

SCEIS Central - Login Page



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

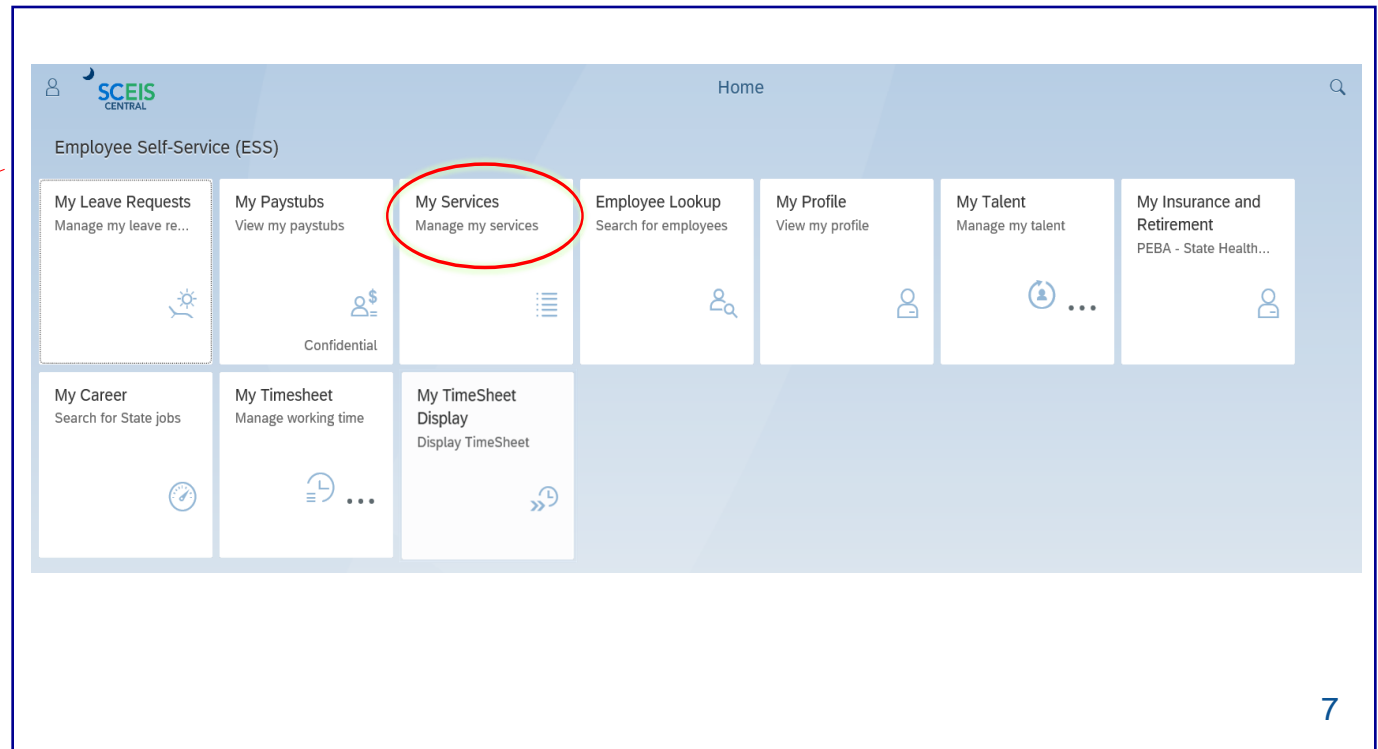
SCEIS Central is a web-based portal where employees can view and maintain selective data about themselves in the Employee Self-Service (ESS) module.

A screenshot of the SCEIS Central login page. The page has a dark blue background. In the top left corner, there is a logo with a crescent moon and the text "SCEIS CENTRAL". The main content area is a white box with a blue border. Inside this box, the text "Please Log On" is at the top. Below it are two input fields: "User" and "Password". Under the "Password" field, there is a checkbox with the text "Check here to login and accept the Terms & Conditions". Below the checkbox is a "Log On" button. At the bottom of the white box, there are two links: "Password Management Instructions" and "Manage Your SCEIS Password". At the very bottom of the page, there is a footer with the text "SCEIS Service Desk | Privacy Policy | Security Policy" and a small copyright notice "Copyright © 2015 State of South Carolina". In the bottom right corner of the page, there is a logo for "admin" with the text "THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION" below it.

SCEIS Central - My Services

1. Under the Employee Self-Service section, click the My Services tile.

**Employee
Self Service**



The screenshot displays the SCEIS Central Employee Self-Service (ESS) dashboard. The dashboard features a header with the SCEIS CENTRAL logo, a user profile icon, and a search icon. Below the header, the text "Employee Self-Service (ESS)" is displayed. The main content area contains a grid of service tiles:

- My Leave Requests**: Manage my leave re... (Icon: lightbulb)
- My Paystubs**: View my paystubs (Icon: person with dollar sign), Confidential
- My Services**: Manage my services (Icon: list), circled in red
- Employee Lookup**: Search for employees (Icon: magnifying glass over person)
- My Profile**: View my profile (Icon: person)
- My Talent**: Manage my talent (Icon: person with plus)
- My Insurance and Retirement**: PEBA - State Health... (Icon: person)
- My Career**: Search for State jobs (Icon: clock)
- My Timesheet**: Manage working time (Icon: clock with plus)
- My TimeSheet Display**: Display TimeSheet (Icon: double right arrow)

SCEIS Central - My Pay



1. Under the My Pay section, in the Deductions and Withholding subsection, click Voluntary Deductions (Recurring). Clicking a hyperlink will open that function in a new web browser tab.

