

Human Resource Letter No. 11-07
MySCEmployee – Manager Self Service Training
February 9, 2011

You are invited to participate in a workshop via conference call and Live Meeting regarding the recent changes that have been implemented in the Manager Self Service (MSS) feature of MySCEmployee. Below is a more detailed description of the workshop. Three 2-hour sessions will be offered: Tuesday, February 15 at 9:00am, Thursday, February 17 at 9:00am and Thursday, February 24 at 1:30pm.

Workshop Description: This workshop will provide information highlighting recent improvements to MSS changes as well as overviews on basic functions such as time and leave approval. Each 2-hour workshop will include a live demo followed by a question and answer session. Specific workshop topics include:

- MSS Universal Worklist overview (<http://sceis.sc.gov/page.aspx?id=166#mywork>)
- Overview on approving time and leave in MSS
<http://sceis.sc.gov/page.aspx?id=166#msstimeandleave>)
- Using MSS Reports (<http://sceis.sc.gov/page.aspx?id=166#MSS%20Reporting>):
 - Emergency Contact Report
 - Display Working Time and Approved Leave Report

Target Audience: MySCEmployee users with the Manager Self Service (MSS) role

Please contact me if you are interested in attending one of these sessions or if you have any questions.

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