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# MySCEmployee

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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.

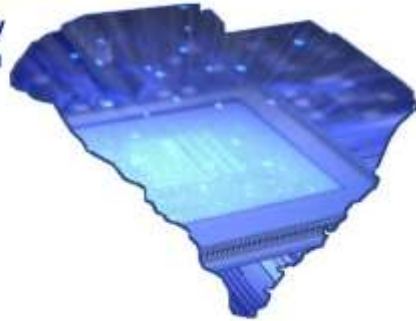
## Mission and Purpose

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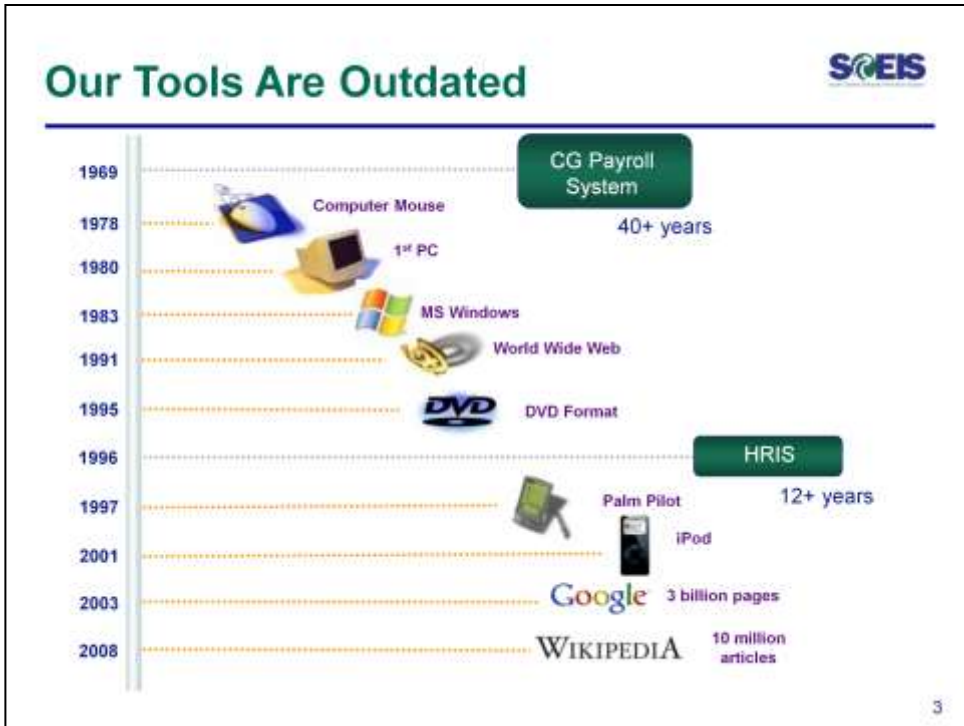
SCEIS (South Carolina Enterprise Information System) is designed to transform the way the state conducts business by **modernizing and standardizing key business processes**. Once fully implemented, SCEIS will:

- 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**.



In recent years South Carolina State government has been operating via outdated systems that lack the support and maintenance needed to efficiently process accounting, budgeting, procurement, human resources and payroll business.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.

# What Is HR/Payroll Implementation About?



Replacing 2 Systems...

..with 1 HR/Payroll System



& MySCEmployee

- Employee Self Service
- Manager Self Service

User ID:   
Password:   
Reset Password Here  
Password Reset Instructions

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.

## Risks We Are Facing

- High degree of manual effort
- Inconsistent data across systems
- Cumbersome process to access information
- Expense and lack of support for legacy systems
- Potential system failure



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



- 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.

