



South Carolina Enterprise Information System

User Group Meeting

Friday, October 31, 2014





South Carolina Enterprise Information System

Welcome and Updates

John Taylor, SCEIS User Support Team Director



-
- Introduction of New SCEIS Director, Ed Pearce
 - Former Director of Finance, DJJ
 - Served as Finance Lead for User Group Leads Committee
 - Previous finance experience in the private sector
 - Previous experience managing human resources in federal agency/military



Training Update: New Online Courses

John Taylor, SCEIS User Support Team Director



TM200U – SCEIS Time Administration

The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text 'South Carolina Enterprise Information System SC Budget and Control Board'. To the right are links for 'Site Map', 'Privacy', and 'Disclaimer', and a search bar. Below this is a navigation menu with 'Home', 'SCEIS Help', 'Meetings', 'News & Updates', 'FAQs', 'Links', and 'SCEIS Logins'. On the left side, there is a vertical menu with categories: 'About SCEIS', 'Agency Support Teams', 'SCEIS Treasury Projects', 'Training', 'Finance', 'HR & Payroll', 'Materials Management', 'Reporting', 'Imaging', and 'Technical'. The 'Training' category is highlighted with a red box, and a dropdown menu is open, showing 'Fiscal Year-End Training Course Guides and Materials' and 'Online Training Courses: HR/Payroll', which is also highlighted with a red box. Below the menu is a 'MySCEmployee' button and the BICB logo. The main content area features a banner with the text 'Streamlining Business Processes within the Government of South Carolina' and an image of a pen on a document. On the right side, there is a 'Reminders & Tools' section with links for 'SCEIS Password Management Troubleshooting Tips' and 'Change, reset or get help with your SCEIS password'.

TM200U – SCEIS Time Administration

The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text 'South Carolina Enterprise Information System SC Budget and Control Board'. To the right are links for 'Site Map', 'Privacy', and 'Disclaimer', and a search bar. Below the header is a navigation menu with items: Home, SCEIS Help, Meetings, News & Updates, FAQs, Links, and SCEIS Logins. The main content area shows a breadcrumb trail: 'Home » Training » Online Training Courses: HR/Payroll'. The title is 'Online Training Courses: HR/Payroll'. Below the title is a paragraph: 'The below training resources are designed to assist HR/Payroll users.' A link is provided: 'TM200U - SCEIS Time Administration'. Below this link is another paragraph: 'For details about this online course including course navigation and suggestions for completing the course, [click here.](#)' On the left side, there is a vertical menu with links: About SCEIS, Agency Support Teams, SCEIS Treasury Projects, Training, Finance, HR & Payroll, Materials Management, Reporting, Imaging, and Technical. At the bottom left is a 'MySCEmployee' button and the BICB logo with the text 'SC Budget and Control Board'.

ESS110U – SCEIS Time and Leave Entry in MySCEmployee Employee Self Service

The screenshot shows the SCEIS website interface. At the top left is the SCEIS logo and the text "South Carolina Enterprise Information System SC Budget and Control Board". To the right are links for "Site Map", "Privacy", and "Disclaimer", and a search box. Below this is a horizontal navigation bar with links: "Home", "SCEIS Help", "Meetings", "News & Updates", "FAQs", "Links", and "SCEIS Logins". On the left side, there is a vertical menu with categories: "About SCEIS", "Agency Support Teams", "SCEIS Treasury Projects", "Training", "Finance", "HR & Payroll", "Materials Management", "Reporting", "Imaging", and "Technical". The "Training" category is highlighted with a red box. A dropdown menu is open for "Training", listing: "Fiscal Year-End Training Course Guides and Materials", "Online Training Courses: HR/Payroll", "MySCEmployee Training for SCDOT", "MySCEmployee Training" (highlighted with a red box), "SCEIS Quick Reference Cards", "SCEIS Training Guides and Tools", "Blackboard", and "SCEIS uPerform". Below the menu is a "MySCEmployee" button and the BICB logo. On the right side, there is a "Reminders & Tools" section with a list of links: "SCEIS Password Management Troubleshooting Tips" and "Change, reset or get help with your SCEIS password".

ESS110U – SCEIS Time and Leave Entry in MySCEmployee Employee Self Service

Home	SCEIS Help	Meetings	News & Updates	FAQs	Links	SCEIS Logins
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[Home](#) » [Training](#) » [MySCEmployee Training](#)

About SCEIS

Agency Support Teams

SCEIS Treasury Projects

Training

Finance

HR & Payroll

Materials Management

Reporting

Imaging

Technical

MySCEmployee Training

Attention SCDOT Employees:

The below MySCEmployee Training Courses are not customized to your unique needs. Please proceed to the page at the following link, and complete the courses available there.

[Click here to access MySCEmployee Training for SCDOT.](#)

What is MySCEmployee?

MySCEmployee will help reduce much of the paper shuffling, e-mails and phone calls that are often part of human resources administration by putting many day-to-day record-keeping and career-development responsibilities directly in the hands of employees. With easy-to-use navigation, MySCEmployee is accessible through any computer with an internet connection and provides employees with the tools they need to better access and manage their state benefits and personal information.

All employees should complete the ESS100 MySCEmployee – Employee Self Service Course (linked below). Employees who need to take the Time Management course will be directed to do so by someone within their agency.

MySCEmployee Training Courses

ESS100 MySCEmployee Course

[Click here to begin taking the ESS100 MySCEmployee – Employee Self Service Course.](#)

We have also prepared a course guide/handout which you may print and view as you are taking the course or for future reference. To open and print the handout, [click here](#) (1.5mb PDF).

ESS110U Time and Leave Entry Course

[Click here to begin taking the ESS110U Time and Leave Entry in MySCEmployee Employee Self Service course.](#)

Note: The course script and PowerPoint are available on the Links page of the online course. For details about this online course, including course navigation and suggestions for completing the course, click [here](#).

MySCEmployee



**INSPECTOR GENERAL'S
FRAUD HOTLINE**

(State Agency fraud only)
1-855-SCFRAUD
or
1-855-723-7283



South Carolina Enterprise Information System

Reporting Update: Business Objects

John Taylor, SCEIS User Support Team Director





South Carolina Enterprise Information System

Reporting Update: Rollout of HR Dashboards

John Taylor, SCEIS User Support Team Director





South Carolina Enterprise Information System

SCEIS Project Update

John Taylor, SCEIS User Support Team Director





South Carolina Enterprise Information System

Completed Projects Since August Meeting



Completed Projects

Title/Area	Description	Status	Completion Date
Department of Administration Phase I	Implementation of Department of Administration	Complete	August 2014
Security - 2 Factor Authentication	Installing 2-Factor Authentication	Complete	September 2014
Decommission BEX 3.5	Transition BW Reporting from BEX 3.5 to 7.3	Complete	September 2014
Year End Processing	Support Year-End Activities	Complete	September 2014

Completed Projects

Title/Area	Description	Status	Completion Date
STO STARS	Moving Deposits from STARS into SCEIS - IMS Deposits	Complete	September 2014
Process Integrator (PI) Upgrade	Update for SAP Integration Server	Complete	September 2014
Changes to Census Codes	Change 700 Codes from 3 to 4 Digits	Complete	October 2014



