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.
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.
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.
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.

*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).*
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.
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.
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.
17. Warnings or errors will appear under the Send button in the top left corner of the screen. This icon ![warning] 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.

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.
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.
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.
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.

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.

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

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).