

Enter, Edit and Delete FFCRA Leave in SCEIS Central

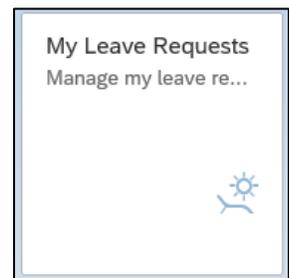
As an employee, before requesting leave in SCEIS Central as allowed by the Families First Coronavirus Response Act (FFCRA), you must:

1. Complete the FFCRA forms and submit them to your agency's Human Resources department.
2. Receive approval from your agency's Human Resources department that you are eligible to use FFCRA leave.

SCEIS Central will not allow you to enter FFCRA leave until the above steps are complete.

Enter FFCRA Leave in SCEIS Central

1. Log in to SCEIS Central.
2. Under the Employee Self-Service section, click the **My Leave Request** tile. You should now see the leave request screen.
3. To create a leave request, click the **Create Request** button in the bottom right corner of the screen.



Entitlement

Items (2)

Leave Type	Validity	Available	Planned
Annual Leave	06/02/2010 – 12/31/9999	332.67 Hours	0 Hours
Sick Leave	06/02/2010 – 12/31/9999	213.15 Hours	0 Hours

Request Overview

Calendar Items (4) Show From 03/08/2020

Leave Type	Validity	Status	Approver	Quota Used			
A1. Annual Leave	04/03/2020	Approved	[Redacted]	3.5 Hours			
A2. Sick Leave	03/24/2020	Approved	[Redacted]	1.5 Hours			
A2. Sick Leave	03/19/2020	Approved	[Redacted]	2 Hours			
A2. Sick Leave	03/10/2020	Approved	[Redacted]	0.67 Hours			

3

Create Request

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- Click the **Leave Type** drop-down menu. Select the **appropriate EPSL or EFMLA leave type**. Your agency's Human Resources department should tell you which leave type to use.

Leave Type Selection

Leave Type: A1.Annual Leave

General Data

EFMLA/Non-EPSL	2040
EFMLA/EP SL 5	2041
EP SL 1 Order	2047
EP SL 2 Self-Quar.	2048
EP SL 3 SeekingDiag	2049
EP SL 4 Family Mbr	2050
EP SL 5 NoChldcare	2051
EP SL 6 HHS Cond.	2052
EFMLA TmpHrly	2053
FMLA/Annual Leave	2016
EFMLA/EP SL/AL	2042
FMLA/Compensatory Time	2017
EFMLA/EP SL/Comp	2043
FMLA/Holiday Comp.	2018
EFMLA/EP SL/Hol. Comp	2044
FMLA/LWOP	2019
EFMLA/EP SL/LWOP	2046
EFMLA/EP SL 5 TmpHrly	2054
EP SL 1 Order TmpHrly	2055
EP SL 2 Self-Quar. TmpHrly	2056
EP SL 3 SeekingDiagTmpHrly	2057
EP SL 4 Family Mbr TmpHrly	2058
EP SL 5 NoChldcare TmpHrly	2059
EP SL 6 HHS Cond. TmpHrly	2060
FMLA/Sick Leave	2020
EFMLA/EP SL/SL	2045