The screenshot shows a mobile application interface with a navigation bar at the top containing four tabs: "HOME - MY SERVICES", "MY WORKING TIME/LEAVE", "MY PAY", and "MY TRAVEL". The "MY PAY" tab is highlighted with a red circle. Below the navigation bar, the page title is "Voluntary Deductions". There are two main options listed, each preceded by a star icon and a dot:

- Voluntary Deductions (Recurring)**: This option is highlighted with a red box. Below it, the text reads: "Maintain recurring deductions, such as charities, membership dues, c" and "NOTE: Entries made here will be deducted from each paycheck."
- Voluntary Deductions (One-Time)**: Below it, the text reads: "Create a one-time only deduction for a charity organization." and "NOTE: Entries made here will be deducted one-time only."

**Voluntary
Deduction
Recurring**

SCEIS Central - Voluntary Deduction

1 To create a new recurring deduction, click NEW. To EDIT a deduction click the square next to the deduction you wish to edit.

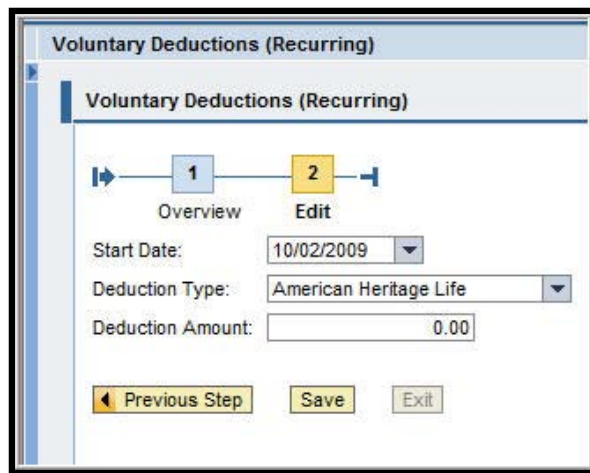
Recurring Voluntary Deductions		
Deduction Type	Amount Per Paycheck	Start Date
2151 -Allsouth FCU	10.00	02/02/2018

VOLUNTARY DEDUCTIONS EFFECTIVE DATES

Changing or Creating Voluntary Deduction:
If the effective date of the change equals the 2nd of the month, this d

Recurring Voluntary Deductions			
Deduction Type	Amount Per Paycheck	Start Date	End Date
2151 -Allsouth FCU	10.00	02/02/2018	03/01/2018
2151 -Allsouth FCU	20.00	03/02/2018	

2 Enter Start Date for the Deduction.
Select deduction type: **2000 American Heritage Life**
Enter Deduction amount and click the Save button.



Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

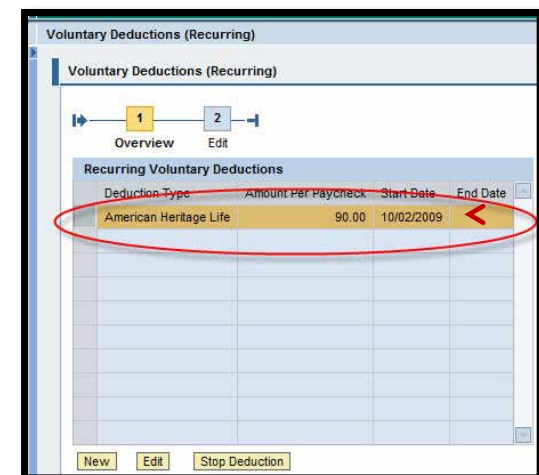
Start Date: 10/02/2009

Deduction Type: American Heritage Life

Deduction Amount: 0.00

Previous Step Save Exit

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



Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

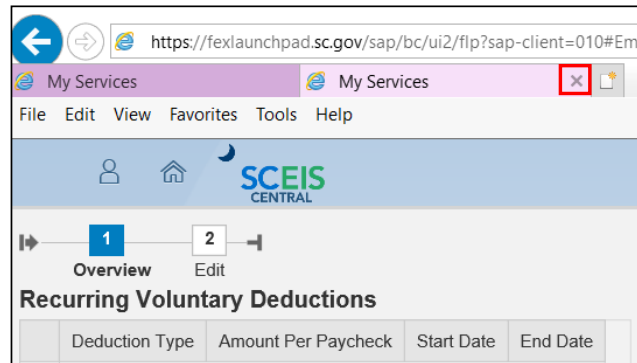
Deduction Type	Amount Per Paycheck	Start Date	End Date
American Heritage Life	90.00	10/02/2009	

New Edit Stop Deduction

SCEIS Central - My Pay \ Voluntary Ded



Once you have completed the task in the new web browser tab, **click the X in the tab** to close it.



If you need assistance, please contact your American Heritage Life representative:



Workplace Benefits Plus
(866) 631-0009



Allstate Benefits is the marketing name used by American Heritage Life Insurance Company (Home Office, Jacksonville, FL), a subsidiary of The Allstate Corporation.