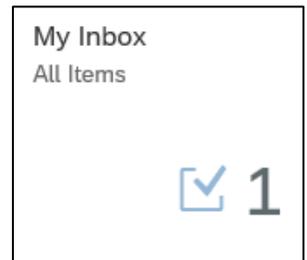
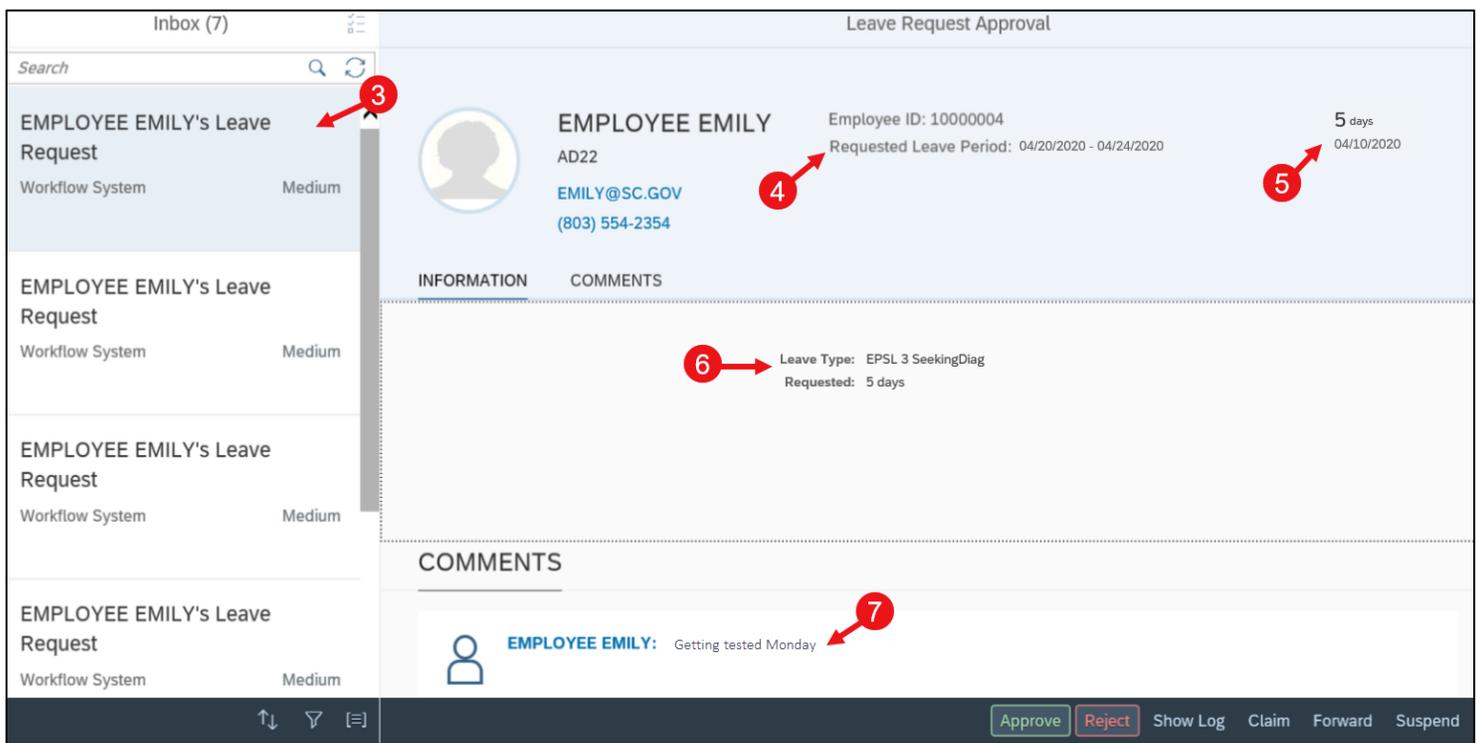


Approve or Reject FFCRA Leave in SCEIS Central

Managers can approve or reject Families First Coronavirus Response Act (FFCRA) leave requests submitted by their employees in the SCEIS Central My Inbox tile.

Access FFCRA Leave Requests from the My Inbox Tile

1. Log in to SCEIS Central.
2. From the SCEIS Central homepage, click the **My Inbox** tile.
3. On the left side of the Inbox screen, **click a leave request**. The details of the leave request will appear on the right side of the screen.
4. At the top of the screen, basic information on the employee will appear. Under the employee's personnel number, you will see the **date(s) of the leave requested**.
5. The **number of hours or days requested** and the **date the leave request was submitted** appears to the right of the personnel number.
6. In the Information section, you may see more information about the leave request such as: **the leave type and number of hours or days requested**.
7. If the employee entered a note when submitting the request, it will appear in the **Comments** section.