*Start/End Date: _____

Approver: _____

New Note: _____

Save Cancel

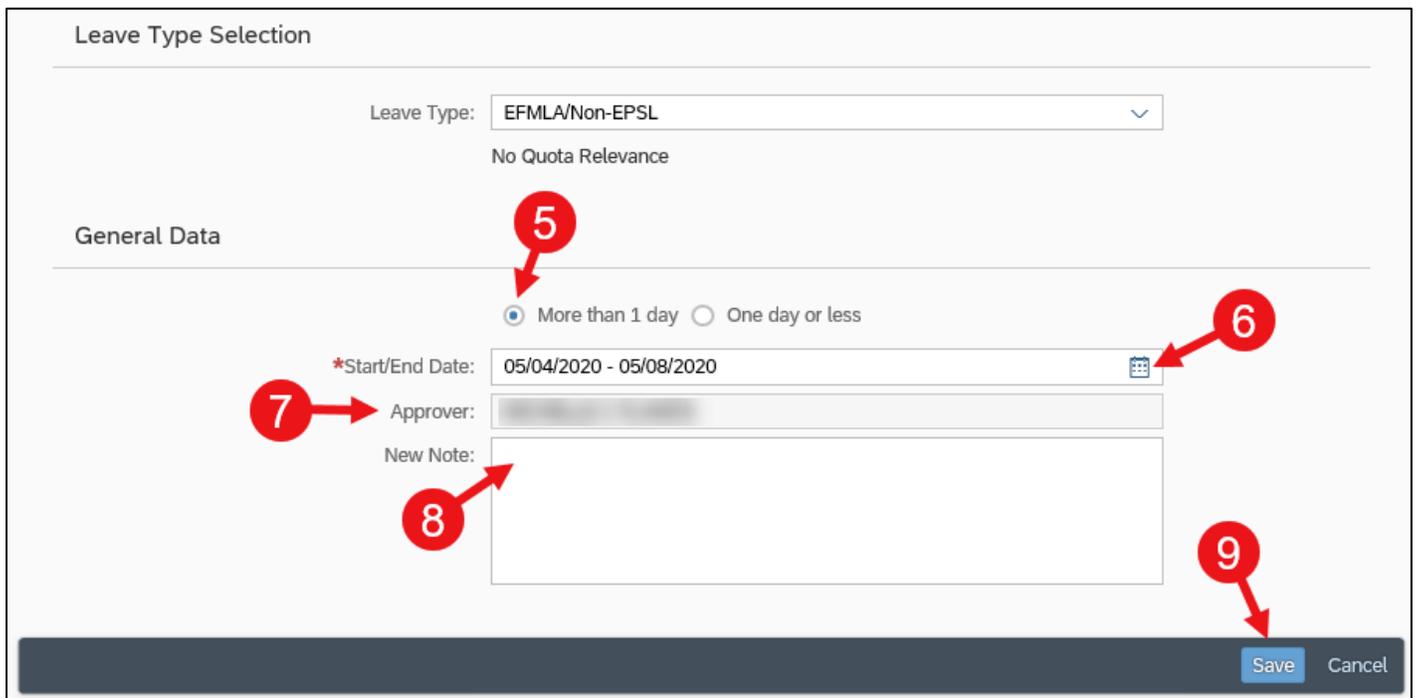


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Leave request for more than one day:

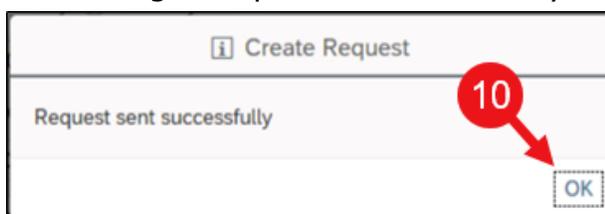
Follow steps 1-4 above in the **Enter FFCRA Leave in SCEIS Central** section.

5. Click the radio button beside **More than 1 day** if your leave request is for more than one day.
Note: If your leave request is for 2.5 days, you will need to create two separate leave requests—one for two days and a separate request for the half day.
6. Click the **calendar icon** in the Start/End Date field to select the start and end dates from a calendar.
7. The **Approver** field shows the name of the person who approves your leave.
8. In the **New Note** text box, you can add a note regarding the leave request.
9. Click the **Save** button to submit the leave request. Click **Cancel** if you do not want to save the leave request.



The screenshot shows the 'Leave Type Selection' form in SCEIS Central. The form is divided into two sections: 'Leave Type Selection' and 'General Data'. In the 'Leave Type Selection' section, the 'Leave Type' dropdown is set to 'EFMLA/Non-EPSL' with a 'No Quota Relevance' note below it. The 'General Data' section contains several fields: a radio button selection for 'More than 1 day' (selected) and 'One day or less'; a '*Start/End Date' field showing '05/04/2020 - 05/08/2020' with a calendar icon; an 'Approver' field with a blurred name; a 'New Note' text area; and 'Save' and 'Cancel' buttons at the bottom right. Red callout boxes with numbers 5 through 9 point to these specific elements: 5 points to the 'More than 1 day' radio button, 6 points to the calendar icon, 7 points to the Approver field, 8 points to the New Note text area, and 9 points to the Save button.

