

**From:** HR-ADMIN <HR-ADMIN@sceis.sc.gov>  
**To:** Danny VaratDannyVarat@scstatehouse.gov  
**Date:** 12/1/2017 9:44:17 AM  
**Subject:** Your worklist contains leave requests

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Your worklist contains one or more leave requests which needs to be processed -see information below for name of employee and dates being requested.

To process the leave request, click one of the following links:

Approve Leave Screen - <https://myscemployee.sc.gov/irj/portal/AppLeave>

MySCEmployee - <https://myscemployee.sc.gov>

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Employee: CATHERINE OATES MCNICOLL (10069801)

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Request: A1.Annual Leave, 11/09/2017 10:00:00 - 11:30:00

Request: A1.Annual Leave, 12/01/2017 15:00:00 - 17:00:00