

Subject: New Online Course Available: TM200U - SCEIS Time Administration
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The SCEIS Team is pleased to announce a new online course, TM200U - SCEIS Time Administration. TM200U is the online version of the instructor-led course, TM200 - SCEIS Time Administration. This course is designed to familiarize users with recording, valuating and using working times to calculate gross wages and complete other tasks related to employee time administration. Below, you will find details about the online course including course navigation and suggestions for completing the course. The link to TM200U is also below.

TM200U SCEIS Time Administration Online Course

Description: TM200U familiarizes users with key concepts and terms of time administration in SCEIS along with work schedules, user roles and time evaluation. Users will learn how to enter and correct time in the CATS time sheet for single and multiple employees and how to record special working times, wage types and charge objects in the system. Additionally, users will learn when and how to apply work schedule substitutions and how substitutions affect pay and leave. The course also reviews SCEIS time, leave and wage type reports.

Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Lesson 1 - Time Administration Overview	(33:58)
Lesson 2 - SCEIS Time and Leave Entry	(39:35)
Lesson 3 - Substitutions	(15:10)
Lesson 4 - Time Reports	(19:40)
Total:	1 Hour, 49 Minutes (1:48:23)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Course Navigation: In the TM200U Course Index, participants will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the TM200U Course Index.

Within the course, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide Pause/Play Button Next Slide

Suggestions for Completing the Course: To get the best out of the TM200U online course, the SCEIS Team has provided the following suggestions for completing the course:

- To absorb as much information as possible, watch the course in sections followed by a break. We suggest watching Lesson 1, taking a break, watching Lesson 2, taking a break, then finishing with Lessons 3 and 4.
- Have paper available to take notes, or print the Power Point version of the course found on the Links page within the online course. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Visit the Links page of the course to print the course script and get links to additional resources such as the SCEIS uPerform site and SC Human Resources Division laws and regulations.

Accessing the Course: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation, then click “Online Courses: HR/Payroll” in the menu that appears. The direct link is below:

<http://sceis.sc.gov/courses/TM200U/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.