10. If there were no errors with your request, the Create Request pop-up window will appear with the message "Request sent successfully." Click **OK**.

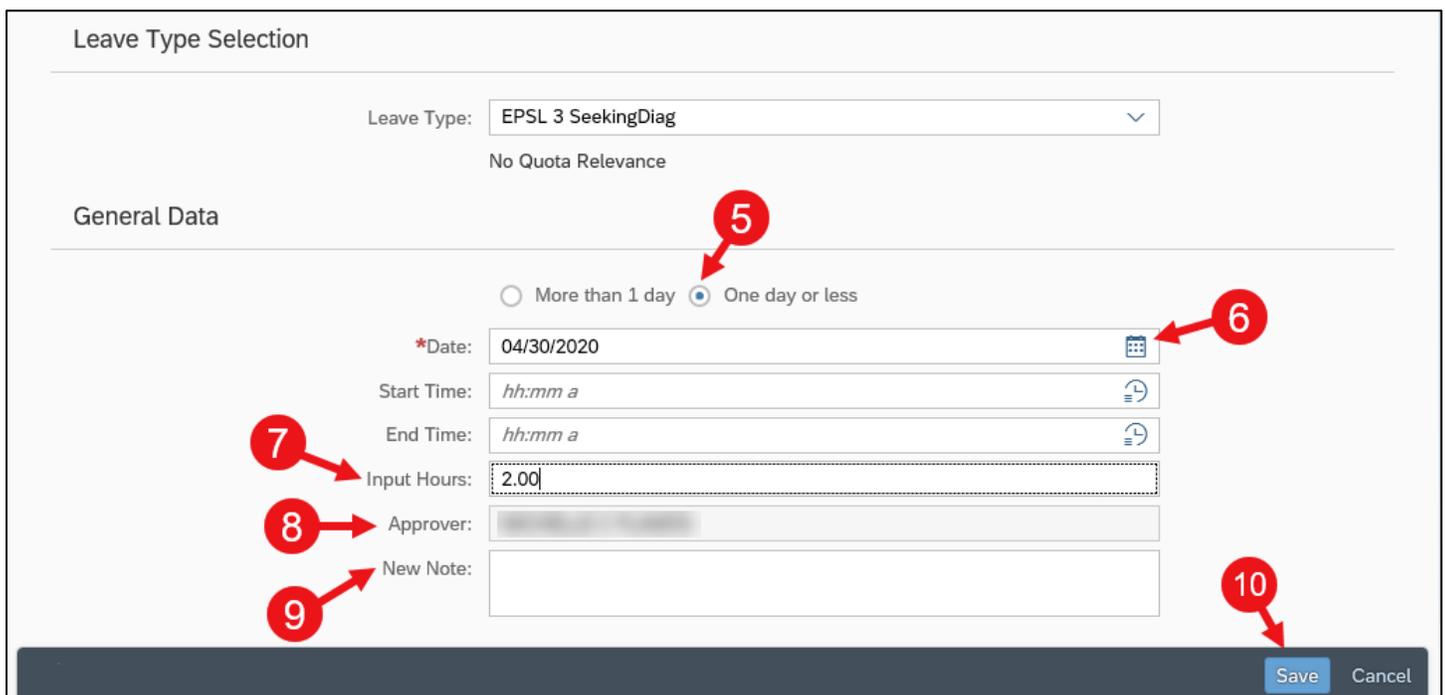


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Leave request for one day or less:

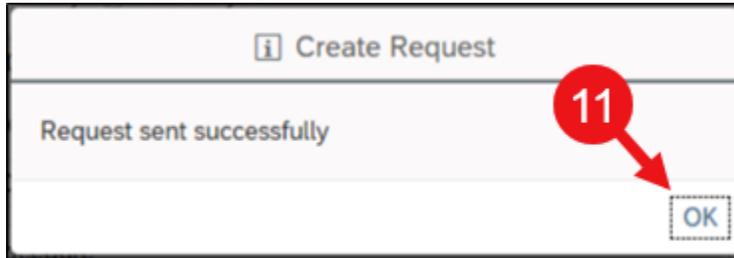
Follow steps 1-4 above in the **Enter FFCRA Leave in SCEIS Central** section.