# MySCEmployee Login Page



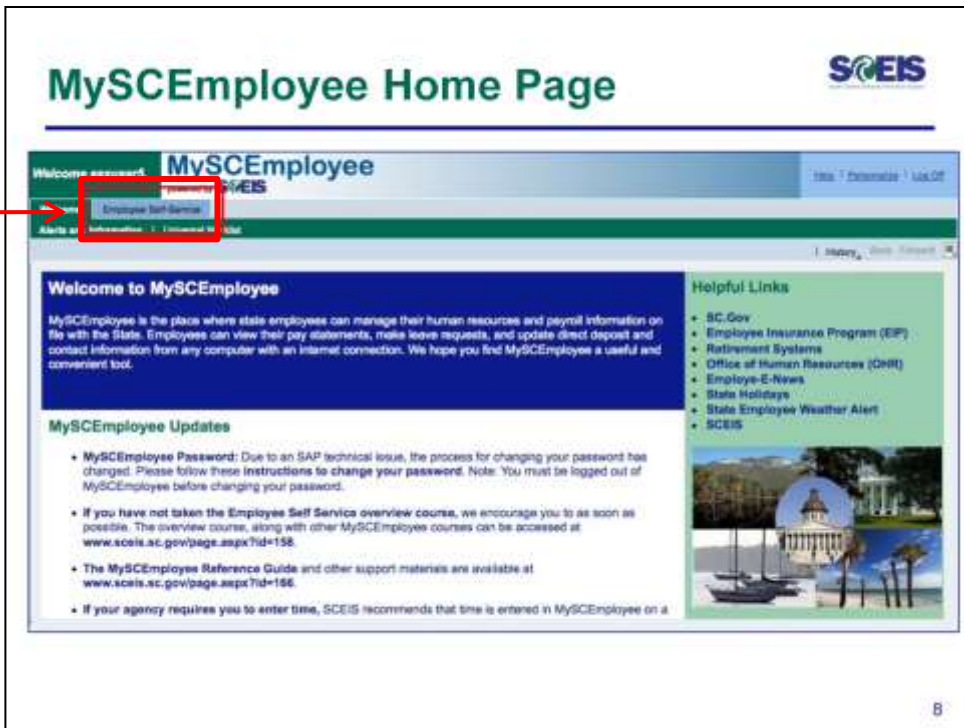
Enter <https://myscemployee.sc.gov> in your web browser.



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.



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.



# Employee Self Service (Main Overview)

SOEIS

Welcome **escurser**, MySCEmployee  
powered by SOEIS

Home Employees Self Service

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

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

**My Employee Search**

Quick Links  
[State Jobs](#)

**My Pay**

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

Quick Links  
[Pay Statements](#)

**My Benefits**

\*Employee Resource Program Website  
\*Workmen's Forms

Quick Links  
[MultiState - Employee Resource Program](#)

**My Career**

\*Training and Development

Quick Links  
[State Jobs](#)

**My Working Time**

\*Quick Overview  
\*Time Statements  
\*Weekly Schedule  
\*State Employee Leave Package

Quick Links  
[Search Working Time](#)  
[Time Correction](#)  
[Leave Request](#)

**My Personal Info**

\*Address and Emergency Contacts  
\*Personal Data

**My Travel and Expenses**

\*Expense Reports  
\*Travel Requests

My Travel and My Working Time icons will be shaded and inactive for users who do not need access to those modules.

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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.



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.

# My Employee Search



**Who's Who**

Please enter the search criteria

Advanced search

Last name:

First name:

**Result List**

First name	Last name	Middle name	Personnel area	Organizational unit
Test	Jones		ADJUTANT GENERALS OFFICE	
Test4	Jones		ADJUTANT GENERALS OFFICE	
Test4	Jones		LEG DEPT-THE SENATE	
Test5	Jones		LEG DEPT-THE SENATE	ACCOUNTING SERVICES DIVIS
Test5	Jones		DEPARTMENT OF AGRICULTURE	CONSUMER SERVICES/LAB
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test6	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Test7	Jones		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

Employees can search for other state employees by name or organizational unit. Wild card ( \* ) searches can be used in any field.

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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.

## My Employee Search



The employee profile displays basic organizational information and state contact information.

Employee profile for Test6 Jones	
<b>Communication</b>	
Area Code + Telephone:	803-999-5999
Extension:	
E-mail:	JTEST6@SC.GOV
<b>Department</b>	
Organizational unit:	EXECUTIVE OFFICE
<b>Miscellaneous</b>	
Last name:	Jones
First name:	Test6
Middle name:	
Personnel area:	STATE AUDITOR OFFICE
<a href="#">Back to Result List</a>	

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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.

# My Pay



From the Employee Self Service overview page, click on the **My Pay** link either from the submenu or from the main overview area to access.



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

Welcome assumed: **MySCEmployee**  
powered by **SOEIS**

[My Overview](#) | [My Employee Search](#) | [My Working Time](#) | **My Pay** | [My Personal Info](#) | [My Benefits](#) | [My Travel and Expenses](#) | [My Career](#)

### My Pay

**Pay Information**

- [Pay Statements](#)  
View your pay statements (current or historical)
- [Employment Verification](#)  
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency)

**Direct Deposit and Banking**

- [Direct Deposit Authorization](#)  
Read this prior to maintaining direct deposit
- [Bank Information](#)  
Maintain your name for direct deposit.  
NOTE: Changes made might not be in effect for up to two weeks.

**Deductions and Withholdings**

- [Fed. Tax Withholding](#)  
Maintain your tax withholdings for Federal and State.  
NOTE: Changes made might not be in effect for up to two weeks.
- [Voluntary Deductions \(Recurring\)](#)  
Maintain recurring deductions such as charities, membership dues, credit union, and insurance.  
NOTE: Deductions made here will be deducted from each paycheck.
- [Voluntary Deductions \(One-Time\)](#)  
Create a one-time only deduction for a charity organization.  
NOTE: Deductions made here will be deducted one-time only.
- [General Inquiries](#)  
Email and more sites



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.

