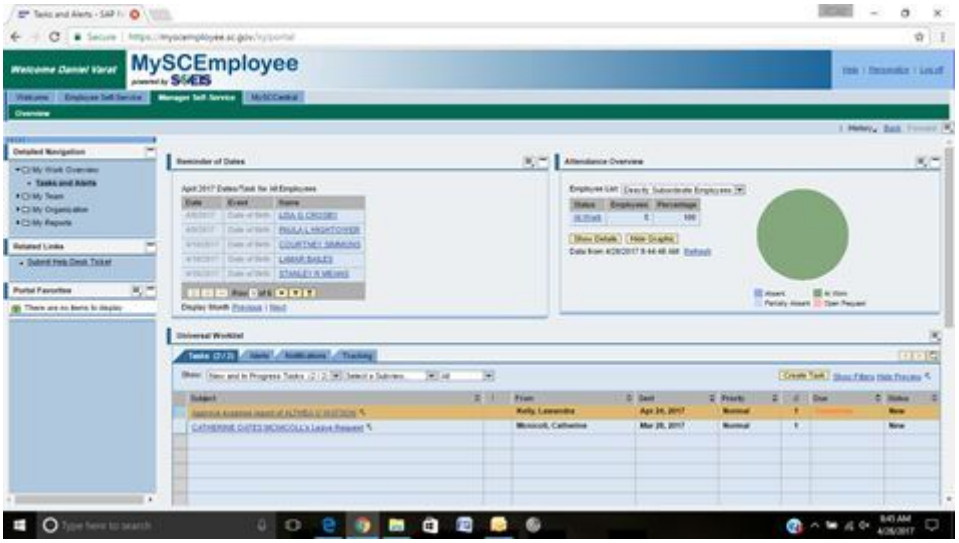
From: Lily Cogdill <LilyCogdill@scstatehouse.gov>
To: Danny VaratDannyVarat@scstatehouse.gov
Date: 4/28/2017 1:43:14 PM
Subject: Re: SCEIS

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


Welcome Daniel Varat
MySCEmployee
powered by SCEIS
Help | Personalize | Log off
Welcome
Employee Self Service
Manager Self Service
MySCCentral
Overview
Detailed 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/Task for All Employees
Date
Event
Name
LISA G CROSBY
PAULA L HIGHTOWER
COURTNEY SIMMONS
LAMAR BAILES
STANLEY K WEAVE
Display Month Previous | Next
Attendance Overview
Employee List
Status
Employees
Percentage
At Work
Show Details
Hide Graphic
Data from 4/26/2017 8:44:48 AM Refresh
Absent
At Work
Partially Absent
Open Request
Universal Worklist
Tasks (212)
Alerts
Notifications
Tracking
Show: New and In Progress Tasks
Select a Subview
All
Create Task
Show Filters
Hide Preview
Subject
From
Sent
Priority
Due
Status
Approve Absence request of ALYNDA G WATSON
Kelly, Lawandra
Apr 24, 2017
Normal
New
CATHERINE GATES MCMICOLL's Leave Request
Mcmicoll, Catherine
Mar 20, 2017
Normal
New
Type here to search
8:45 AM
4/26/2017