5. Click the radio button beside **One day or less**.
6. In the **Date field**, click the **calendar icon** to select the date from a calendar.
Note: When entering FFCRA leave, the system will not allow you to enter the Start Time and End Time. If leave is for a partial day, just enter the number of hours in the Input Hours field.
7. In the **Input Hours** field, enter the number of hours you are taking.
8. The **Approver** field shows the name of the person who approves your leave.
9. In the **New Note** text box, you can add a note regarding the leave request.
10. Click the **Save** button to submit the leave request. Click **Cancel** if you do not want to save the leave request.

A screenshot of the SCEIS Central web interface showing the 'Leave Type Selection' form. The form is divided into two sections: 'Leave Type Selection' and 'General Data'. In the 'Leave Type Selection' section, the 'Leave Type' dropdown is set to 'EPSL 3 SeekingDiag' and 'No Quota Relevance' is displayed below it. The 'General Data' section contains several fields: 'More than 1 day' and 'One day or less' radio buttons, with 'One day or less' selected and a red callout '5' pointing to it; a '*Date:' field with '04/30/2020' and a calendar icon, with a red callout '6' pointing to the icon; 'Start Time:' and 'End Time:' fields with 'hh:mm a' placeholders and clock icons; an 'Input Hours:' field with '2.00' and a red callout '7' pointing to it; an 'Approver:' field with a blurred name and a red callout '8' pointing to it; and a 'New Note:' text area with a red callout '9' pointing to it. At the bottom right, there are 'Save' and 'Cancel' buttons, with a red callout '10' pointing to the 'Save' button.

Enter, Edit and Delete FFCRA Leave in SCEIS Central

- If there were no errors with your request, the **Create Request** pop-up window will appear with the message "Request sent successfully." Click **OK**.

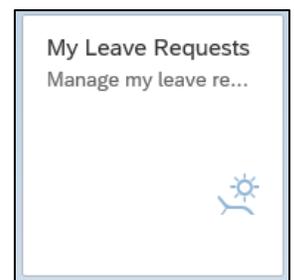
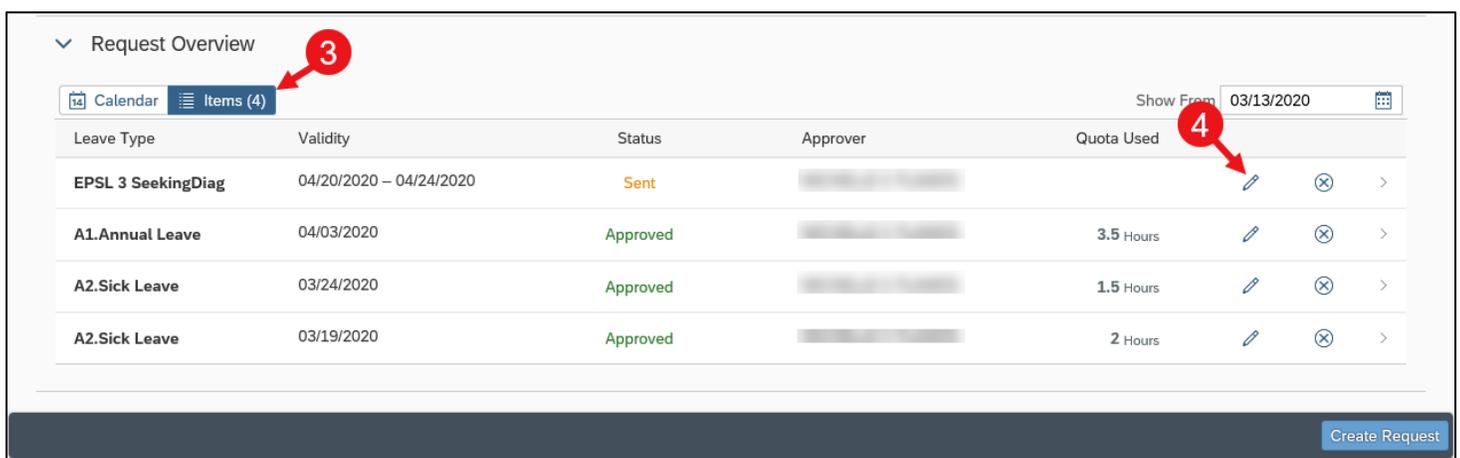


You should now be back on the My Leave Request main screen. Your leave request is now awaiting your supervisor's approval.

