

MANAGER SUBSTITUTIONS

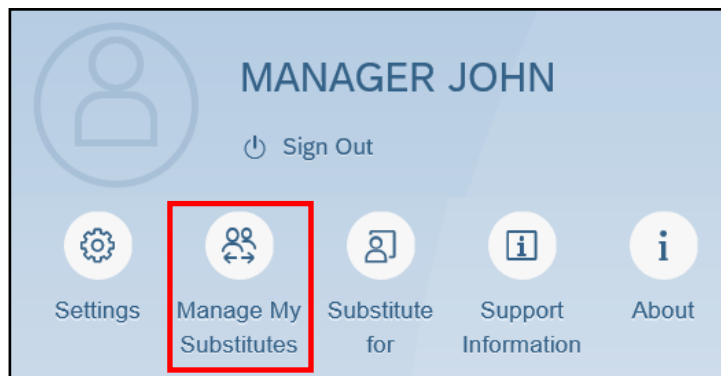
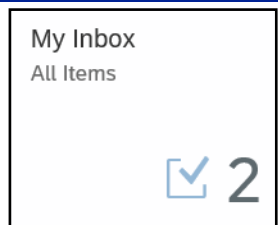
QUICK REFERENCE CARD

Managers can identify a substitute manager to process time, leave and travel requests in the manager's absence. This allows the substitute manager to view the other manager's inbox tasks in their own inbox.

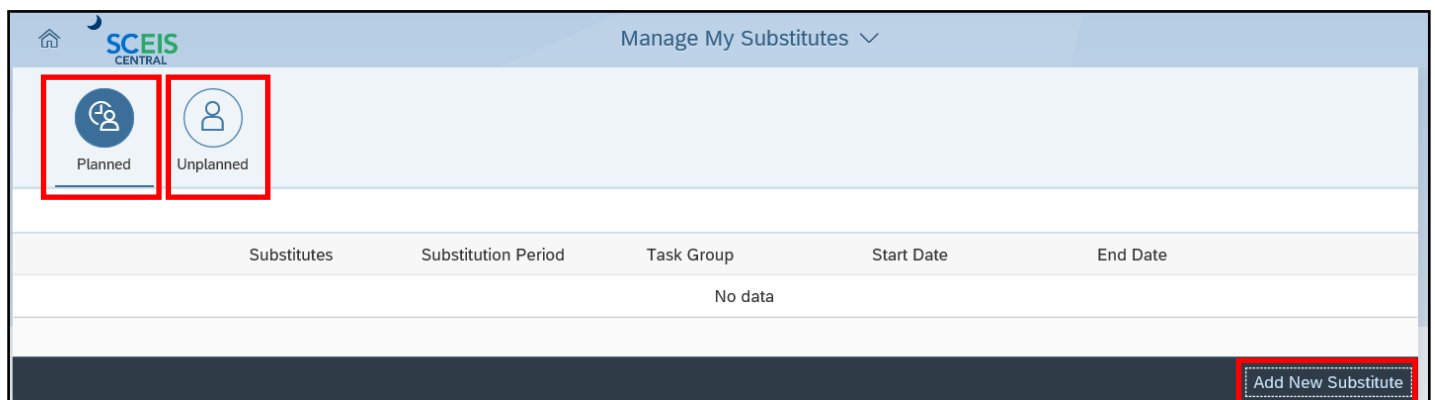
PROCESS

Create a New Substitution

1. From the SCEIS Central homepage, click the **My Inbox** tile.
2. Click the **person button** in the top left corner of the screen.
3. Click the **Manage My Substitutes** button.



4. In the top left corner of the screen, select **Planned or Unplanned**.
 - Select **Planned** if the manager's absence is planned. With the Planned option, a manager can select a date range as to when they will be absent and need a substitute.
 - Select **Unplanned** if the manager's absence is unplanned and will be absent unexpectedly.
5. Click the **Add New Substitute** button in the bottom right corner of the screen.



MANAGER SUBSTITUTIONS



QUICK REFERENCE CARD

PROCESS

- In the **Substitutes** pop-up window, type the name of the manager you would like to be the substitute. The manager must be in your agency.
- Click the **Search** button (magnifying glass).
- Click the **name of the substitute** in the search results.
- In the **Choose Task Group** pop-up window, **select the appropriate option**:
 - Select **All Task Groups** if you would like all working time, leave and travel to be sent to the substitute for approval.
 - Select **Leave and CATS Time** if you would like just working time and leave to be sent to the substitute for approval.
 - Select **Travel** if you would like just travel to be sent to the substitute for approval.
- If this is a Planned absence, the **Choose Substitution Period** pop-up window will appear.
- In the calendar, click the start date of your planned absence.
- In the calendar, click the end date of your planned absence.

