

**Subject:** One Section of the TM300 SCEIS Leave Administration Course  
Announced

**Audience:** Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer one session of the full-day TM300 SCEIS Leave Administration training course, on Monday, October 20, 2014. This course familiarizes end users with management of leave administration in SCEIS.

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.**

### **TM300 – Course Information**

**Course ID/Title:** TM300 – SCEIS Leave Administration

**Description:** This course provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, review of leave limits, review of holiday balances, generating absence quotas and general payroll data reporting. This course also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

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

### **TM300 – Section 04 – Fall 2014 Details**

**Course Date:** Monday, October 20, 2014

**Course Time:** 9:00 a.m. to 5:00 p.m.

**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/JMxBQJX>. Your survey completion is a request only. 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).