

**From:** HR-ADMIN <HR-ADMIN@sceis.sc.gov>  
**To:** Kester, Tonykester@aging.sc.gov  
**Date:** 11/10/2014 4:15:16 PM  
**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>

Requester: ALTHEA U WATSON (10006939)

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Request: A1.Annual Leave, 11/07/2014 13:30:00 - 16:30:00