South Carolina Enterprise Information System

Projects for Remainder of CY14



Title/Area	Description	Status	Completion Date
STO STARS	Implement functionality into SCEIS - Debt Service Payment Agent Interface	Green	October 2014
Historical Checks to the State Treasurer's Office Website	Create a file to post outstanding (and over two years old) SCEIS checks to the STO website.	Green	October 2014
CG STARS	Y14 – Ports Authority	Green	October 2014
CG STARS	Y18 – Public Service Authority	Green	October 2014
Track Bank File Confirmation	Provide receipt confirmation for all files originated and submitted to the bank from SCEIS	Green	October 2014

Title/Area	Description	Status	Completion Date
Business Objects Upgrade	Business Objects Upgrade	Green	November 2014
Identity Management Upgrade	Operating System Migration is scheduled to go live November 15, 2014.	Green	November 2014
Training	Implement Blackboard 9.1 SP14	Green	November 2014
Upgrade to Nakisa 4.0	Upgrade Nakisa	Green	December 2014
CG STARS	Convert transactional processing from STARS to SCEIS - Lump Sum Transaction Activities - Daily Draws, Journal Entries, Deposits	Green	December 2014

Title/Area	Description	Status	Completion Date
Training	Prepare a training client and develop a plan for ongoing maintenance	Green	December 2014
BSI Tax 10.0	Tax Upgrade	Green	December 2014
Support Pack Updates	Implement a collection of SAP prescribed support packs. Will include the HR support packs	Green	December 2014
Purchase Order Enhancements	VRD solution for Shopping Carts that do not belong appearing in workload distribution	Green	December 2014

Title/Area	Description	Status	Completion Date
Shopping Cart Enhancements	Add p-group field	Green	December 2014
Shopping Cart Enhancements	Monitor SC for Approvers/Buyers	Green	December 2014



South Carolina Enterprise Information System

SCEIS User Group Leads Committee Nominations

John Taylor, SCEIS User Support Team Director



🌀 Training Lead

🌀 Budget/Funds Management Lead
– Vicki Bowles; Vocational Rehabilitation

🌀 Materials Management Lead



Human Resources/Payroll Updates





South Carolina Enterprise Information System

Nakisa Organizational Chart Software Update

Paige Stephens, SCEIS HR Team

Lane Small, SCEIS HR Team



Nakisa Upgrade

- ④ Upgrading from Nakisa 2.1 to 4.1
- ④ Seamless, Real-time changes – Make changes in ECC then log in to Nakisa and see the change
- ④ Ability to select the number of levels down you want to display, to include the entire agency
- ④ Notes feature available for public and private notes
- ④ Allows the agency to see how agency information will be presented to the Legislature
- ④ Nakisa Role gives access to view the entire agency. HRD can see all regulatory agencies

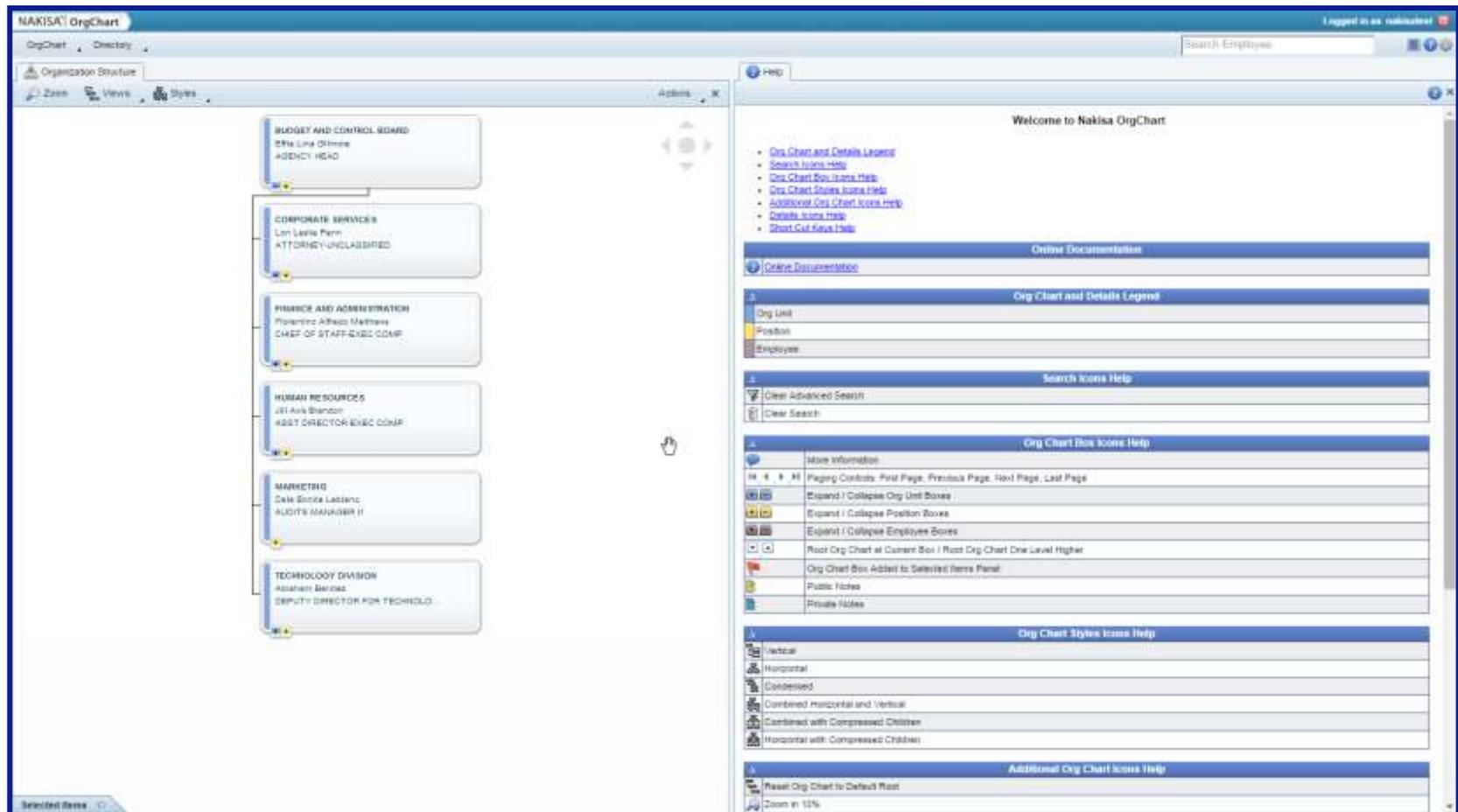
Initial Screen

- 🕒 The left side displays the top two levels of the agency.
- 🕒 The right side (the tab panel) displays details of the org unit and manager.

