Enter, Edit and Delete FFCRA Leave in SCEIS Central

SCEIS

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

My Leave Requests
Manage my leave re...

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.
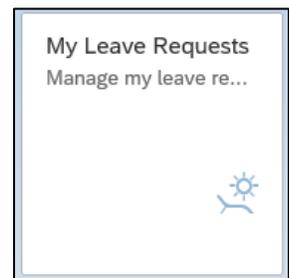
Entitlement				
Items (2)				
Leave Type	Validity	Available	Planned	
Annual Leave	06/02/2010 – 12/31/9999	**332.67** Hours	0 Hours	
Sick Leave	06/02/2010 – 12/31/9999	**213.15** Hours	0 Hours	

Request Overview					
📅 Calendar ☰ Items (4)			Show From	03/08/2020	
Leave Type	Validity	Status	Approver	Quota Used	
A1.Annual Leave	04/03/2020	Approved		3.5 Hours	
A2.Sick Leave	03/24/2020	Approved		1.5 Hours	
A2.Sick Leave	03/19/2020	Approved		2 Hours	
A2.Sick Leave	03/10/2020	Approved		0.67 Hours	

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

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.

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.

11. 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.

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 edit. Leave requests that can be edited will have an **Edit Request** icon. ✏ Click the **Edit Request** icon.

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	✏	⊗	>

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.

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

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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.

My Leave Requests
Manage my leave re...

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	✎	⊗	›

Calendar   Items (4)   Show From 03/13/20

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.

? Confirmation

Do you really want to delete this request?

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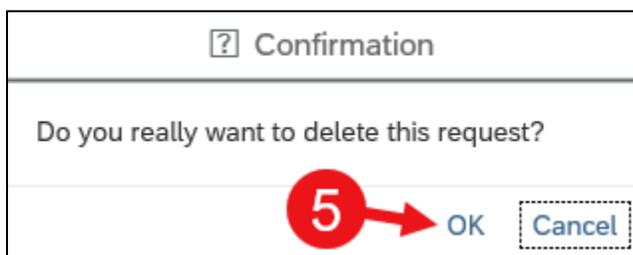
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You should now be back on the My Leave Request main screen.

- 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**.

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	✎	⊗	>

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).