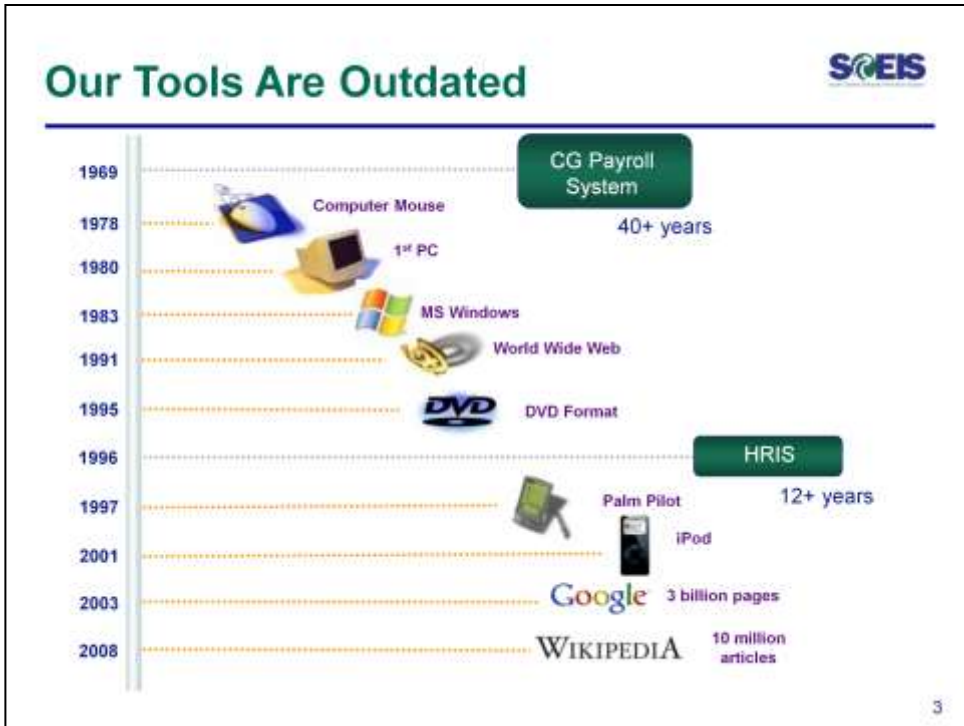
Mission and Purpose

SCEIS

SCEIS (South Carolina Enterprise Information System) is designed to transform the way the state conducts business by **modernizing and standardizing key business processes.** Once fully implemented, SCEIS will:

➢ Increase operational efficiency
➢ Improve access to information

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The South Carolina Enterprise Information System, SCEIS, is designed improve efficiencies and access to information while **modernizing and standardizing key business processes.**

Our Tools Are Outdated — SCEIS

Year	Item
1969	CG Payroll System — 40+ years
1978	Computer Mouse
1980	1st PC
1983	MS Windows
1991	World Wide Web
1995	DVD Format
1996	HRIS — 12+ years
1997	Palm Pilot
2001	iPod
2003	Google — 3 billion pages
2008	WIKIPEDIA — 10 million articles

In recent years South Carolina State government has been operating via outdated systems that lack the support and maintenance needed to efficiently process accounting, budgeting, procurement, human resources and payroll business. Prior to SCEIS many agencies were using systems built in-house that were not connected across the state. Through an enterprise system, business is standardized and streamlined for all agencies.

MySCEmployee is a component of the Human Resources and Payroll functions in SCEIS which replaces legacy systems in agencies and the previous CG Payroll System.

By implementing modern technology we greatly reduce our risk of outdated systems that require extensive manual intervention and expertise from personnel who developed the systems decades ago.

Key MySCEmployee Facts

S@EIS

- Prior to go-live, all employees will receive a system login name and password.

- MySCEmployee is a **secured website** accessible from any computer with an Internet connection.

- MySCEmployee offers a user-friendly interface that walks employees through each step of every transaction.

- Password reset available via automated system or direct user assistance from the SCEIS Help Desk.

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MySCEmployee will help reduce much of the paper shuffling, e-mails and phone calls that are inherent in human resources administration by putting many of the day-to-day record-keeping responsibilities in the hands of employees. With an intuitive user design, MySEmployee is easily accessible through any computer with an internet connection.

To access the MySCEmployee website:

1. Using your web browser (e.g. Internet Explorer) type
    https://myscemployee.sc.gov

2. Enter your User ID and Password, which will be provided prior to your
    agency's go-live date, in the areas indicated.

3. Click the Log On button to be directed to the MySCEmployee splash page

Note: Always navigate within the MySCEmployee website (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.

Employee Self Service tab

Once you are correctly logged into MySCEmployee, you will see a welcome greeting in the upper left-hand corner of the page. Whenever you log in, we encourage you to check the news of interest section for relevant human resources, payroll and system information and updates. To access the main Employee Self Service page, click the blue Employee Self Service tab, located near the top of the page.

From the Employee Self Service overview page, you can perform many of your own human resources and payroll related administrative activities.

1. Notice that the Employee Self Service tab turned green because it is now active.

2. You can access any of the seven Employee Self Service links (My Employee Search, My Pay, My Benefits, My Career and My Personal Info) either from the submenu or from the main body of the page.

To access My Employee Search function, from the Employee Self Service overview page, click on the My Employee Search link located on either the submenu bar or the main overview area.

As noted, only the work contact information such as phone number and email address will be visible in the Who's Who feature of MySCEmployee.