The screenshot displays the NAKISA OrgChart application interface. On the left, an organization chart shows the hierarchy starting with the 'BUDGET AND CONTROL BOARD' (Agency Head) and listing several departments: 'CORPORATE SERVICES', 'FINANCIAL AND ADMINISTRATION', 'HUMAN RESOURCES', 'MARKETING', and 'TECHNOLOGY DIVISION'. On the right, a tab panel provides detailed information for the selected 'BUDGET AND CONTROL BOARD' org unit. This includes 'Org Unit Information' such as Organization ID, Name, Address, Location, and Cost Center. Below this, the 'Manager Information' section displays details for 'Ella Lisa Olesore', including her Employee Name, Position Name, Telephone, Email, and Location.

Help Panel

- On the right there is a help panel with a legend for the system.
- There is a search feature to find positions and employees.



Details Panel

- Click on a position or org unit to see details.
- The colors on the border are blue for org units and yellow for positions.

The screenshot displays the NAKSA OrgChart application. On the left, an organization chart shows the hierarchy starting with the 'BUDGET AND CONTROL BOARD' (Ella Lisa Gilmore, AGENCY HEAD). Below this are several departments, each with a manager box: 'AGENCY HEAD' (Ella Lisa Gilmore), 'PROJECT MANAGER II' (Nahanna Adu-Joyce), 'Chairman, Review Ways and Means' (No incumbent), 'ADMINISTRATIVE SPECIALIST II' (No incumbent), 'CORPORATE SERVICES' (Lor Latta Parr, ATTORNEY UNCLASSIFIED), 'FINANCE AND ADMINISTRATION' (Florence Alphonso Mathews, CHIEF OF STAFF-EXEC COMP), 'HUMAN RESOURCES' (Jill Adu Brandon, ASST DIRECTOR-BISC COMP), 'MARKETING' (Dora Bourke Lettlers, AUDITS MANAGER II), and 'TECHNOLOGY DIVISION' (Abraham Damiac, DEPUTY DIRECTOR FOR TECHNOLOG...). The right side of the screen shows a detailed view for the 'AGENCY HEAD' position, including an 'Employee Profile' for Ella Lisa Gilmore (Personnel ID 1302282) and a 'Position' summary (Position ID 6001001, Position Name AGENCY HEAD, Organization ID 20001098, Organization Name BUDGET AND CONTROL BOARD, Job Abbreviation UAS1, Job Name AGENCY HEAD, County Code n/a).

- ① Views – Change the information displayed in the organizational chart.
 - Org Unit Information
 - Org Unit Name and ID
 - Managers Job Name
 - Managers Employee Name
 - Managers Position Name
 - Employee Grievance Status
 - Position information
 - Position Name & Abbr
 - Employee Name
 - Retiree Type
 - Job Name
 - Position Number
 - Employee Group Name
 - Employee Grievance Status
 - Job Abbr
- ① Styles – Change the positioning and appearance of the organizational chart.

Views

☞ Select the View you would like from the drop down menu.

The screenshot displays the NAKISA OrgChart application. On the left, a hierarchical organization chart is visible, starting with the 'BUDGET AND CONTROL BOARD' at the top, followed by several divisions: 'CORPORATE SERVICES', 'FINANCE AND ADMINISTRATION', 'HUMAN RESOURCES', 'MARKETING', and 'TECHNOLOGY DIVISION'. A 'Views' menu is open, showing options like 'Org Unit Hierarchy', 'Position Hierarchy', 'Manager', and 'Standard'. On the right, a navigation pane titled 'Welcome to Nakisa OrgChart' contains several sections: 'Online Documentation', 'Org Chart and Details Legend', 'Search Icons Help', 'Org Chart Box Icons Help', 'Org Chart Styles Icons Help', and 'Additional Org Chart Icons Help'. The 'Org Chart and Details Legend' section lists 'Org Unit', 'Position', and 'Employee'. The 'Org Chart Box Icons Help' section lists various actions like 'Expand / Collapse Org Unit Boxes' and 'Root Org Chart at Current Box'. The 'Org Chart Styles Icons Help' section lists styles like 'Vertical', 'Horizontal', and 'Condensed'. The 'Additional Org Chart Icons Help' section lists actions like 'Reset Org Chart to Default Root' and 'Zoom in 10%'.

Available analytics will be FTE, Head Count, Age, Gender and Race.

The screenshot displays the NAKISA OrgChart application. The main window is titled "NAKISA OrgChart" and shows an "Organization Structure" view. On the left, there is a tree view of organizational units. On the right, there is a detailed view of the selected unit, showing a table of analytics data.

Organization Structure (Left Panel):

- BUDGET AND CONTROL BOARD**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN
- CORPORATE SERVICES**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN
- FINANCE AND ADMINISTRATION**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN
- HUMAN RESOURCES**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN
- MARKETING**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN
- TECHNOLOGY DIVISION**

	FTE	HC
Position	NaN	NaN
Employee	NaN	NaN

Analytics Data (Right Panel):

Position: NaN
 Employee: NaN

Help Panel (Right Panel):

Welcome to NAKISA OrgChart

- Org Chart and Details Legend
 - Org Unit
 - Position
 - Employee
- Search Icons Help
 - Clear Advanced Search
 - Clear Search
- Org Chart Box Icons Help
 - More Information
 - Paging Controls: First Page, Previous Page, Next Page, Last Page
 - Expand / Collapse Org Unit Boxes
 - Expand / Collapse Position Boxes
 - Expand / Collapse Employee Boxes
 - Root Org Chart at Current Box / Root Org Chart One Level Higher
 - Org Chart Box Add to Selected Items Panel
 - Public Notes
 - Private Notes
- Org Chart Styles Icons Help
 - Vertical
 - Horizontal
 - Condensed
 - Combined Horizontal and Vertical
 - Combined with Compressed Children
 - Horizontal with Compressed Children
- Additional Org Chart Icons Help
 - Reset Org Chart to Default Root
 - Zoom in 10%

Styles

☞ Select the Style you would like from the drop down menu.

The screenshot displays the NAKISA OrgChart application interface. On the left, a vertical organization chart is shown with a 'Style' dropdown menu open. The menu options are:

- Vertical Org Chart
- Condensed Org Chart
- Horizontal Org Chart
- Combined Org Chart
- Compressed Org Chart
- Horizontal Org Chart - Compressed Children

The 'Combined Org Chart' option is currently selected. The main area of the application shows a hierarchical organization chart with several departments, including:

- BOARD
- CORPORATE SERVICES (Lon Leslie Penn, ATTORNEY-UNCLASSIFIED)
- FINANCE AND ADMINISTRATION (Flowerino Alfredo Mathews, CHIEF OF STAFF/EXEC COMP)
- HUMAN RESOURCES (Jill Avo Brandon, ASST DIRECTOR/EXEC COMP)
- MARKETING (Dale Bortis Leblanc, AUDIT'S MANAGER I)
- TECHNOLOGY DIVISION (Alonham Benitez, DEPUTY DIRECTOR FOR TECHNOLO...)

On the right side of the interface, there is a 'Help' panel with a search bar and several sections of documentation:

- Welcome to Nakisa OrgChart
- Online Documentation
- Org Chart and Details Legend
- Search Icons Help
- Org Chart Box Icons Help
- Org Chart Styles Icons Help
- Additional Org Chart Icons Help

Notes – Public or Private

- Public notes can be seen by anyone with access to your agency.
- Private notes can only be seen by the person who creates the note.

