

How Do I Set Up SCLEOA Payroll Deduction on SCIES?

1. Go to the SCEIS login screen
2. Click on "MySCEmployee"
3. Type in your User ID
4. Type in your Password
5. Click on "Log on"
6. Click on "Employee Self-Service"
7. Click on "My Pay"
8. Click on "Voluntary Deductions (Recurring)"
9. Click on "New"
10. Select a Start Date from the drop down menu
11. Select the Deduction Type (2209-SCLEOA) from the drop down menu
12. Enter the Deduction Amount (1.25)
13. Click on "Save"

If you experience any difficulty with this process, please call your Payroll Administrator. For any SCLEOA questions, please call the SCLEOA office at 803-781-5913 or 800-922-0038.