# My Pay



Paycheck Inquiry Service

[Show Overview](#)

4 Previous Salary Statement | Next Salary Statement | Exit

1 / 4 80.0% Find

STATE OF SOUTH CAROLINA  
**Office Of State Treasurer**  
STATE TREASURER

Pay Period: 6/1/2013 through 6/15/2013      Name: Stacy Robertson      Personal No. 88888888  
Check Date: 6/12/2013      Department: 8888 SECRETARY OF STATE

earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
OUTSIDE:	5,710.00 -	340.00 -	1,920.00 -	3,750.00		3,120.00
YTD:	59,128.67 -	4,709.96 -	22,496.43 -	33,993.22		147.00
Earnings	Hours	Current	YTD			109.00
Regular Salary Except		1,920.00	13,600.00	Florida Benefits Agency	1.00	7.00
Summer Pay Bonus		1,920.00	2,400.00	SOCS 100 Pre-Tax	3.00	14.00
SA OFFICIO Allowance, Reg		450.00	1,100.00	SOCS 100 Pre-Tax	3.00	14.00
Active Notice Wages		450.00	1,100.00	SOCS 100 Pre-Tax	1.00	6.00
Net Notice Wages		450.00	1,100.00	SOCS 100 Pre-Tax	1.00	6.00
Grandfathered Total Wages		450.00	1,100.00	SOCS 100 Pre-Tax	4.00	24.00
Guaranteed Non-Exempt		10.00	10.00	Warranty Bank/Investment	0.18	0.96
On Call/Standby			2,374.00	SOCS 100 Pre-Tax	10.34	73.78
Overtime Premium 66%			56.00	SOCS Dental Plus Premium	10.30	72.29
Officer of the Year/State			10.00	Warranty Bank/Investment	0.18	0.96

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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.



**Bank Information**

**Bank Information**

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Main bank**

Name: Johnny Paul Brady (xSS)  
Bank Name: SUN NATIONAL BANK  
[Edit](#)

**Other bank**

Name: Johnny Paul Brady (xSS)  
Bank Name: WACHOVIA BANK N.A.  
[Edit](#) [Delete](#)

[New Other bank](#)

[Previous Step](#) [New Other bank](#) [Exit](#)

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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).

# My Pay



**Bank Information**

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

Name: Jonathan P. Brady

Bank Key / Routing Number: 011500138 BANK OF AMERICA

Bank Account: 10099321

Account Type: Savings

Payment Method: Direct Deposit PW

Standard Percentage: 0

Or

Dollar Amount: 50.00

Examine Check

Routing Number: 011500138 Account Number: 10099321 Check Number: 1001

Previous Step Review Edit

**NOTE:** When account changes are made, there is a standard verification / setup period that occurs before the new account becomes effective in MySCEmployee.

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.

## My Personal Info

From the Employee Self Service overview page, click on the **My Personal Info** link either from the submenu or from the main overview area to access this function.



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.

# My Personal Info

Welcome account! **MySCEmployee** powered by **SOEIS**

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

### My Personal Info

**Personal Information**  
Address and Emergency Contact Information  
Manage your address and emergency contact information.  
NOTE: If you change your permanent address, you must also update your address with the Employee Insurance Program (EIP). Go to My Benefits to access link to the EIP website.

**Personal Data**  
Display your personal data (such as your legal name, DOB, and marital status). If any of this information is incorrect, please contact your Agency's HR Department.

Information provided here is for Payroll purposes. Your permanent and emergency contact information does not appear in "Who's Who".

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.

## My Personal Info



Addresses

Overview | Add | Remove and Save | Distribution

**Permanent Residence**

CO or Contact: 1 Main Street  
Street and House Number: Columbus  
City: SC  
State: SC  
ZIP Code: 29125  
[Add]

**Emergency Contact 1**

CO or Contact: Jane Smith (Mother)  
Street and House Number: 2 Woodstone Drive  
City: Columbia  
State: SC  
ZIP Code: 29112  
[Add] [Delete]

**Emergency Contact 2**

CO or Contact: John Johnson (Brother)  
Street and House Number: 1 Beacon Street  
City: Boston  
State: MA  
ZIP Code: 02116  
[Add] [Delete]

[Home] [New Temporary Residence] [New Mailing] [New Emergency Contact 2] [Exit]

Employees will have the ability to maintain the following address types:

- Permanent Residence
- Temporary Residence
- Mailing Address
- 3 Emergency Contacts

**NOTE:** User security is of utmost importance to the SCEIS team as well as users. Protecting your User ID and Password is key to effective security.