My Employee Search

From the My Employee Search overview page select Who's Who to begin searching for a state employee. Using the Who's Who function, you can find an employee's:

- Contact information including work e-mail address and phone number (if provided by the agency)

- Personnel area

- Position

- Organizational unit

Note: No sensitive data, such as pay information, is available through My Employee Search.

Employees can search for other state employees by name or organizational unit. Wild card (*), also known as an asterisk, searches can be used in any field. To use the Who's Who function, enter a last name, first name, or organizational unit in the appropriate field. It is important to note that the less information you provide (e.g. only providing a letter, such as J*) the longer the search will take because the system will generate results for every state employee whose last name starts with the letter J, for instance.

From our example, we are displaying contact information for an employee named Test6 Jones. Notice that the employee profile displays basic organizational information and state contact information.

To access the My Pay function, from the Employee Self Service overview page, click on the My Pay link located on either the submenu bar or the main overview area. The red circles highlight both options.

From the **My Pay** overview page, you will be able to view and print pay statements, create an employment and salary information request, maintain bank account information for direct deposit, maintain federal and state tax withholdings and enter a voluntary recurring deduction or a one-time voluntary deduction.

To generate a pay statement, click on the Pay Statements link from the My Pay overview screen. The pay statement is generated in pdf format and can be printed or saved. Note that statements for pay dates prior to your MySCEmployee implementation date will not in the system and that the first pay statement that you will be able to access is for the July 1, 2013 payroll.

To access the Bank Information interface, click on the Bank Information link from the My Pay overview screen. South Carolina State Employees can have up to two direct deposit accounts, a Main Bank account and a Supplemental Account. To add /edit or change the account information, click the Edit button for the appropriate account type (Main or Other).

To enter, edit or change bank account information, enter the routing number, bank account number and the account type in the appropriate fields. Once this information is entered, click the Review button on the bottom of the page to verify your changes.

To access the **My Personal Info** function, from the Employee Self Service overview page, click on the **My Personal Info** link located on either the submenu bar or the main overview area. The red circles highlight both options.

To access the **My Personal Info** function, from the Employee Self Service overview page, click on the **My Personal Info** link located on either the submenu bar or the main overview area.

From the **My Personal Info** page, you will be able to manage your addresses and emergency contact information; as well as display your personal data, such as your legal name, date of birth and marital status. Remember that this information does not display in the Who's Who feature of MySCEmployee. Also note that security is of utmost importance to the SCEIS Team. Please protect your User ID and Password so that your information, and State data, remains secure.

To access address and emergency contact information, click the **Address and Emergency Contact Information** link from the My Personal Info overview screen. You will have the ability to maintain records for your permanent residence, temporary residence, mailing address and up to three emergency contacts. To edit an existing address or emergency contact or to add a new address or emergency contact, the process is very similar. If you want to edit a contact, click the appropriate Edit button and edit an existing record. If you add new information, select the appropriate "New" button and enter the requested information

To access **My Benefits information**, from the Employee Self Service overview page, click on the **My Benefits** link located on either the submenu bar or the main overview area. The red circles highlight both options.

From the **My Benefits** page, you will be able to access a variety of state agency websites, like the Employee Insurance Program and the South Carolina Retirement System, that offer benefits-related services.

To access **My Career information**, from the Employee Self Service overview page, click on the **My Career** link located on either the submenu bar or the main overview area.
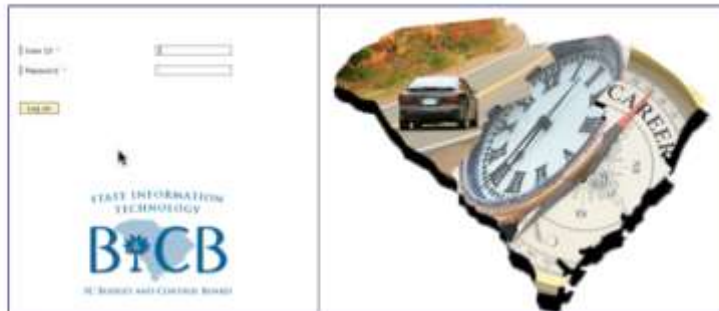
To access **My Career information**, from the Employee Self Service overview page, click on the **My Career** link located on either the submenu bar or the main overview area.

From the **My Career** page, you will be able to access the state job's.

Remember that MySCEmployee is a tool that is very critical to assisting the State of South Carolina with efficiently process business. More importantly, it is a valuable tool that gives you greater access to your information as you need it. Please take great care in protecting your information and State data.

A concise MySCEmployee Quick Guide is also being sent to you with this PowerPoint presentation. It includes flyers that provide step-by-step instructions for key functions in MySCEmployee. You may use it and also access tools that are available via the SCEIS website when you need a reminder of how to use the system.

Below are some additional tips to remember when you need assistance.

Not sure how your agency will be using the system to manage leave requests, time worked, and other areas of the system? Please talk with your direct supervisor or the person in your agency who typically helps you with such questions.

Need to get answers about your paycheck? As you have always done, check with the person in your agency who answers questions about your paycheck.

Having trouble accessing the system, or using it after you have logged in?

> Review the MySCEmployee Reference Guide and Quick Reference Cards available at http://www.sceis.sc.gov/page.aspx?id=166
>
> Review the MySCEmployee - Employee Self Service Course (ESS100) available at http://www.sceis.sc.gov/page.aspx?id=223
>
> Contact your direct supervisor or the person in your agency who helps you with these types of questions.

If you are unable to get assistance from someone in your agency, contact the SCEIS Service Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or www.sceis.sc.gov/requests/.