

From: Lily Cogdill <LilyCogdill@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 4/28/2017 1:43:14 PM
Subject: Re: SCEIS

You are correct, but, Dale was not in when it was due. Therefore, you are the last default. You have to approve for it to go back to Dale.

Get [Outlook for iOS](#)

On Fri, Apr 28, 2017 at 1:28 PM -0400, "Danny Varat" <DannyVarat@scstatehouse.gov> wrote:

Yes, but the default needs to be Darryl. He's their supervisor, not me. Please have them fix that.

Sent using OWA for iPhone

From: Lily Cogdill
Sent: Friday, April 28, 2017 11:51:13 AM
To: Danny Varat
Subject: RE: SCEIS

Hey...

I spoke to Ruchelle regarding your email. These names have been forwarded to you by default. When a manager does not approve by the payroll deadline, it will automatically default to the next authorized approver, and so on. So, TAG you're it! All you need to do is to "approve"... at this point, your approval will not "actually approve the employee" for payment or leave, but will allow it back into the system for their supervisor's access. Got it????

Lily

From: Danny Varat
Sent: Friday, April 28, 2017 8:47 AM
To: Lily Cogdill
Subject: SCEIS

Please call Ruchelle and/or Darryl to see if they can fix this in SCEIS. I have approval for several people that should be Darryl's. Thanks

DV

Tasks and Alerts - SAP HANA

Securehttps://mysceemployee.ac.gov/hcpportal

MySCEEmployee
powered by SIES

Home | Dashboard | Log Off

Home | Employee Self-Service | Manager Self-Service | MySCEOnline

Dashboard

1 Metrics | Back | Forward

Dashboard Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
- My Organization
- My Reports

Related Links

- Submit Help Desk Ticket

Portal Favorites

- There are no items to display

Reminder of Dates

April 2017 Dates*Look for all Employees

Date	Event	Name
4/10/2017	Date of Birth	ADA S. CHONG
4/10/2017	Date of Birth	RUSSELL ROBERTSON
4/10/2017	Date of Birth	LOUETTE MARINO
4/10/2017	Date of Birth	LOREN S. GILES
4/10/2017	Date of Birth	STANLEY A. WILSON

Display Month | Previous | Next

Attendance Overview

Employee 5487 | View by | Subordinate Employees 20

Status | Employees | Percentage

At Work 6 100

Days from 4/26/2017 9:44:48 AM | Export

Show Details | Hide Details

At Work | At Home | Partially Absent | Out Present

Universal Worklist

Tasks (173) | Tasks | Assignments | Tracking

Filter: Open and In Progress Tasks (173) | Select a Submenu | All | All

Create Task | Show Filter | Show Details | Print

Subject	From	To	Priority	Due	Status
Annual Assessment Report of Activities & Results	Kelly, Lorendine	Apr 26, 2017	Normal	5	Open
CATHERINE GILES WORKSHEET	Winnick, Catherine	Mar 20, 2017	Normal	5	Open

Type here to search

9:45 AM 4/26/2017