Inbox (7)

Search

EMPLOYEE EMILY's Leave Request
Workflow System Medium

Leave Request Approval

EMPLOYEE EMILY
AD22
EMILY@SC.GOV
(803) 554-2354

Employee ID: 10000004
Requested Leave Period: 04/20/2020 - 04/24/2020

5 days
04/10/2020

INFORMATION COMMENTS

Leave Type: EPSL 3 SeekingDiag
Requested: 5 days

COMMENTS

EMPLOYEE EMILY: Getting tested Monday

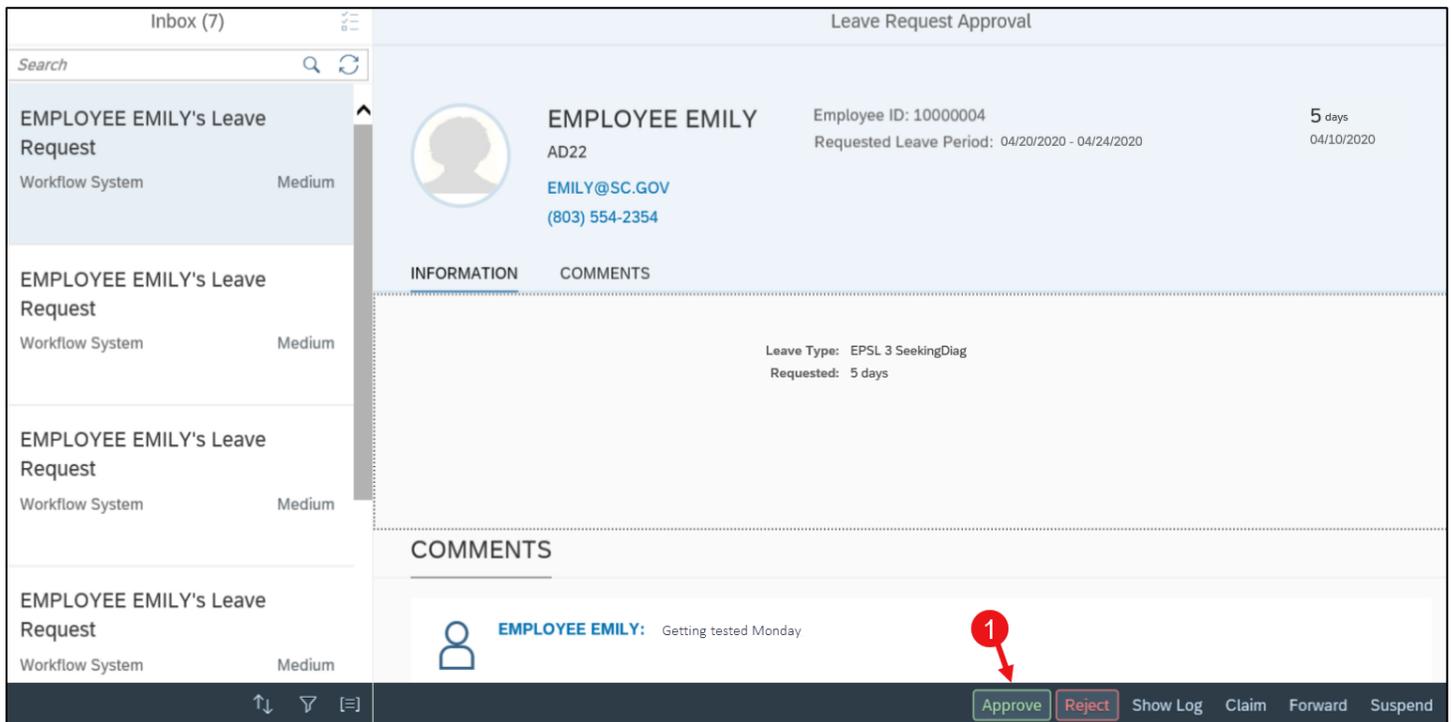
Approve Reject Show Log Claim Forward Suspend

Approve or Reject FFCRA Leave in SCEIS Central

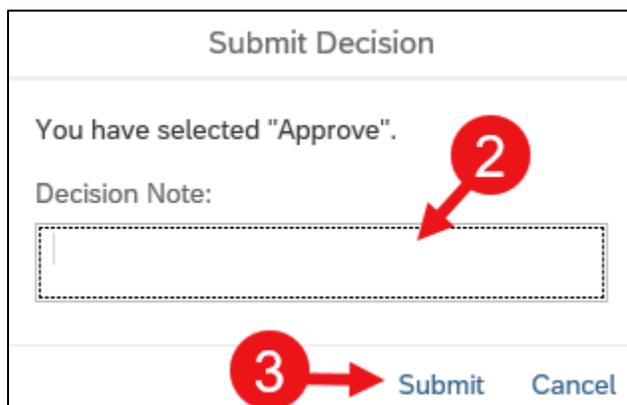
Approve FFCRA Leave Requests

First, follow the steps in the **Access FFCRA Leave Requests from the My Inbox Tile** section of this QRC.

1. Once you access the leave request, click the **Approve** button in the bottom right corner of the screen.



2. In the **Submit Decision pop-up window**, you can **enter a note** for the employee if needed.
3. Click the **Submit** button to submit the approval. Click **Cancel** to return to the previous screen.



