

From: sceis-ast@sceis.sc.gov

To: Human Resources Directors (All Live SCEIS HR/Payroll Agencies)

CC: SCEIS EC&C Team, SCEIS HR/Payroll Team, SCEIS Service Desk, Jim Mills, Jessica Goff, SCEIS Agency Advocates, SCEIS Training, SCEIS AST

Subject: SCEIS Business Warehouse Reports for HR/Payroll Now Available

Attachment: BW Logon Instructions - Production.pdf;
HR_BW_Report_Descriptions_20100723.pdf

Good Afternoon Agency HR Directors:

The Office of Human Resources and the SCEIS Team are pleased to announce the rollout of a number of Business Warehouse (BW) reports that have been designed to assist you in performing your day-to-day activities. The following reports will be available in the SCEIS system to individuals mapped to the Agency HR Director role:

- RH010 Flexible Position Totals by Employee Group
- RH046 Census Data
- RH036 EPMS Report
- RH040 TERI by Band
- RH040 TERI & Retiree Employee Listing
- RH040 Rehired Retirees
- RH040 TERI Summary by Occupational Categories
- RH039D Length of Service by Gender
- RH039E Employee Count by % by Sex, Race with Avg. State Service
- RH039F Employee Demographics and Position Number
- RH039G Employees with selected Years of Service
- RH039H Employees in Trial or Probationary Status
- RH039B Employment Report by Sex & Race within Agency & Band
- RH041 Vacant Position
- RH022 Class & Comp Report-Statewide Positions and Funds
- RH022 Class & Comp Report-Positions & Funds by Agency

Training on how to access these reports in the SCEIS system will be available shortly via the SCEIS website at <https://uperform.sc.gov/gm/folder-1.11.18392> . In addition, we have attached log-in instructions for the BEx Analyzer tool, which you will use to run queries in SCEIS. Your log-in information for BEx Analyzer will be the same as your current system User ID and password. We have also attached a description of each report listed above.

These reports will be available to Wave One and Wave Two agencies effective June 4. The SCEIS Team has also designed a number of reports in addition to those listed above that are in the final phases of the testing process. We will notify you as soon as they are moved to the production system and made available for your use.

We hope these reports are helpful to you, and appreciate your ongoing participation in SCEIS activities. If you have questions regarding any of these documents, please contact the SCEIS Team at sceis-ast@sceis.sc.gov, or your Agency Advocate.

Thank you,
The SCEIS Team