

From: HR-ADMIN <HR-ADMIN@sceis.sc.gov>
To: Pisarik, HollyHollyPisarik@gov.sc.gov
Date: 2/18/2016 5:16:19 PM
Subject: Your worklist contains leave requests

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: REBECCA SCHIMSA (10057452)
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Request: A1.Annual Leave, 02/19/2016

Note: Personal Leave