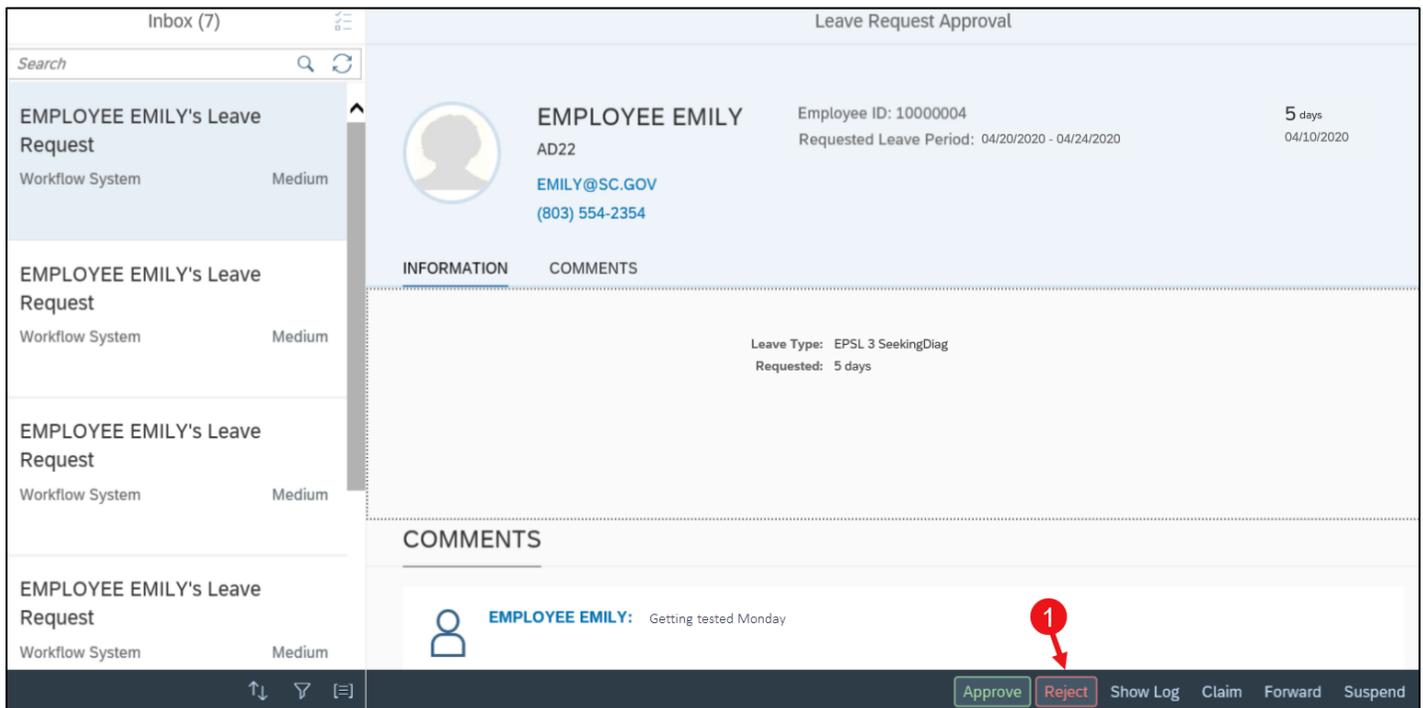
The leave request is now removed from your Inbox.

Approve or Reject FFCRA Leave in SCEIS Central

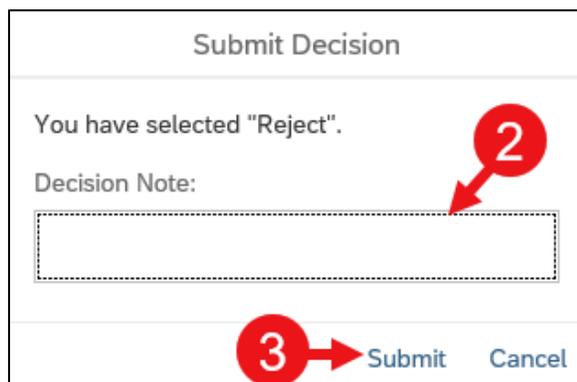
Reject FFCRA Leave Requests

First, follow the steps in the **Access FFCRA Leave Requests from the My Inbox Tile** section of this QRC.

1. Once you access the leave request, click the **Reject** button in the bottom right corner of the screen.



2. In the **Submit Decision pop-up window**, you can **enter a note** for the employee if needed.
3. Click the **Submit** button to submit the rejection. Click **Cancel** to return to the previous screen.



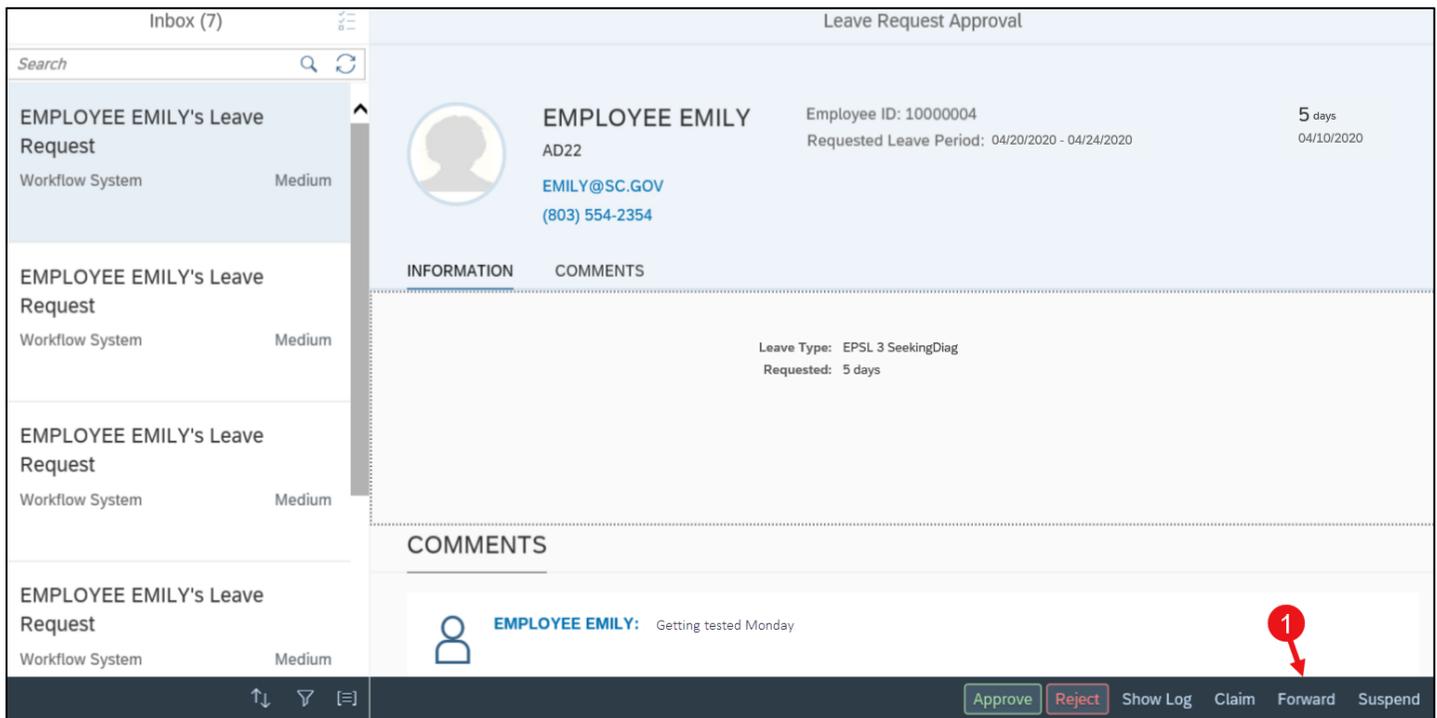
The leave request is now removed from your Inbox.