The screenshot displays the NAKISA OrgChart application. On the left, an organization chart shows the hierarchy starting with the 'BUDGET AND CONTROL BOARD' (Agency Head: Effie Lina Gilmore). Below this are several departments, including 'AGENCY HEAD' (Effie Lina Gilmore), 'PROJECT MANAGER II' (Katherine Ada Joyner), 'CORPORATE SERVICES' (Lyn Laake Parr), 'HUMAN RESOURCES' (Jill Ann Brandon), 'MARKETING' (Opie Corvia Lettice), and 'TECHNOLOGY DIVISION' (Adrienne Dennis). A context menu is open over the 'AGENCY HEAD' node, showing options for 'Notes', 'Add Note', 'Public Note', and 'Private Note'. On the right, a detailed view of the 'AGENCY HEAD' position is shown, including the employee profile for Effie Lina Gilmore and the position details for the 'AGENCY HEAD' role.

AGENCY HEAD (Position)

Employee Profile

- Personnel ID: 15022825
- Person Name: Effie Lina Gilmore
- Location: BUDGET AND CONTROL BOARD
- Email: E.L.GILMORE@SC.GOV
- Telephone: 803-125-4567
- Cell Phone: n/a
- Fax: n/a

Position

- Position ID: 80013621
- Position Name: AGENCY HEAD
- Organization ID: 30001096
- Organization Name: BUDGET AND CONTROL BOARD
- Job Abbreviation: UAD1
- Job Name: AGENCY HEAD
- County Code: n/a

Create Note

The screenshot displays the NAKSA OrgChart application interface. On the left, an organizational chart shows the hierarchy starting with the BUDGET AND CONTROL BOARD. The 'AGENCY HEAD' position is highlighted. On the right, the 'AGENCY HEAD (Position)' profile is visible, showing details for Ethe Lisa Gilmore. A modal dialog box titled 'Add Note' is open in the foreground, containing the text 'Test Note. Update Position Name'. The dialog also shows '488 remaining characters' and buttons for 'Save', 'Clear', and 'Cancel'. The background application shows various other roles and departments like CORPORATE SERVICES, FINANCE AND ADMINISTRATION, HUMAN RESOURCES, and TECHNOLOGY DIVISION.

Notes Indicator

The screenshot displays the NAKISA OrgChart application interface. On the left, an organization chart shows the hierarchy starting with the 'BUDGET AND CONTROL BOARD' (Agency Head: Effie Lisa Gilmore). Below this, several departments are listed, including 'AGENCY HEAD', 'CORPORATE SERVICES', 'FINANCE AND ADMINISTRATION', 'HUMAN RESOURCES', 'MARKETING', and 'TECHNOLOGY DIVISION'. A yellow callout box labeled 'Public Note' is positioned over the 'AGENCY HEAD' node, containing the text: 'Text Note: Update Position Name' and 'Last modified by: makmakat - 07-10-2014'. On the right side of the screen, a detailed view for the 'AGENCY HEAD' position is shown. This view includes an 'Employee Profile' section with the following information: Personnel ID: 10022925, Person Name: Effie Lisa Gilmore, Location: BUDGET AND CONTROL BOARD, Email: EGLIMORE@SC.GOV, Telephone: 803-123-4567, Cell Phone: n/a, and Fax: n/a. Below the profile, there are tabs for 'Position', 'Structure', and 'Notes'. The 'Notes' tab is active, showing a 'Public Note' section with the text 'Text Note: Update Position Name' and an 'Add Note' button. A 'Private Note' section is also visible at the bottom of the notes area.

Chartbooks

- 🌀 Is an interactive PDF document to display and print org charts.
- 🌀 Able to run in the background.

The screenshot displays the NAKISA OrgChart application interface. The main window shows an organizational chart for the 'BUDGET AND CONTROL BOARD' under the 'AGENCY HEAD' position. The chart is structured as follows:

- BUDGET AND CONTROL BOARD** (Efa Lisa Gilmore, AGENCY HEAD)
 - AGENCY HEAD** (Efa Lisa Gilmore)
 - PROJECT MANAGER II** (Katherine Ake Jeyaraj)
 - Chairman, House Ways and Means** (No incumbent)
 - ADMINISTRATIVE SPECIALIST II** (No incumbent)
 - CORPORATE SERVICES** (Lon Laika Parr, ATTORNEY-UNCLASSIFIED)
 - FINANCE AND ADMINISTRATION** (Flavertine Adams Salfstead, CHIEF OF STAFF/EXEC COMP)
 - HUMAN RESOURCES** (Jill Ann Blandon, ASST DIRECTOR-EXEC COMP)
 - MARKETING** (Sara Burke Lettens, AUDITS MANAGER II)
 - TECHNOLOGY DIVISION** (Abraham Benitez, DEPUTY DIRECTOR FOR TECHNOLOGY)

The right-hand pane shows the 'AGENCY HEAD' position details for Efa Lisa Gilmore:

- Employee Profile:** Personnel ID: 10022525, Person Name: Efa Lisa Gilmore, Location: BUDGET AND CONTROL BOARD, Email: ELSA.LG@SC.GOV, Telephone: 803-123-4567, Cell Phone: n/a, Fax: n/a.
- Public Note:** Test Note: Update Position Name.
- Private Note:** (Auto Note)

The interface includes a search bar for employees, a toolbar with options like 'Print', 'Export To Image', 'Export To PDF', 'Export To PowerPoint', 'Generate ChartBook', and 'Settings', and a 'Selected Items' list at the bottom left.

Chartbooks

Print Preview - Windows Internet Explorer

Paper: Letter
Orientation: Landscape
Units: CM

BUDGET AND CONTROL BOARD
Mike Lee (Owner)
AGENCY HEAD

- AGENCY HEAD
Mike Lee (Owner)
Type Role: Agency Owner Name
- PROJECT MANAGER I
Suzanne Ayley (owner)
- CONTROL PANEL MANAGER AND REPORT
NO ACCOUNT
- ADMINISTRATIVE SPECIALISTS
NO NUMBER
- COMPOSITE SERVICES
John Lewis (User)
ATTORNEY-UNCLASSIFIED
- FINANCE AND ADMIN SERVICES
Francis Allen (Admin)
CHIEF OF FINANCIAL COMP
- HUMAN RESOURCES
Jill Ann (Admin)
ASST DIRECTOR-HR COMP
- INFORMATION
Dale Smith (Admin)
ASST TO MANAGER I
- TECHNOLOGY SERVICES
NORMAN BRYCE
DEPUTY DIRECTOR FOR TECHNOLOG...

Export To PDF

100%



Questions?





