

# MySCEmployee

powered by **SCSIS**

## Submitting Leave Requests

In the My Working Time area, among other things, employees will be able to request leave, such as annual leave and comp time and to record sick time taken. Managers will approve leave requests in Manager Self Service.



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab ( **Employee Self-Service** ), then select My Working Time from the submenu or from the body of the overview page.

2. Click the **Leave Request** link to begin the leave submission process.

### Leave Requests

**Leave Request**

Request leave and other types of absences.

3. A progress chart that walks employees through each step of the leave request process is displayed at the top of the page. The first step, **Display and Edit**, allows employees to identify the type of leave to be used from a drop down menu, the dates leave will be taken, the time or duration of the request, as well as a place to include a note for your manager.



4. After entering the required information, click the **Review** button to review the request before submitting for manager approval.

To request or report leave, enter the required data and choose Review.

|                    |                  |               |
|--------------------|------------------|---------------|
| Type of Leave:     | A. Annual Leave  |               |
| Date:              | 10/28/2009       | To 10/28/2009 |
| Time:              | 12:00 AM         | To 12:00 AM   |
| Duration:          | 0 Hours          |               |
| Approver:          | CARROLL, MICHAEL |               |
| Note for Approver: |                  |               |

Previous Step Review Cancel

5. **Note:** The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

| November 2009 |    |    |    |    |    |    | December 2009 |    |    |    |    |    |    | January 2010 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
| 44            | 25 | 26 | 27 | 28 | 29 | 30 | 49            | 29 | 30 | 1  | 2  | 3  | 4  | 1            | 27 | 28 | 29 | 30 | 31 | 1  |
| 45            | 1  | 2  | 3  | 4  | 5  | 6  | 50            | 6  | 7  | 8  | 9  | 10 | 11 | 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 46            | 8  | 9  | 10 | 11 | 12 | 13 | 51            | 13 | 14 | 15 | 16 | 17 | 18 | 3            | 10 | 11 | 12 | 13 | 14 | 15 |
| 47            | 15 | 16 | 17 | 18 | 19 | 20 | 52            | 20 | 21 | 22 | 23 | 24 | 25 | 4            | 17 | 18 | 19 | 20 | 21 | 22 |
| 48            | 22 | 23 | 24 | 25 | 26 | 27 | 1             | 27 | 28 | 29 | 30 | 31 | 1  | 5            | 24 | 25 | 26 | 27 | 28 | 29 |
| 49            | 29 | 30 | 1  | 2  | 3  | 4  | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 6            | 31 | 1  | 2  | 3  | 4  | 5  |