CHANGE AND DELETE WORKING TIME FAVORITES

SCEIS CENTRAL

QUICK REFERENCE CARD

Employees can change and delete a time entry favorite in the My Timesheet tile. Using favorites is optional.

PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.

My Timesheet
Manage working time

🕘 **18**

Missing Days

Change a Favorite

1. To change a favorite, **click a date on the calendar.**
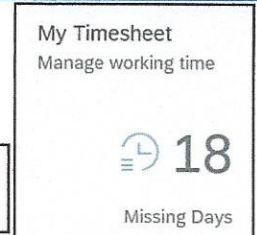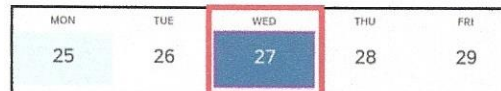
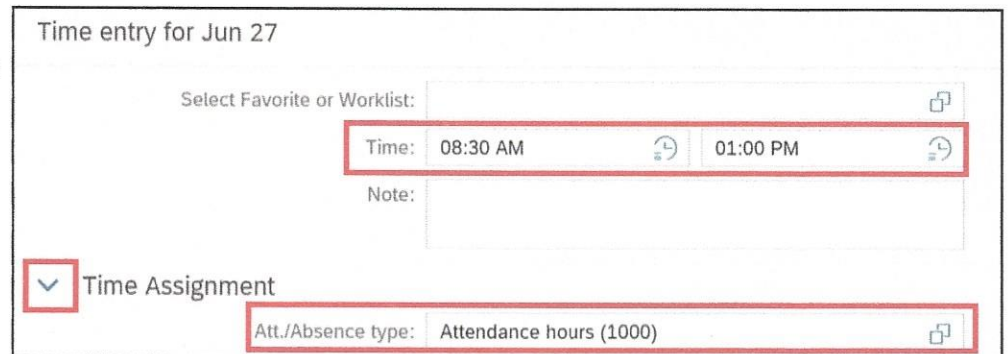| MON	TUE	WED	THU	FRI
25	26	**27**	28	29

2. Click the **Create** button in the bottom right corner.   `Create`

3. Click the **Favorites** button in the bottom right corner. The Edit Favorites option only allows you to change the NAME of your favorite. It does not allow you to change the hours of your favorite. Unless you only need to change the name of your favorite, do not choose this option. If you need to change the hours of your favorite, you must delete the old favorite and create a new one.

> Edit Favorites
> **Delete Favorites**
> Save as Favorite
>
> eset   Favorites
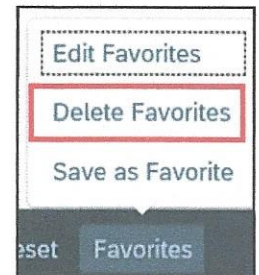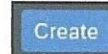
4. Select **Delete Favorites.**

5. In the **Delete Favorites** pop-up window, **click the blue X** by the favorite you want to delete.

6. Click **OK** in the Delete Favorites pop-up window. Next, create a favorite for your new hours.

Delete Favorites

Typical Morning Hours
Attendance hours   08:30 AM - 12:00 PM   ⊗

OK
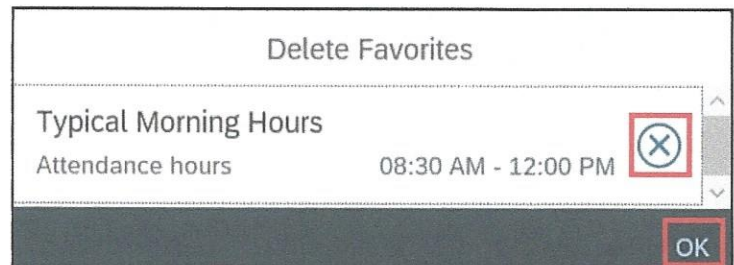
7. In the **From** text box, **enter the start time** you would like to save in the favorite.

8. In the **To** text box, **enter the end time** you would like to save in the favorite.

   Start and end times need to be entered using the 12 hour clock.

Time entry for Jun 27

Select Favorite or Worklist: _____

Time: 08:30 AM 🕘   01:00 PM 🕘

Note: _____

∨ Time Assignment

Att./Absence type: Attendance hours (1000)

9. If the Time Assignment section is not expanded, **click the arrow to expand it.**

10. Click the **Attendance/Absence Type** drop-down menu and **select the attendance type** you would like to save in the favorite.

PROCESS

11. Click the **Favorites** button in the bottom right corner.

    `Favorites`

12. Select **Save as Favorite.**

    `Save as Favorite`

13. In the **Add Favorite** window, **enter a name for the favorite.**

14. **Check the box beside Save With Time.**

15. Click **Save** to save the favorite. Click **Cancel** if you need to make changes.

Add Favorite

Favorite Name:

| Typical Morning Hours |

☑ Save With Time

Save   Cancel

Delete a Favorite

1. To delete a favorite, **click a date on the calendar.**

MON	TUE	WED	THU	FRI
25	26	27	28	29

2. Click the **Create** button in the bottom right corner.

   `Create`

3. Click the **Favorites** button in the bottom right corner.

4. Select **Delete Favorites.**

   Edit Favorites
   Delete Favorites
   Save as Favorite

   eset   Favorites

5. In the **Delete Favorites** pop-up window, **click the blue X** by the favorite you want to delete.

6. Click **OK** in the Delete Favorites pop-up window.

Delete Favorites

Typical Morning Hours
Attendance hours   08:30 AM - 12:00 PM   ⊗

OK

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.**