Approve or Reject FFCRA Leave in SCEIS Central

The employee will receive an email notification that their leave request has been rejected if their email address is correct in SCEIS. Managers should make the effort to communicate with the employee if a rejection is made. If a leave request is rejected, the employee will need to either resubmit the leave or delete it in the My Leave Request tile.

Other Actions

1. Clicking the **Forward** button allows you to forward the request to another manager. Be sure you are selecting a manager within your agency. The request will then appear in that manager's inbox for approval.



The screenshot displays the SCEIS Central interface for a 'Leave Request Approval'. On the left, an 'Inbox (7)' sidebar lists four 'EMPLOYEE EMILY's Leave Request' items, each with a 'Workflow System' and 'Medium' priority. The main content area is titled 'Leave Request Approval' and shows details for 'EMPLOYEE EMILY' (Employee ID: 10000004, AD22, Requested Leave Period: 04/20/2020 - 04/24/2020, 5 days, 04/10/2020). Below this, there are tabs for 'INFORMATION' and 'COMMENTS'. The 'COMMENTS' tab is active, showing a comment from 'EMPLOYEE EMILY' with the text 'Getting tested Monday' and a red '1' icon. At the bottom of the interface, there are buttons for 'Approve', 'Reject', 'Show Log', 'Claim', 'Forward', and 'Suspend'.

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).

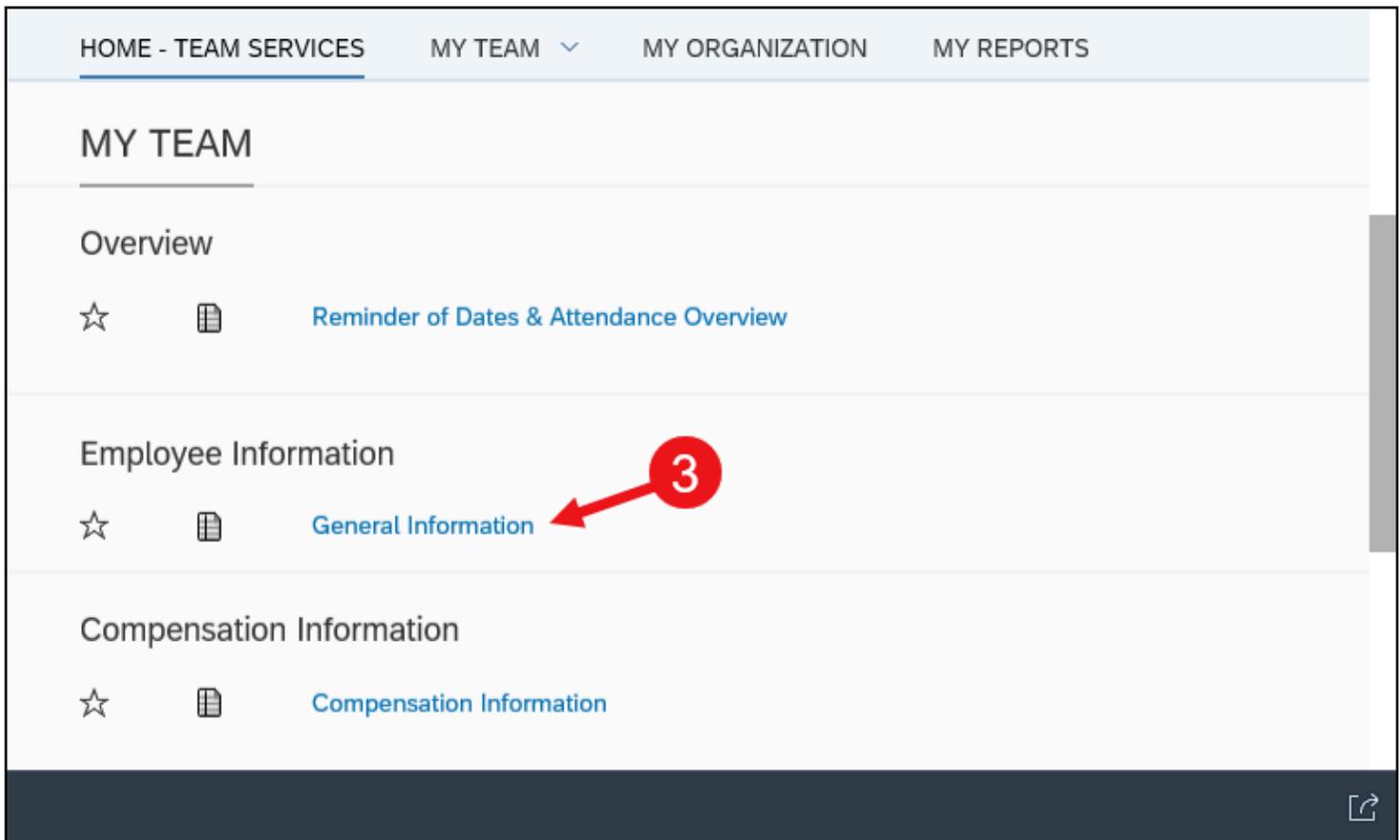
Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

