

**Subject:** One Section of the TM200 SCEIS Time Administration Course Announced  
**Audience:** Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer one session of the one and one-half day TM200 SCEIS Time Administration training course on Monday and Tuesday, October 13-14, 2014. 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 course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **TM200 - Course Information**

**Course ID/Title:** TM200 – SCEIS Time Administration

**Description:** This course familiarizes end users with recording, valuating and using working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. In addition, participants will learn how daily work schedules, FLSA work periods and other key factors impact timekeeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to quotas, absence types, illness types and absence counting. This course provides participants with the ability to describe time roles and responsibilities, record, review, correct and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation, and general reporting. The course also provides participants with the skills to display and maintain various employee personal time information including Planned Working Time, Time Recording Information, Time Quota Compensation, Absence Types, Attendances, Substitutions, Absence Quota, Time Transfer Specifications and Quota Corrections.

**Target Audience:** Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer and Central HR Master Data Maintainer.

### **TM200 - Section 04 – Fall 2014 Details**

**Course Date:** Monday and Tuesday, October 13 and 14, 2014

**Course Time:** 9:00 a.m. to 5:00 p.m. on Monday, October 13  
9:00 a.m. to 12:00 p.m. on Tuesday, October 14

**Course Location:**

Room 202, SCEIS Office  
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/D5KF2NQ>. Your survey completion is a request only.



## **Weekly Update**

*September 15, 2014*

Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).