

**From:** Ellison, Ruchelle <rellison@aging.sc.gov>  
**To:** Kester, Tony <kester@aging.sc.gov>  
**Date:** 10/2/2014 6:20:00 PM  
**Subject:** FW: Your worklist contains leave requests

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FYI

-----Original Message-----

From: HR-ADMIN [mailto:HR-ADMIN@sceis.sc.gov]  
Sent: Thursday, October 02, 2014 12:15 PM  
To: Ellison, Ruchelle  
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>

Requester: JOHN E ROBERTS (10006854)

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Request: A2.Sick Leave, 09/25/2014  
Request: A1.Annual Leave, 10/07/2014 12:00:00 - 16:30:00  
Request: A2.Sick Leave, 10/07/2014 08:00:00 - 11:00:00  
Request: A1.Annual Leave, 10/06/2014