Managers can enter, edit and cancel (delete) Families First Coronavirus Response Act (FFCRA) leave requests on behalf of their employees, in the Employee Profile in the Team Services tile. The manager will then have to approve the leave request in the SCEIS Central Inbox.

Enter FFCRA Leave on Behalf of an Employee

1. Log in to SCEIS Central.
2. Under the Manager Self-Service section, click the **Team Services** tile.
3. Under the **My Team** section, in the **Employee Information** subsection, click **General Information**.

Team Services
Manage team services

A screenshot of the SCEIS Central web application interface. At the top, there is a navigation bar with four tabs: "HOME - TEAM SERVICES" (which is underlined), "MY TEAM" with a dropdown arrow, "MY ORGANIZATION", and "MY REPORTS". Below the navigation bar, the main content area is titled "MY TEAM". Under this title, there are three sections: "Overview", "Employee Information", and "Compensation Information". Each section contains a star icon, a document icon, and a link. In the "Overview" section, the link is "Reminder of Dates & Attendance Overview". In the "Employee Information" section, the link is "General Information", which is highlighted with a red circle containing the number "3" and a red arrow pointing to it. In the "Compensation Information" section, the link is "Compensation Information". At the bottom right of the interface, there is a small icon of a square with an arrow pointing outwards.

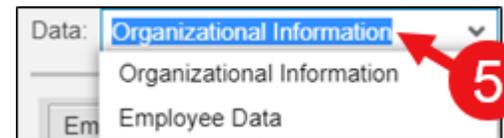
Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

4. Click the **Display** drop-down menu. Select **Direct Reports** to see your direct reports. Select **Employees in Organizational Structure** to see the organizational structure under your management. **Employees in Organizational**



Units will display a list of organizational units under your management. Select **Employee Search** to search for an employee. For this example, we are using Direct Reports.

5. Click the **Data** drop-down menu. Select **Organizational Information** to display organizational information on your employees. Select **Employee Data** to display

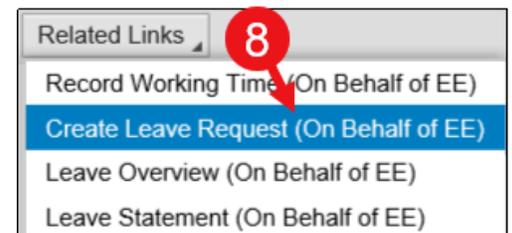


employee contact information and attendance status of your employees. For this example, we are using Organizational Information.

6. Click the **grey square** beside the employee you would like to see. When selected, the grey square will turn blue.
7. Click the **Employee Profile** button. The Employee Profile should now appear.



8. Click the **Related Links** drop-down menu and select **Create Leave Request (on Behalf of EE)**.



9. The top section of the screen has three tabs. **Click a tab** to view the information.

- **Calendar tab**—Displays a calendar view of leave entered and its status.
- **Time Accounts tab**—Displays the employee's leave balances.
- **Leave Requests tab**—Displays the employee's leave requests with the status.



Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

10. The bottom section of the screen, **Leave Details**, is where a manager will request leave on behalf of the employee.
11. In the **Type of Leave** field, click the drop-down list and **select the applicable EPSL or EFMLA** leave type. Your agency's Human Resources department should tell you which leave type to use for your employee.
12. In the **Start Date** field, **enter the start date** of the leave.
13. In the **End Date** field, **enter the end date** of the leave.
Note: When entering FFCRA leave, the system will not allow you to enter the Begin Time and End Time. If leave is for a partial day, just enter the number of hours in the Absence hours field.
14. In the **Absence hours** field, enter the **number of leave hours** the employee is requesting (to the far right of the Absence hours field).
15. In the **New Note** field, enter a **note** if necessary. (You could enter the start and end times of a partial day of leave here if you would like to capture it.)
16. You can click the **Check** button in the middle of the screen to check the leave request for warnings or errors.

