

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, Sam Wilkins

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 effective Friday, July 23:

- RH026 Telecommuting
- RH032 Salary Audit Report
- RH035 T/O by Reason
- RH035 T/O by Data
- RH035 T/O Summary Level
- RH035 Separation from State Government
- RH035 T/O Data Report
- RH037 Average Age of New Hires
- RH039A Workforce Planning Data
- RH039C Employee Counts and % by Sex, Race within Agency
- RH042 Salary Supplement
- RH047 Fair Market Housing

Training on how to access these reports in the SCEIS system is available on the SCEIS uPerform 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 live agencies effective Friday, July 23. 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