South Carolina Enterprise Information System

Year-End Activities

Time and Leave Management

Katie Derrick, SCEIS HR Team



Time/Leave Management Topics

 Year-End Activities

 Leave Pool Donations

- ④ Leave rollover occurs December 31
- ④ Changes can be made to time/leave after the rollover occurs
- ④ Once the time/leave programs run overnight, the records will be adjusted appropriately based on the changes
- ④ Payroll gate comes down for 2014 on January 26
 - Last business day for changes w/out lifting gate = 1/23

🔄 Reconcile time/leave records for 2014:

- Missing Time and Unapproved Time Report – ZHRMTR
- Time Collision Report – ZHRTCR
- Unapproved and Stuck Leave Report – ZHRUAL
- Time Evaluation Messages Report – PT_ERL00
- FMLA Exception Report (provided by SCEIS weekly)

Guidelines for Year-End Donations

- ④ Donations for year-end should use a date no later than 12/31 of the year-end
 - Can be keyed in 2015 with 12/31/14 effective date

- ④ Only use leave from the Annual Leave or Sick Leave balances – never use “rollover” or “forfeit” balances

- ④ Once the time/leave programs run overnight, the records will be adjusted accordingly



Questions?





South Carolina Enterprise Information System

HR/PY Calendar Year-End Activities

Tonia Morris, Comptroller General's Office



HR/PY Calendar Year-End Reminders

- 🌀 2015 Payroll Calendar
- 🌀 Claims (December 2, 2014)
- 🌀 W-2's
- 🌀 Voided Checks/Reversals (December 16, 2014)
- 🌀 Payroll Master Data Gate (January 26, 2014)



FTE Deletions

Beth Quick, Executive Budget Office





Break





Finance Updates



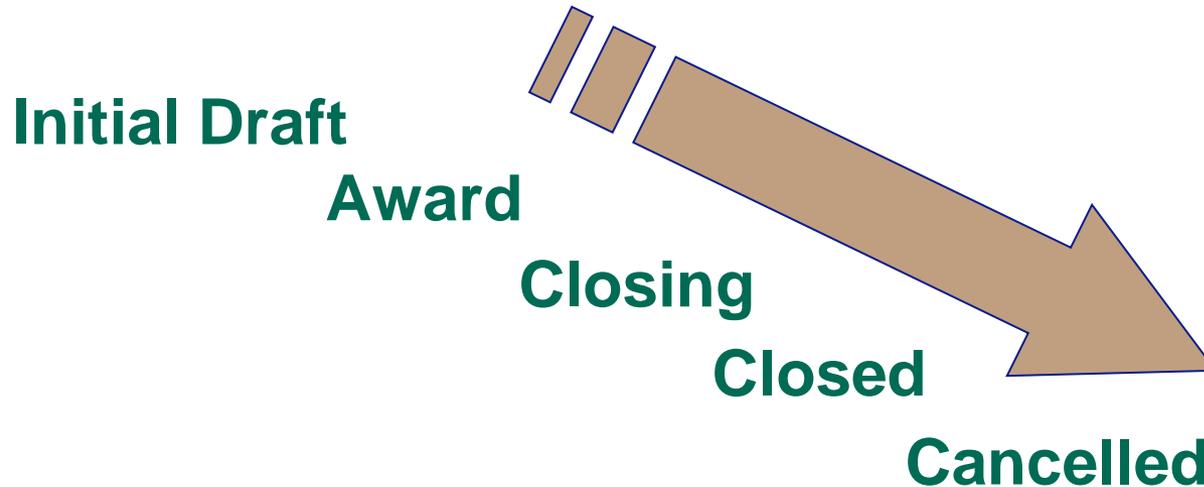


Closing Grants

Bruce Burnett, SCEIS Finance Lead



🔄 Lifecycle Stages



- Postings are controlled by the lifecycle of the grant
- Grant must be in Award status to begin posting/budgeting
- No new encumbrances in Closing status (Check Validity)
- Ability to change back to Award status from Closed status

Change Grant Status

Display Grant Master F0301PA00010 - Incoming

Grant: F0301PA00010 Greer Water Storage Tank
Grant Type: G1 Federal
Sponsor: 4000926 Appalachian Regional Commission

Relationships Object Mapper Budget Overview

Go to Change Mode

Current status is "Award"

Basic Data

Grant Type	G1	Federal
Company Code	SC01	State of South Carolina
Sponsor	4000926	Appalachian Regional Commission
Authorization Group	F030	BUDGET AND CONTROL B
Award Type	OTH	Other - Non Research & Development

Description

Name	ARC GREER
Description	Greer Water Storage Tank

Currency and Conversion Factors

Grant Currency	USD	United States Dollar
Grant Value	500,000.00	

Grant Validity

Valid from Date	10/01/2008
Valid to Date	12/31/2011

Grant Award Dates

Change Grant Status

Change Grant Master F0301PA00010 - Incoming

Validate Change Status Relationships Object Mapper Budget Overview

Grant: F0301PA00010 Greer Water Storage Tank
 Grant Type: G1 Federal
 Sponsor: 4000926 Appalachian Regional Commission

Deletion Indicator Award

General Data Reference Reporting Posting Budget Billing Dimensions Supported Objects Cost Sharing

Basic Data

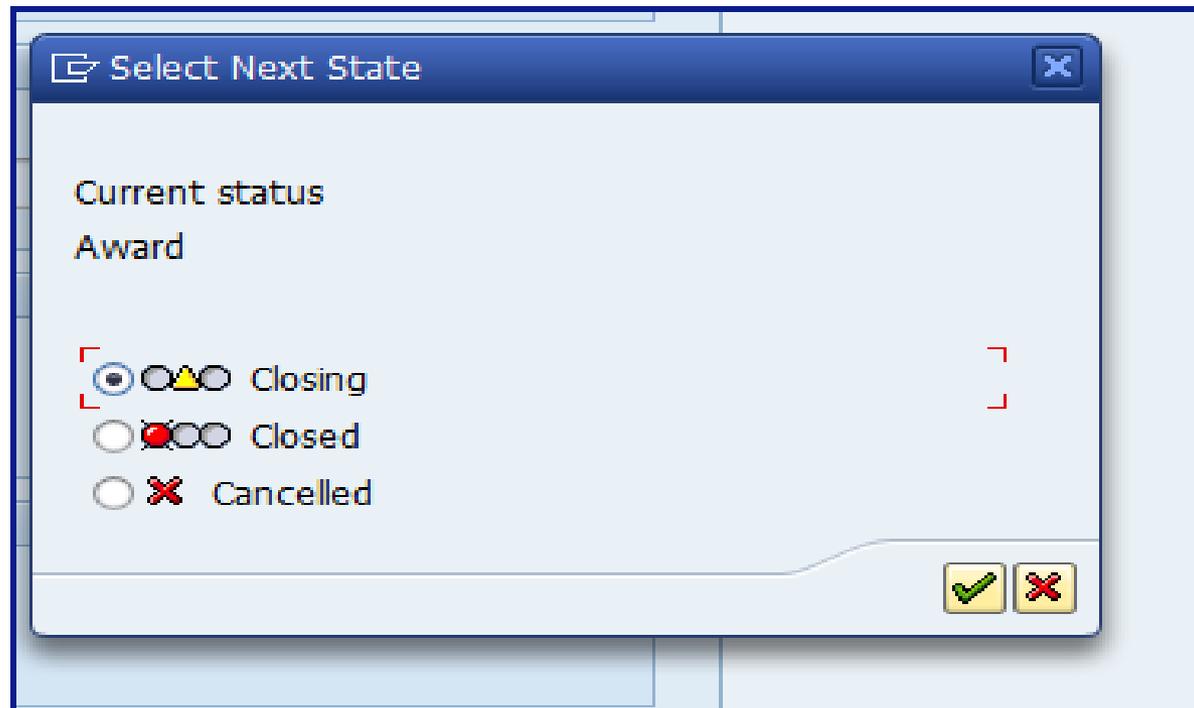
Grant Type	G1	Federal
Company Code	SC01	State of South Carolina
Sponsor	4000926	Appalachian Regional Commission
Authorization Group	F030	BUDGET AND CONTROL B
Award Type	OTH	Other - Non Research & Development

Description

Click on "Change Status" icon

Change Grant Status

The box below will appear; the normal progression is from “Award” to “Closing;” however; “Closed” or “Cancelled” can be selected.



