

MySCEmployee Login Page



1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password in the areas indicated
3. Click the Log On button to be directed to the MySCEmployee splash page

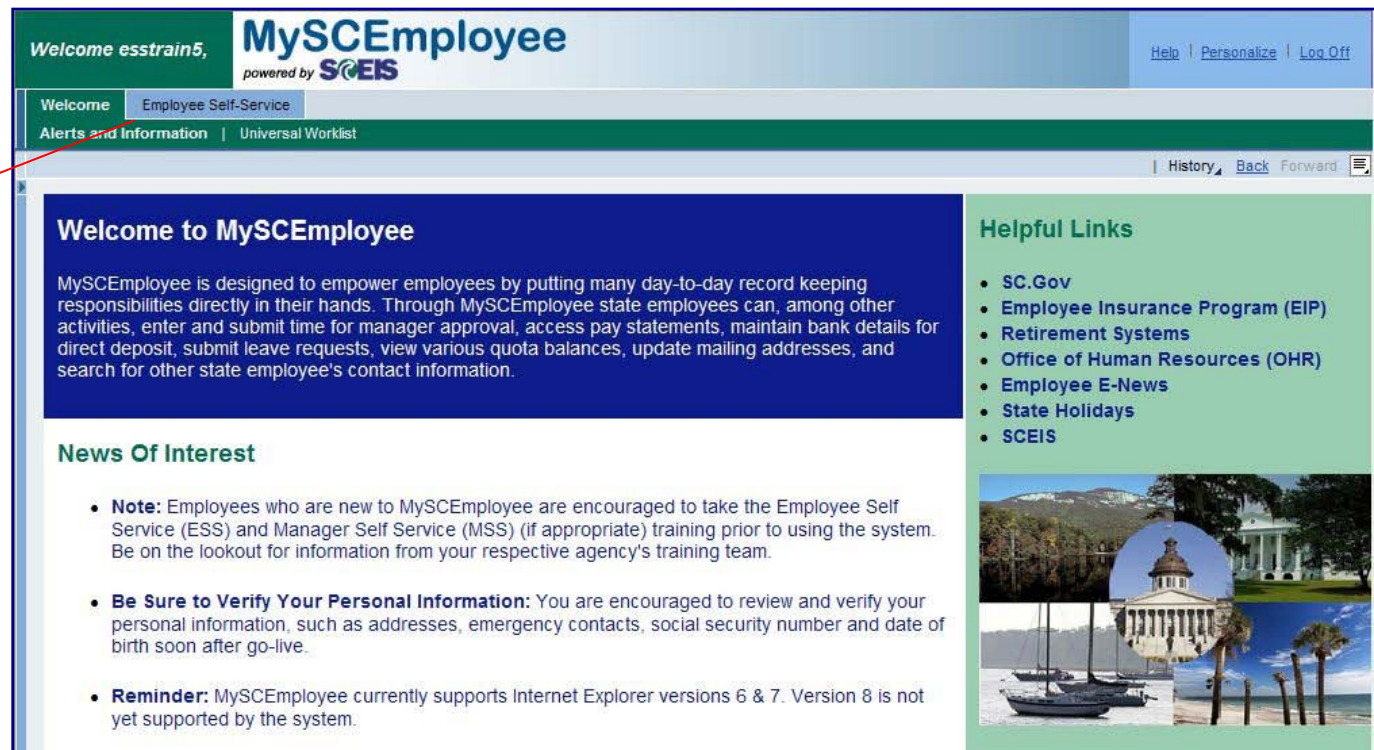
Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the “Back” and “Forward” buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results



MySCEmployee Splash Page



1. In the upper left-hand corner of the page it should read Welcome followed by your name.
2. To access the main Employee Self Service page, click the blue Employee Self Service tab.



Employee Self Service

MySCEmployee Employee Self Service – My Pay



From the Employee Self Service overview page, click on the **My Pay** link either from the submenu or from the main overview area to access this function.

The screenshot displays the MySCEmployee Employee Self Service interface. At the top, there is a navigation bar with the text "Welcome essit02, MySCEmployee powered by SOEIS" and links for "Help", "Personalize", and "Log Off". Below this is a secondary navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". A third navigation bar contains links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", "My Travel and Expenses", and "My Career". The "My Pay" link is circled in red. The main content area features a heading "Employee Self-Service provides South Carolina employees with easy access to information and services." and several service tiles. The "My Pay" tile is circled in red and includes the following text: "My Pay", "*Bank Information (Direct Deposit)", "*Employment Verification", "*W-4 Tax Withholding", "*Voluntary Deductions", "Quick Links", and "Pay Statements". Other tiles include "My Employee Search", "My Working Time", "My Personal Info", "My Benefits", and "My Travel and Expenses".

MySCEmployee Employee Self Service – My Pay Overview Screen



From the **My Pay** overview page, you will be able to enter a voluntary recurring deduction. To set up a voluntary recurring, click the Voluntary Recurring Deduction link from the My Pay overview screen. When prompted click the New button or edit to change an existing deduction.

Welcome essuser1, **MySCEmployee**
powered by SOEIS

Help | Personalize | Log Out

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Pay | History | Back | Forward

My Pay

Pay Information

- [Pay Statements](#)
View your pay statements (current or historical).
- [Employment Verification](#)
Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking

- [Direct Deposit Authorization](#)
Read this prior to maintaining direct deposit.
- [Bank Information](#)
Maintain your banks for direct deposit.
NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings

- [W-4 Tax Withholding](#)
Maintain your tax withholdings for Federal and State.
NOTE: Changes made might not be in effect for up to two weeks.
- [Voluntary Recurring Deduction](#)
This link allows you to enter Voluntary Recurring Deduction
- [One Time Voluntary Deduction](#)
This link allows you to enter One Time Voluntary Deduction

**Voluntary
Recurring
Deduction**

MySCEmployee Employee Self Service – My Pay (Voluntary Deductions)



1. Enter the Start Date for the Deduction
2. Select the appropriate Deduction Type, **American Heritage Life - Payroll Code 2000**, and enter the amount, then click the **Save** button.

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Start Date: 10/02/2009

Deduction Type: American Heritage Life

Deduction Amount: 0.00

Previous Step Save Exit

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Deduction Type	Amount Per Paycheck	Start Date	End Date
American Heritage Life	90.00	10/02/2009	

New Edit Stop Deduction

3. The new Voluntary Deduction will display on the Recurring Voluntary Deduction Table.

If you need assistance, please contact your American Heritage Life / Allstate Benefits representative:
Workplace Benefits Plus (866) 631-0009