Leave Request: EPSL 3 SeekingDiag, 04/14/2020, On Behalf of [REDACTED]

Send

Calendar **Time Accounts** Leave Requests

Time Account: All Types

Time Account	Deduction from	Deduction to	Leave Balance
Annual Leave	07/16/2012	12/31/9999	90.59333 Hours
Sick Leave	07/16/2012	12/31/9999	195.84666 Hours

Leave Details

Type of Leave

* Type of Leave: EPSL 3 SeekingDiag
Description: EPSL 3 SeekingDiag

General Data

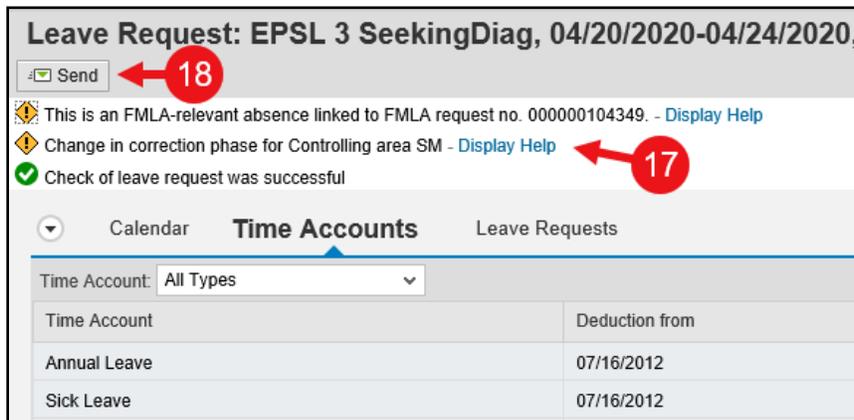
* Start Date: 04/20/2020
* End Date: 04/24/2020
Begin Time: 00:00
End Time: 00:00
Absence hours: 0.00
Processor: [REDACTED]
New Note: [REDACTED]

Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

17. Warnings or errors will appear under the Send button in the top left corner of the screen.

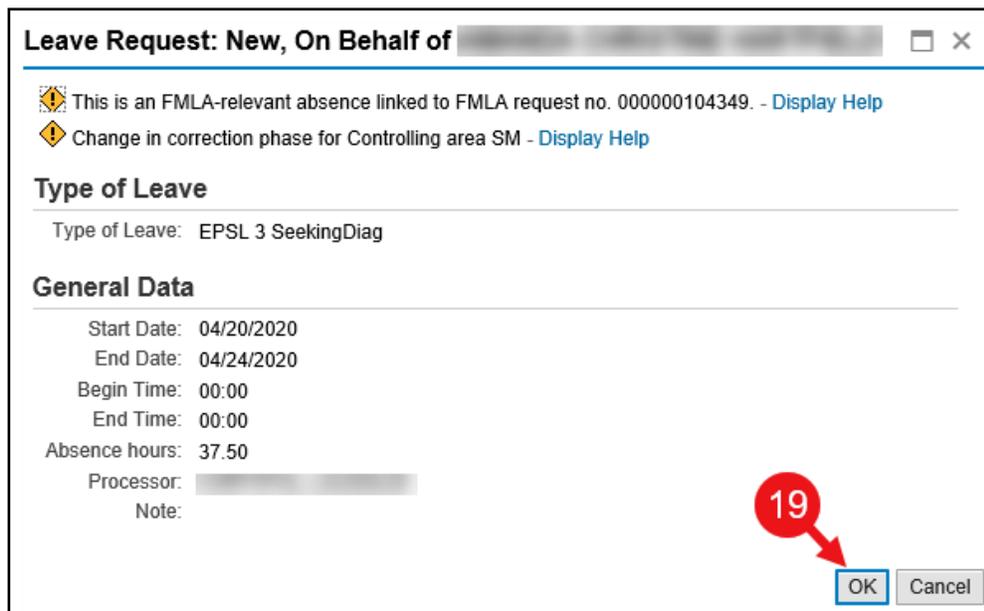
This icon  is a warning message. A warning is just a message to let you know the leave request may be a special situation. For example, when entering FFCRA leave, you may see the warning message, "This is an FMLA-relevant absence linked to FMLA request no. XXXXX." This message is ok. A warning will not stop you from submitting the leave request. Read any warning and continue to step 20 below.

18. Once you have completed the leave request, click the **Send** button in the top left corner of the screen.



Time Account	Deduction from
Annual Leave	07/16/2012
Sick Leave	07/16/2012

19. In the **Leave Request: New, On Behalf of Employee...** pop-up window, click **OK** to submit the leave request. Click **Cancel** to not send the request and return to the previous screen.



Type of Leave

Type of Leave: EPSL 3 SeekingDiag

General Data

Start Date: 04/20/2020
 End Date: 04/24/2020
 Begin Time: 00:00
 End Time: 00:00
 Absence hours: 37.50
 Processor: [redacted]
 Note: [redacted]

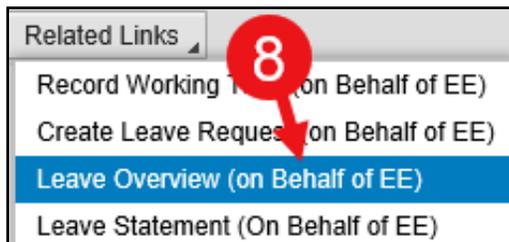
OK Cancel

Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

Edit FFCRA Leave on Behalf of an Employee

Follow steps 1-7 above in the **Enter FFCRA Leave on Behalf of an Employee** section.

8. Click the **Related Links** drop-down menu and select **Leave Overview (on Behalf of EE)**.



9. In the **Leave Data Overview** section, a list of leave requests will display. Those that can be edited will have the Edit icon  beside the request. Click the **Edit icon** beside the leave request you need to edit.