Change Grant Status

To close the grant, select “Close,” click the green check, and “Save.”

The screenshot shows a dialog box titled "Select Next State" with a close button (X) in the top right corner. The dialog contains the following text and options:

Current status
Award

-  Closing
-  Closed
-  Cancelled

At the bottom right of the dialog, there are two buttons: a green checkmark icon and a red X icon.

Change Grant Status

Display Grant Master F0301PA00010 - Incoming

Relationships Object Mapper Budget Overview

Grant: F0301PA00010 Greer Water Storage Tank
 Grant Type: G1 Federal
 Sponsor: 4000926 Appalachian Regional Commission

Deletion Indicator: Closed

General Data Reference Reporting Posting Budget Billing Dimensions Supported Objects Cost Sharing

Basic Data

Grant Type: G1 Federal
 Company Code: SC01 State of South Carolina
 Sponsor: 4000926 Appalachian Regional Commission
 Authorization Group: F030 BUDGET AND CONTROL B
 Award Type: OTH Other - Non Research & Development

Description

Name: ARC GREER
 Description: Greer Water Storage Tank

Currency and Conversion Factors

Grant Currency: USD United States Dollar
 Grant Value: 500,000.00

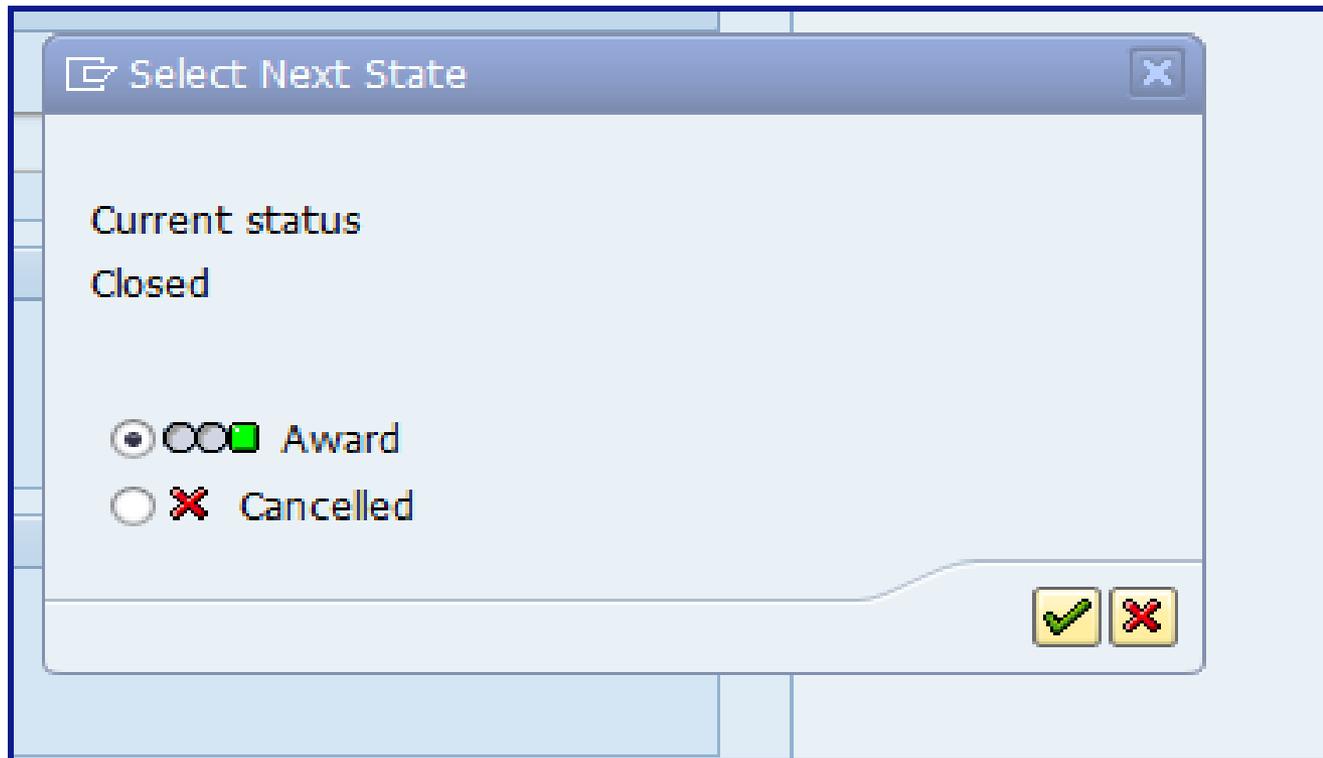
Grant Validity

Valid from Date: 10/01/2008
 Valid to Date: 12/31/2011

Grant is now in
"Closed" status.

Change Grant Status

A grant in “Closed” status can be changed to “Award” status.



Change Grant Status

Change Grant Master F0301PA00010 - Incoming

Grant	<input type="text" value="F0301PA00010"/>	Greer Water Storage Tank
Grant Type	<input type="text" value="G1"/>	Federal
Sponsor	<input type="text" value="4000926"/>	Appalachian Regional Commission
		<input type="checkbox"/> Deletion Indicator <input checked="" type="checkbox"/> Award

General Data
Reference
Reporting
Posting
Budget
Billing
Dimensions
Supported Objects
Cost Sharing

Basic Data

Grant Type	<input type="text" value="G1"/>	Federal
Company Code	<input type="text" value="SC01"/>	State of South Carolina
Sponsor	<input type="text" value="4000926"/>	Appalachian Regional Commission
Authorization Group	<input type="text" value="F030"/>	BUDGET AND CONTROL B
Award Type	<input type="text" value="OTH"/>	Other - Non Research & Development

Description

Name	<input type="text" value="ARC GREER"/>
Description	<input type="text" value="Greer Water Storage Tank"/>

Currency and Conversion Factors

Grant Currency	<input type="text" value="USD"/>	United States Dollar
Grant Value	<input type="text" value="500,000.00"/>	

Grant Validity

Valid from Date	<input type="text" value="10/01/2008"/>
Valid to Date	<input type="text" value="12/31/2011"/>