Edit FFCRA Leave in SCEIS Central

Employees can edit a leave request in sent status, or a request that has been approved and posted overnight. Employees cannot edit a request the same day it is approved or edit a request that is more than one month in the past, regardless of its status.

- Log in to SCEIS Central.
- Under the Employee Self-Service section, click the **My Leave Request** tile. You should now see the leave request screen.
- Click the **Items** tab in the Request Overview section of the page.
- Find the leave request** you would like to edit. Leave requests that can be edited will have an **Edit Request** icon.  Click the **Edit Request** icon.

Request Overview

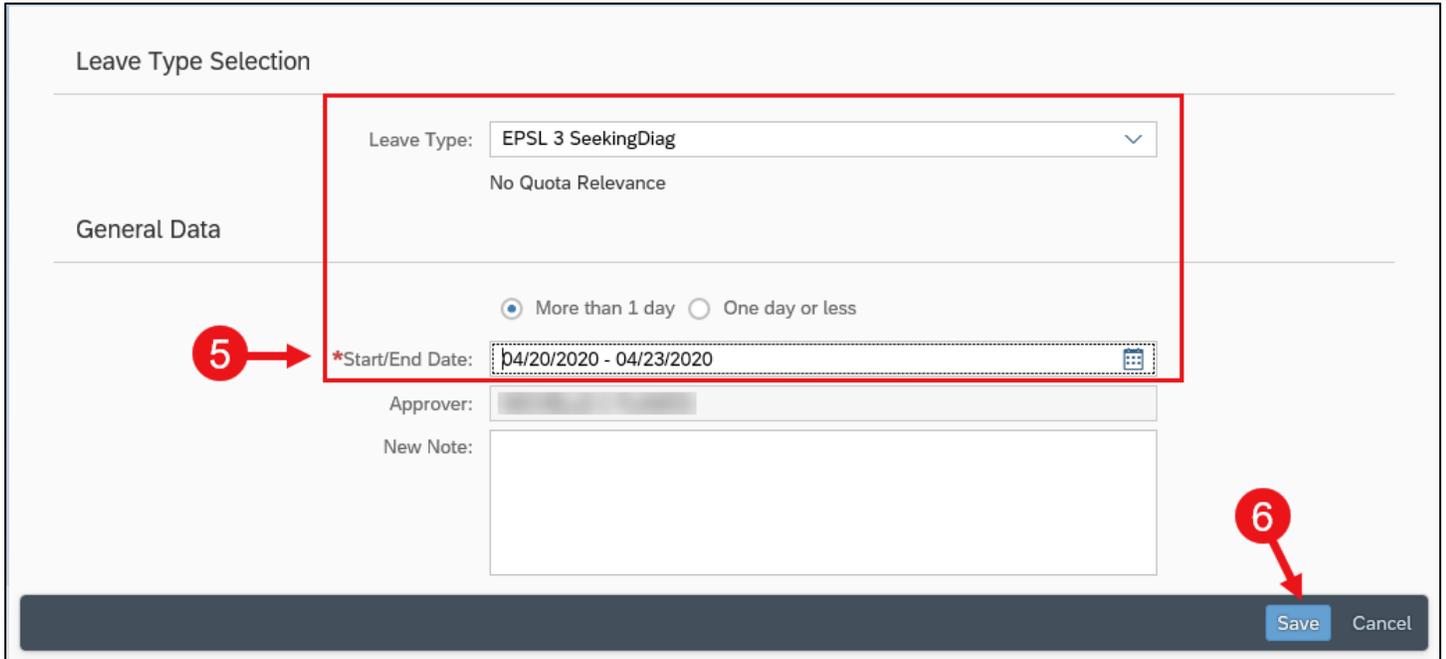
Calendar **Items (4)** Show From 03/13/2020

Leave Type	Validity	Status	Approver	Quota Used			
EPSL 3 SeekingDiag	04/20/2020 – 04/24/2020	Sent					
A1.Annual Leave	04/03/2020	Approved		3.5 Hours			
A2.Sick Leave	03/24/2020	Approved		1.5 Hours			
A2.Sick Leave	03/19/2020	Approved		2 Hours			

Create Request

Enter, Edit and Delete FFCRA Leave in SCEIS Central

5. Edit the **Leave Type, Date, Start and End Date(s)** as needed.
6. Click the **Save** button to submit the leave request. Click **Cancel** if you do not want to submit the leave request.



