

MySCEmployee

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Recording Working Time

In the My Working Time area, among other things, employees will be able to record their daily work hours. Managers will approve employee working times in Manager Self Service.

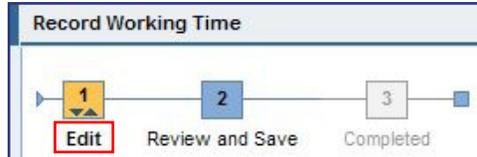


1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Working Time from the submenu or from the body of the overview page.

2. Click the **Record Working Time** link to begin the time entry process.



3. A progress chart that walks employees through each step of the time entry process is displayed at the top of the page. The view defaults to the Display Weekly Time tab, which displays hours recorded that week using the Enter Daily Time tab. To record attendance hours, click on the **Enter Daily Time** tab.



4. On the Enter Daily Time tab, employees can record their start and end times (using the 24 hour clock or military time) throughout the day by identifying the appropriate attendance type from the pull down list on the left-hand column:

- 1000 Attendance Hours
- 1001 On Call
- 1002 Call Back
- 1003 Training

Attend Type	Wage Type	Hours	Start time	End time
	Act	8	00:00	00:00
Attendance ho...	☐	4	08:00	12:00
Attendance ho...	☐	4	13:00	17:00
▼	☐			
▼	☐			
▼	☐			
▼	☐			
▼	☐			
▼	☐			

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