NOTE: If you selected Unplanned in step 4, the Choose Substitution Period window will not appear.
- Click the **Save** button.

Substitutes

manager jane

MANAGER JANE
MSS

Cancel

Choose Task Group

MANAGER JANE
State of South Carolina

All Task Groups

Leave and CATS Time

Travel

Cancel

Substitution Period
From 05 Dec 2018 to 14 Dec 2018

December 2018

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31	1	2	3	4	5

Save Cancel

MANAGER SUBSTITUTIONS



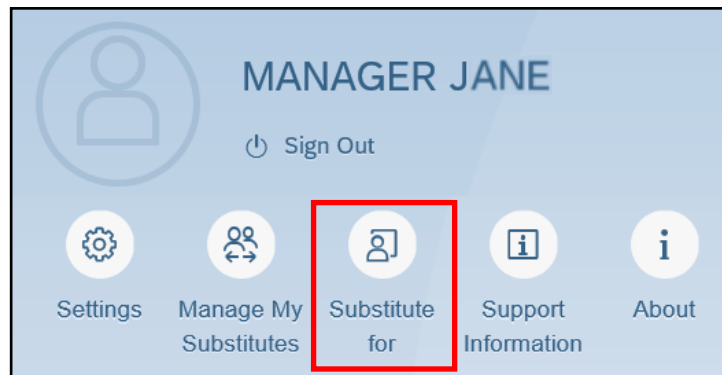
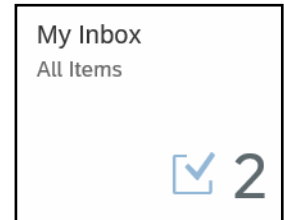
QUICK REFERENCE CARD

PROCESS

Turn on/Turn off Unplanned Substitution Rule

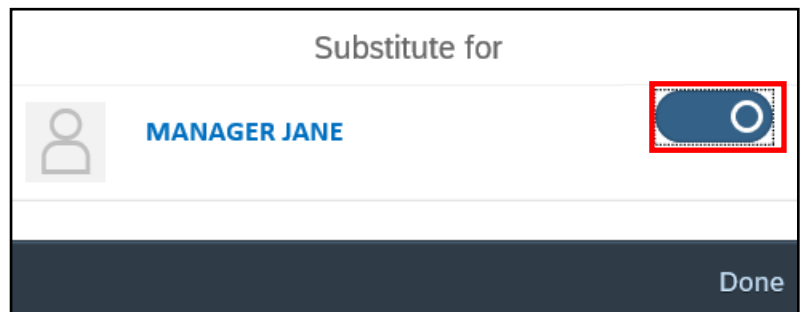
(Completed by the Substituted Manager)

1. From the SCEIS Central homepage, click the **My Inbox** tile.
2. Click the **person button** in the top left corner of the screen.
3. Click the **Substitute for** button.



4. In the Substitute for pop-up window, click the **slider button** to begin seeing the other manager's inbox tasks. The slider button will turn blue when the substitution rule is on.

You will also see the message, "You are now receiving the tasks of [Manager's Name]."



5. Clicking the **slider button** again will turn the substitution rule off. The slider button will turn white when the substitution rule is off.

You will also see the message, "You are not receiving the tasks of [Manager's Name]."

6. Click the **Done** button.

Note: It is especially important to turn off the unplanned substitution when you no longer need to process the other manager's inbox tasks. The substitute manager will continue to view the other manager's inbox tasks until the unplanned substitution is turned off.

MANAGER SUBSTITUTIONS



QUICK REFERENCE CARD

PROCESS

Delete a Substitution

Unplanned substitutions remain intact until the substitution is turned off by the substitute manager or it is deleted by the original manager. Planned substitutions will remain intact until the end date specified or it is deleted by the original manager. Make sure unplanned substitutions are turned off when you are not using them. **You should delete all substitutions if you are transferring to another state agency.**

1. From the **Manage My Substitutes** screen, click the **Planned** button if the substitution you want to delete is planned. Click the **Unplanned** button if the substitution is unplanned.
2. Click the **substitution rule** to select it.
3. Click the **Delete** button in the bottom right corner of the screen.

Manage My Substitutes

Substitutes	Substitution Period	Task Group	Start Date	End Date
MANAGER JANE Active	Ends in 9 days	All	12/05/2018	12/14/2018

Add New Substitute **Delete**

4. In the **Delete Rule** pop-up window, click **OK** to delete the substitution. Click **Cancel** to go to the previous screen.

Delete Rule

Are you sure you want to delete this rule?

OK Cancel

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**