

**From:** HR-ADMIN <HR-ADMIN@sceis.sc.gov>  
**To:** Danny VaratDannyVarat@scstatehouse.gov  
**Date:** 5/30/2017 9:44:20 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, 05/25/2017 08:30:00 - 14:00:00