South Carolina Enterprise Information System

Asset Transfers Without a Financial Impact

Bruce Burnett, SCEIS Finance Lead





South Carolina Enterprise Information System

STARS Retirement Status

Anjali Griffin, Comptroller General's Office

Bruce Burnett, SCEIS Finance Lead



Completed Tasks

- Restrict posting to the G/L for Revenue with 1001XXXX and Expenditures to fund 2XXXXXXX
- Go Live of “A Agencies” in SCEIS
- Transition Colleges and Universities in a Lump Sum capacity
- Created the reports needed by Colleges and Universities
- DOR is originating all transactions in SCEIS
- Processing of inventory scrapping

☉ Transition processing for the following Business Areas to SCEIS

- E170
- F300
- F310
- F350
- P340
- P350
- P380
- X120
- Y140
- Y180
- Y200

- ④ Working towards F290 (Retirement Systems) transitioning into SCEIS
- ④ Retirement of SPIRS
- ④ Convert Capital Projects for Colleges and Universities
- ④ Payroll for third party vendors (F290 (Retirement Systems) / R440 (Department of Revenue – Non live portion))

Primary Project Tasks

-
- ④ Treasurer's Office to convert Investment Management System (IMS), Debt Management System (DMS) and Financial Management System (FMS)

Secondary Project Tasks

- ⌚ Automation of Use Tax processing
- ⌚ Automation of GF cash
- ⌚ Implement a Fund validation table
- ⌚ Interface Journal Entries to check to ensure the period is open
- ⌚ IDT refund of expenditures need to post statistically in FM similar to 3rd Party
- ⌚ Implement a table with valid funds that would be checked prior to posting



Department of Administration

Renee Rochester, Budget and Control Board



-
- ④ **FY 2015 Effective July 1 – Revenue and Fiscal Affairs Office (Business Area E500)**
 - ④ **FY 2016 Effective July 1 – Department of Administration (Business Area D500)**

🌀 FY 2016 Effective July 1 – Department of Administration (Business Area D500)

- Administration
- Internal Audit Services
- Executive Budget Office
- Human Resources Division
- General Services Division
 - Facilities Management
 - Surplus Property
 - Intra-State Mail
 - Parking
 - State Fleet Management

🌀 FY 2016 Effective July 1 – Department of Administration (Business Area D500)

- SCEIS
- Division of Information Security
- Enterprise Privacy Office
- State Technology Operations
- Executive Policy and Programs
 - Administration
- Children’s Services
 - Guardian Ad Litem
 - Children’s Case Resolution
 - Children’s Trust Fund

🌀 FY 2016 Effective July 1 – Department of Administration (Business Area D500)

- Foster Care
- Continuum of Care
- Constituent Services
 - Victim's Assistance
 - Veteran's Affairs
 - Veteran's Cemetery
 - Ombudsman
 - Developmental Disabilities
 - Small and Minority Business
 - Economic Opportunity

🌀 **State Fiscal Affairs Authority (Business Area E550)**

- State Procurement Services (MMO)
- Information Technology Materials Office (ITMO)
- Insurance Reserve Fund

🌀 **Confederate Relic Room and Military Museum (Business Area H960)**

- Office of Local Government moves to Dept. of Commerce
- State Energy Office moves to Office of Regulatory Staff



South Carolina Enterprise Information System

Materials Management

Wanda Dixon, SCEIS MM Team Lead



-
- 🔄 SRM System Updates and Resolutions
 - 🔄 Improvements in Process
 - 🔄 Frequently Asked Questions
 - 🔄 Demonstrations
 - Purchase Order Account Assignment Processes
 - How to Add a Line Item to a PO from an Approved Shopping Cart
 - 🔄 Tips and Reminders
 - U-Perform Location



SRM System Updates and Resolutions



SRM Updates and Resolutions

– Purchase Orders

🔄 GR/IR Reversed after Payment

- **Status:** Resolved
- **Date of Resolution:** September 9, 2014 (Communication dated 9/15/2014)
- Account assignment can now be changed (G/L and fund code are the most common changes) by **first** reversing the IR, **then** the GR. After reversal, the revised account assignment data can be entered and the GR and IR re-entered.

SRM Updates and Resolutions – Purchase Orders

- ④ Incorrect Line Item Error (when final invoice line item: message that accounting line cannot be deleted)
 - **Status:** Resolved
 - **Date of Resolution:** September 10, 2014
 - SAP corrected issue.

SRM Updates and Resolutions

– Purchase Orders

- 🌀 Errors when Copying PO Line Item with Multiple Account Assignments
 - **Status:** Resolved
 - **Date of Resolution:** September 9, 2014
 - Users can copy PO line item with multiple account assignments and with split percentage.

SRM Updates and Resolutions – Purchase Orders

- 🕒 Shopping Cart Restarts When “Park” Function Used
 - **Status:** Resolved
 - **Date of Resolution:** September 12, 2014
(Communication dated 9/15/2014)
 - The “Park” function was removed from the Shopping Cart workflow process. According to SAP, the availability of the “Park” button in the Shopping Cart was a program generated error. No decision has been made by SAP as to whether this function will be made available in future enhancements.

SRM Updates and Resolutions

– Purchase Orders

- ④ Inability to Make Changes to Shopping Cart in Perform Sourcing
 - **Status:** Resolved
 - **Date of Resolution:** October 10, 2014 (Communication dated 10/13/2014)
 - Buyers can now change a Unit of Measure, Shopping Cart Description, Price, and Delivery Date in **Step 2 of Assign Sources of Supply**. (Prior to this change, the system did not allow any change to an approved Shopping Cart.)
 - This modification **does not allow** the functionality of changing a Unit of Measure in the Purchase Order.

SRM Updates and Resolutions

– Shopping Cart

🔄 Shopping Cart Validation

- **Status:** Resolved
- **Date of Resolution:** October 10, 2014 (Communication dated 10/13/2014)
- Users sitting at the top of an Agency's Organizational Structure will not be able to create a SC for any amount greater than the user's spending limit or approval limit. (No other approver exists for the agency and approver has the role to create a Shopping Cart.)
- Approval limit/spending limits updated “from less than” to “less than or equal to.” If a user has a spending limit of \$1,500.00, any Shopping Cart created for \$1,500.01 will workflow for approval.

SRM Updates and Resolutions – Purchase Order

- ④ “SRM Purchasing Display” Security Role Available (Communication Dated October 21, 2014)
 - **Status:** Testing
 - **Target Date of Resolution:** November 7, 2014
 - This role will allow access for individuals, such as FI employees, to display ONLY POs and their related documents

SRM Updates and Resolutions – Shopping Cart

- 🔄 Punch-Out Catalog Available
 - **Forms and Supply, Inc. (FSI)** is currently available through the Shopping Cart creation option located in the ESS tab in SRM. (Communication dated October 13, 2014)

- 🔄 Punch-Out Catalog in Process
 - Staples



Improvements in Process



🔄 Proportional Cost Distribution

– In Development

- Will default “Cost Distribution” to Qty in SRM to enable flexible payments by FI

🔄 Workload Distribution Error

– Resolved through pilot testing: Will handle tickets as submitted.

