OVERVIEW OF TIME ENTRY

SCEIS CENTRAL

This Quick Reference Card provides important information you should know before entering working time in SCEIS Central.

PROCESS

Work Schedules

Each state employee is assigned a work schedule. Your work schedule:

- Is recorded in the SCEIS system by your Human Resources Department
- Tells SCEIS what days and hours you are expected to work and what days and hours you are expected to be off
- Drives when you earn leave and other benefits such as when you earn comp time or overtime if applicable
- Appears in the calendar on the SCEIS Central timesheet. Working days will appear in one color, and non-working days, such as scheduled off days and state holidays will be a different color.

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	1	2	3	4	5	6	7	8

It's important that your work schedule in SCEIS matches what you actually work. When entering time in SCEIS Central, you may receive errors or warning messages if the time you record does not match your work schedule. If you have any questions about your work schedule in SCEIS, please contact your agency's Human Resources Department.

When to Record Time

- SCEIS recommends recording time on a daily basis when possible.
- When daily time recording is not possible, you should at least record time weekly.
- You cannot record working time for a date more than 30 days in the past. Contact your Time Administrator if you need to record working time for a date more than 30 days in the past.
- You cannot enter working time for a date in the future.
- Not recording time can affect your pay (for temporary employees) or when leave is earned for some full-time employees.
- Not only is it important that working time be recorded, but that it is approved by your supervisor as well, at least on a weekly basis.

QUICK REFERENCE CARD

PROCESS

Missing Time Reminders

Based on your work schedule, SCEIS knows when you have not entered the appropriate working time, or if the time you've entered has not been approved. SCEIS will send you a reminder email, or Missing Time Reminder, if the system sees that you are "missing time."

- To receive the Missing Time Reminder, you must have a valid email address in SCEIS. If you are unsure if you have a valid email address in SCEIS, contact your agency's Human Resources Department.

- If you do not have a valid email address recorded in the system, SCEIS will send the Missing Time Reminder to your direct supervisor.

- If neither you nor your supervisor has an accurate email address in the system, no email is sent.

12-Hour Clock

In SCEIS Central, you will enter working time using the twelve-hour clock. Do not use military time in SCEIS Central.

Example:

- Your working hours are 8:30 a.m. to 5:00 p.m.
- You typically take lunch from noon to 1:00 pm.
- In SCEIS Central, you should create two time entries:
    - 08:30 a.m. to 12:00 p.m. for the morning work hours

Time:	08:30 AM		12:00 PM	

    - 01:00 p.m. to 5:00 p.m. for the afternoon hours

Time:	01:00 PM		05:00 PM	

Entering time will be covered in other SCEIS Central training materials.

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.**