Leave Overview: On Behalf of [REDACTED]

Leave Data Overview New

Show from: 03/14/2020 1 Apply

Edit	Cancel	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status
		A1. Annual Leave	11/25/2020	00:00:00	11/25/2020	00:00:00		Approved
		A1. Annual Leave	11/24/2020	00:00:00	11/24/2020	00:00:00		Approved
		A1. Annual Leave	11/23/2020	00:00:00	11/23/2020	00:00:00		Approved
		EPSL 3 SeekingDiag	04/20/2020	00:00:00	04/24/2020	00:00:00	[REDACTED]	Sent
		A3. Family Sick Leave	03/26/2020	08:30:00	03/26/2020	13:50:00	[REDACTED]	Approved

Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

10. Change the following fields as necessary:

Type of Leave field - click the drop-down list and **select the type of leave**.

Start Date field - **enter the start date** of the leave.

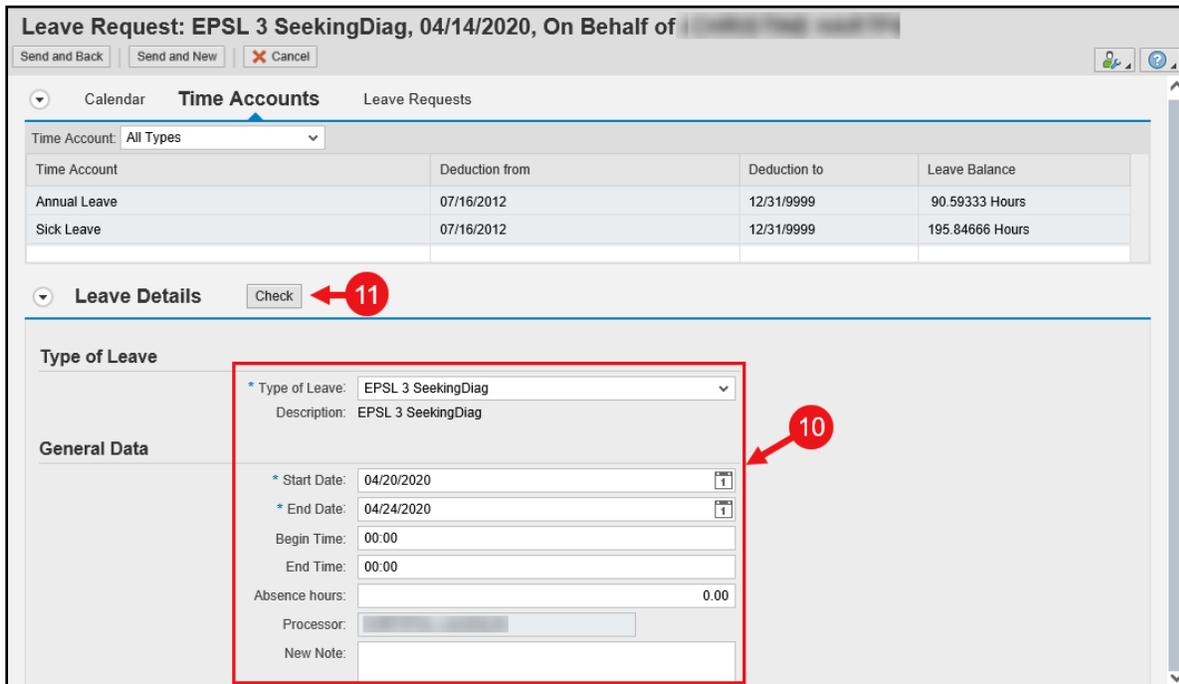
End Date field - **enter the end date** of the leave.

Note: When entering FFCRA leave, the system will not allow you to enter the Begin Time and End Time. If leave is for a partial day, just enter the number of hours in the Absence hours field.

Absence hours field - enter the **number of leave hours** the employee is requesting (to the far right of the Absence hours field).

New Note field - enter a **note** if necessary. (You could enter the start and end times of a partial day of leave here if you would like to capture it.)

11. You can click the **Check** button in the middle of the screen to check the leave request for warnings or errors.



Leave Request: EP SL 3 SeekingDiag, 04/14/2020, On Behalf of [redacted]

Send and Back | Send and New | Cancel

Calendar | **Time Accounts** | Leave Requests

Time Account: All Types

Time Account	Deduction from	Deduction to	Leave Balance
Annual Leave	07/16/2012	12/31/9999	90.59333 Hours
Sick Leave	07/16/2012	12/31/9999	195.84666 Hours

Leave Details | Check **11**

Type of Leave

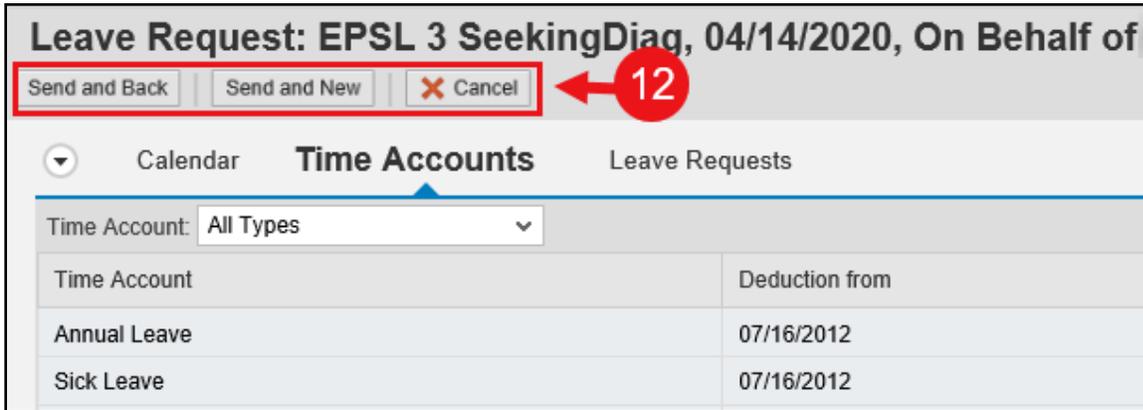
* Type of Leave: EP SL 3 SeekingDiag
Description: EP SL 3 SeekingDiag

General Data

* Start Date: 04/20/2020 **10**
* End Date: 04/24/2020 **10**
Begin Time: 00:00
End Time: 00:00
Absence hours: 0.00
Processor: [redacted]
New Note:

Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

12. Once you have completed the leave request, click the **Send and Back** button in the top left corner of the screen to send the request and go back to the previous screen. Click the **Send and New** button to send the request and create a new request. Click the **Cancel** button to not send the request and go back to the previous screen.