The screenshot shows a web form for entering or editing a leave request. The form is divided into sections: "Leave Type Selection" and "General Data".

- Leave Type Selection:** A dropdown menu is set to "EPSL 3 SeekingDiag". Below it, the text "No Quota Relevance" is displayed.
- General Data:** This section contains several fields:
 - Two radio buttons: "More than 1 day" (selected) and "One day or less".
 - A date field labeled "*Start/End Date:" containing the text "04/20/2020 - 04/23/2020". A red circle with the number "5" and an arrow points to this field.
 - An "Approver:" field with a greyed-out input box.
 - A "New Note:" text area.

At the bottom right of the form, there are two buttons: "Save" and "Cancel". A red circle with the number "6" and an arrow points to the "Save" button.

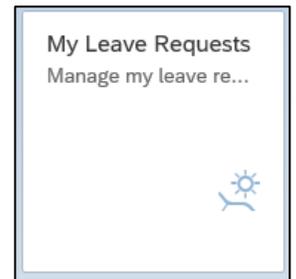
You should now be back on the My Leave Request main screen.

Enter, Edit and Delete FFCRA Leave in SCEIS Central

Delete FFCRA Leave in SCEIS Central

Employees can delete a leave request in the My Leave Request tile regardless of its status, if it is not one month past the date of the leave.

1. Log in to SCEIS Central.
2. Under the Employee Self-Service section, click the **My Leave Request** tile. You should now see the leave request screen.
3. Click the **Items** tab in the Request Overview section of the page.
4. **Find the leave request** you would like to delete. Leave requests that can be deleted will have a **Delete Request** icon.  Click the **Delete Request** icon.



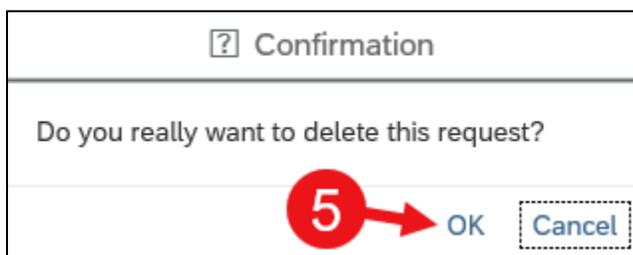
Request Overview

Calendar **Items (4)**  Show From 03/19/2020 

Leave Type	Validity	Status	Approver	Quota Used	
EPSL 3 SeekingDiag	04/20/2020 – 04/23/2020	Sent			  
A1.Annual Leave	04/03/2020	Approved		3.5 Hours	  
A2.Sick Leave	03/24/2020	Approved		1.5 Hours	  
A2.Sick Leave	03/19/2020	Approved		2 Hours	  

Create Request

5. At the Confirmation pop-up window, click **OK** to delete the request. Click **Cancel** if you need to go back to the previous screen.



Enter, Edit and Delete FFCRA Leave in SCEIS Central

You should now be back on the My Leave Request main screen.

- If the leave request you deleted was in **Sent** status, meaning not yet approved by your supervisor, it will disappear from the Items tab.
- If the leave request you deleted was already approved by your supervisor, you should see the word **Canceled in yellow** as the Status of the leave request.
- Once your supervisor has approved the cancellation, the Status column will have the word **Canceled in green**.

Request Overview

Calendar Items (3) Show From 03/13/2020

Leave Type	Validity	Status	Approver	Quota Used			
A1. Annual Leave	04/03/2020	Approved		3.5 Hours			
A2. Sick Leave	03/24/2020	Canceled		1.5 Hours			
A2. Sick Leave	03/19/2020	Canceled		2 Hours			

[Create Request](#)

Please note, depending on the browser and device you are using, SCEIS Central may display differently than what is show in this document.

If you have any questions about this procedure, please contact the SCEIS Help Desk (803-896-0001 and select option 2).