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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.

## My Personal Info



Personal Data

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Name

Title: [Dropdown]

First Name: Jonathan

Middle Name: P.

Last Name: Brady

Known as: [Text]

Academic Title: [Dropdown]

Suffix: [Dropdown]

Date of Birth

Date of Birth: 11/1/1977

Gender:  Male  Female  Unknown

Marital Status

Marital Status: Single

Other Personal Data

Language: English

Previous Step Exit

To access personal information, such as legal name, date of birth and marital status, click the **Personal Data** link from the My Personal Info overview screen.

**Note:** Employees are encouraged to review this information as soon as possible after go-live to confirm that their information is correct.

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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

# My Benefits



Welcome **esuser2**, MySCEmployee  
powered by SOEIS

Home / Overview / Log Off

Welcome Employee Self Service

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

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

- My Employee Search**
  - State Employee Directory
- My Working Time**
  - Record Working Time
  - Holiday Schedule
  - Leave Requests
  - Quota Overview
  - State Employee Leave Package
  - Time Statements
- My Pay**
  - Pay Statements
  - Employment Verification
  - Bank Information (Direct Deposit)
  - W-2 Tax Withholding
  - Military Deductions
- My Personal Info**
  - Address and Emergency Contacts
  - Personal Data
- My Benefits**
  - Employee Insurance Program Website
  - Retirement Forms
- My Standard Expenses**
  - Expense Reports
  - Travel Requests
- My Career**
  - State Jobs
  - Training and Development

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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.

# My Benefits



Welcome esauard

Benefits

[Employee Insurance Program](#)  
Go to the Employee Insurance Program (EIP) website.  
[MyBenefits - Employee Insurance Program](#)  
Manage your benefits through the self-service benefits page offered by the Employee Insurance Program.

[MoneyPlus - FBMC](#)  
Go to the FBMC website for your Dependent Care Account and Medical Spending Account.

[MoneyPlus - NBSC](#)  
Go to the National Bank of SC website to maintain your Health Savings Account.

**Retirement**

[South Carolina Retirement Systems](#)  
Go to the SC Retirement System website.

[SC Deferred Compensation](#)  
Manage and view your deferred compensation accounts.

**Retirement Forms**

[Form 1100 - Retirement Plan Enrollment](#)  
[Form 1102 - Beneficiary Designation](#)  
[Form 1103 - Beneficiary/Trustee Designation](#)  
[Form 1104 - Election of Non-Membership](#)

[Form 1104 - Election of Non-Membership](#)

My Center  
Home, Back, Forward

Dental Savings MoneyPlus Retirement

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.



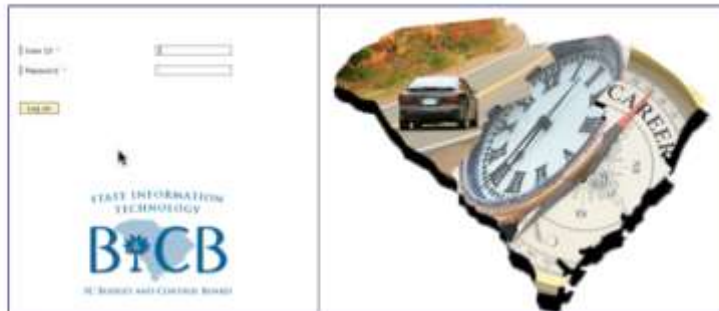
To access **My Career information**, from the Employee Self Service overview page, click on the **My Career** link located on either the submenu bar or the main overview area.

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

## Key MySCEmployee Facts



- 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.



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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.

www.sceis.sc.gov

**SCEIS** South Carolina Enterprise Information System  
SC Budget and Control Board

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Home » MySCEmployee

**About SCEIS**

**MySCEmployee**

MySCEmployee will provide State employees with an easy and convenient way to update their personal information and manage work-related transactions. Using any computer with an internet connection, users will access MySCEmployee's Employee Self Service functionality to:

- Enter and Submit Time for Manager Approval
- Submit Leave Requests
- View Vacation and Sick Leave Balances
- Access Pay Statements
- Maintain Bank Details for Direct Deposit
- Manage Addresses and Emergency Contact Information
- Manage Travel Requests



Click the links below to access MySCEmployee information and materials:

- MySCEmployee Overview Presentations Schedule
- MySCEmployee Overview Presentation Video
- FAQs
- Log into MySCEmployee
- Online Training
- Tools

**MySCEmployee Courses**

- Employee Self Service Overview
- Time Entry
- Manager Self Service Overview
- Travel Management Overview

**MySCEmployee**

**BSCB**  
SC Budget and Control Board

FRAUD PREVENTION

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/](http://www.sceis.sc.gov/requests/).