Leave Request: EPSL 3 SeekingDiag, 04/14/2020, On Behalf of

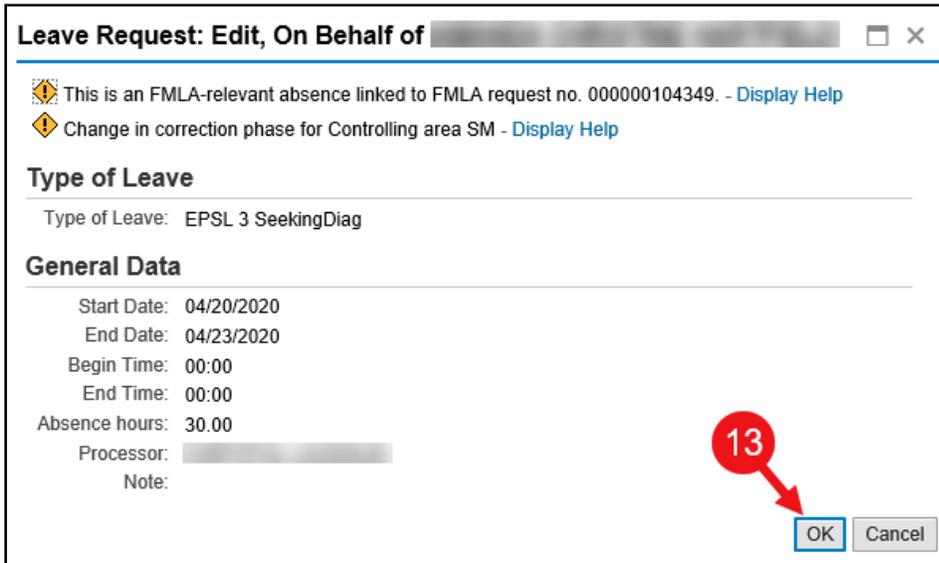
Send and Back Send and New **Cancel**

Calendar **Time Accounts** Leave Requests

Time Account: All Types

Time Account	Deduction from
Annual Leave	07/16/2012
Sick Leave	07/16/2012

13. In the **Leave Request: Edit, On Behalf of...** pop-up window, click **OK** to submit the leave request. Click **Cancel** to not send the request and return to the previous screen.



Leave Request: Edit, On Behalf of

⚠ This is an FMLA-relevant absence linked to FMLA request no. 000000104349. - [Display Help](#)

⚠ Change in correction phase for Controlling area SM - [Display Help](#)

Type of Leave

Type of Leave: EPSL 3 SeekingDiag

General Data

Start Date: 04/20/2020
 End Date: 04/23/2020
 Begin Time: 00:00
 End Time: 00:00
 Absence hours: 30.00
 Processor:
 Note:

OK Cancel

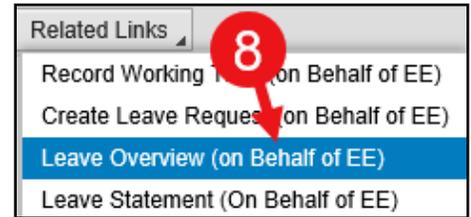
Note: You will have to approve the leave request in the SCEIS Central Inbox after submitting it on behalf of the employee.

Enter, Edit and Cancel FFCRA Leave on Behalf of an Employee in SCEIS Central

Cancel (Delete) FFCRA Leave on Behalf of an Employee

Follow steps 1-7 above in the **Enter FFCRA Leave on Behalf of an Employee** section.

8. Click the **Related Links** drop-down menu and select **Leave Overview (on Behalf of EE)**.



9. In the **Leave Data Overview** section, a list of leave requests will display. Those that can be cancelled (deleted)

will have the Cancel icon  beside the request. Click the **Cancel icon** beside the leave request you need to delete.

Leave Overview: On Behalf of [Redacted]

Leave Data Overview New

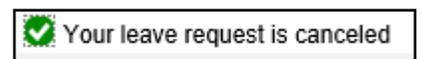
Show from: 03/14/2020 1 Apply

Edit	Cancel	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status
		A1. Annual Leave	11/25/2020	00:00:00	11/25/2020	00:00:00		Approved
		A2. Annual Leave	11/24/2020	00:00:00	11/24/2020	00:00:00		Approved
		A3. Annual Leave	11/23/2020	00:00:00	11/23/2020	00:00:00		Approved
		EP3SL 3 SeekingDiag	04/20/2020	00:00:00	04/24/2020	00:00:00		Sent
		A3. Family Sick Leave	03/26/2020	08:30:00	03/26/2020	13:50:00		Approved

10. The **Cancel leave request** pop-up window appears. Click **Yes** to cancel (delete) the leave request. Click **No** to not cancel the leave request and return to the previous screen.



In the upper left corner of the screen you will see this message:



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).