- Users no longer have to click “OK” twice to bypass Error Message in Workload Redistribution

🔄 Monitor Shopping Cart Function Change

– Testing

- Add P-group field to SRM Reporting: Shopping Cart Status and Shopping Cart Details

– In Development

- Will replace “Monitor Shopping Cart” tab with SRM Reporting

🔄 Activation of Purchase Order Link in Shopping Cart

– In Development

- Allow the user to be able to display the associated PO in the “Related Documents” section of the Shopping Cart

-
- 🔄 Tracking of Shopping Cart When Buyer Rejects
 - Currently, an e-mail notification will be sent to Shopping Cart Creator when a Buyer rejects a Shopping Cart
 - In Development
 - When the Shopping Cart is rejected by the Buyer, the change will be tracked in the Display Document Changes link in the Shopping Cart



Frequently Asked Questions (FAQs)



-
- ④ How can multiple ship-to addresses in a Purchase Order be reversed?
 - Multiple Ship-To Addresses can be reversed. The scenario is that a Shopping Cart was created with multiple Ship-To Addresses and the PO displays multiple Ship-To Addresses at the line item level, but only one Ship-To Address is needed at the header level of the Purchase Order.
 - A help document, “How to Reverse Multiple Ship-To Addresses in a Purchase Order,” is available on the SCEIS website at the link below. (Communication dated October 13, 2014)

[How to Reverse Multiple Ship-To Addresses in a Purchase Order](#)

-
- 🌀 Can a Line Item be added to a Purchase Order from an Approved Shopping Cart when the line item was missed or omitted in Perform Sourcing?
 - Yes. A Line Item can be added to a PO from an approved shopping cart. A Mini-Guide, How to Add a Line Item to a PO from an approved Shopping Cart, is available from the link below.

[How to Add a Line Item to a PO from an Approved Shopping Cart](#)

-
- ④ What is the difference in the “Copy” function and the “Duplicate” function?
 - The Duplicate function is one step and duplicates all information from the previous line to the next line.
 - The Copy function is two steps. The “Copy” button places information on the clipboard and the user must click on the “Paste” button for all information to be placed into the line.



Demonstrations



🌀 Purchase Order Account Assignment Processes: Amy Everett

- A help document, “Purchase Order Account Assignment Processes,” is available from the link below.

[Purchase Order Account Assignment Processes](#)

🌀 How to Add a Line Item to a PO from an Approved Shopping Cart: Fred Pieper

- A help document, “How to Add a Line Item to a PO from an Approved Shopping Cart,” is available from the link below.

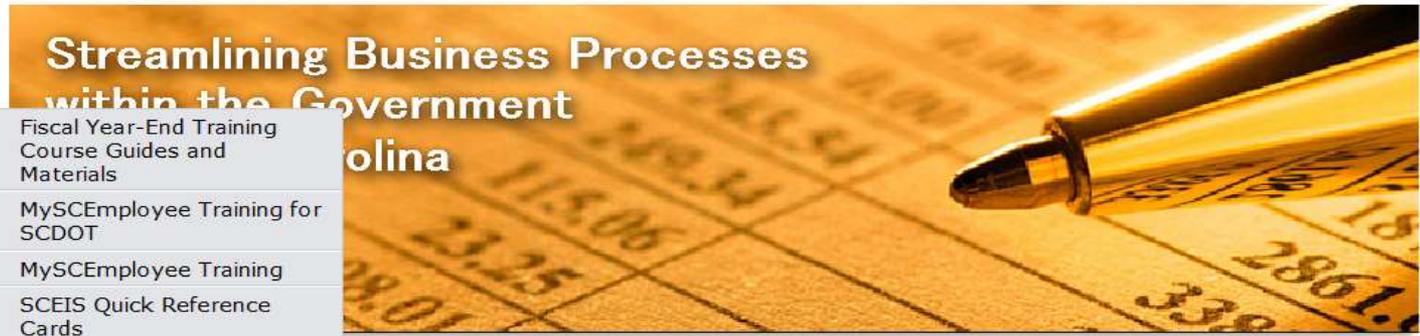
[How to Add a Line Item to a PO from an Approved Shopping Cart](#)



Tips and Reminders



- About SCEIS
- Agency Support Teams
- SCEIS Treasury Projects
- Training
- Finance
- HR & Payroll
- Materials Management
- Reporting
- Imaging
- Technical



MySCEmployee



INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)
 1-855-SCFRAUD
 or
 1-855-723-7283

- Fiscal Year-End Training Course Guides and Materials
- MySCEmployee Training for SCDOT
- MySCEmployee Training
- SCEIS Quick Reference Cards
- SCEIS Training Guides and Tools
- Blackboard
- SCEIS uPerform

Aggregation of Duties Policy



SRM 7.2 Microsite

Reminders & Tools

- [SCEIS Password Management Troubleshooting Tips](#)
- [Change, reset or get help with your SCEIS password](#)
- [MySCEmployee Tools](#)
- [Click here](#) to submit a help request to the **SCEIS Service Desk**.

🖱️ Click on Business Process Procedures (BPPs).

The screenshot shows the ANCI uPerform system interface. At the top left is the ANCI uPerform logo. At the top right are links for 'Log In' and 'Language (en_US)'. Below the logo is a navigation bar with 'PROJECTS' and 'GLOSSARY' buttons. To the right of the navigation bar is a search box with a magnifying glass icon and the text 'Ad Se'. The main heading is 'SCEIS Knowledge Sharing'. Below this is a welcome message: 'Welcome to the SCEIS/ANCI uPerform System - a resource to find, practice, disseminate, and collaborate around knowledge for performing South Carolina's business processes in SCEIS.' Underneath is a section titled 'Business Process Procedures (BPPs)' with a description: 'This content area contains step-by-step instructions for performing SCEIS business process procedures (BPPs). Each instruction set consists of a comprehensive BPP overview document (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a text-based BPP outline for quick reference. BPP contents were designed and recorded by subject-matter experts to guide successful end user performance in SCEIS systems. BPPs contain tips and tricks, helpful hints, and sample business scenarios detailing SCEIS transactions, procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents while using the ECC system by going to the Help Menu on the ECC Toolbar and clicking Help and "SCEIS Help".)

🖱️ Click on Supplier Relationship Management (SRM).

The screenshot displays the uPerform web application interface. At the top left, the logo for ANCILE uPerform™ is visible. Below the logo, there are two navigation tabs: 'PROJECTS' and 'GLOSSARY'. The main content area is titled 'SCEIS Knowledge Sharing >> Business Process Procedures (BPPs)'. Below this title, the heading 'Business Process Procedures (BPPs)' is prominently displayed. A paragraph of text follows, explaining that this content area contains step-by-step instructions for performing SCEIS business processes and PDFs for printing, BPP simulations, and a user guide. A note specifies that SCEIS/ECC users can link to BPP documents while using the ECC system. Underneath the text, a section titled 'Sub-Areas' lists various functional areas: Financial Accounting (FI), Funds Management (FM), Grants Management (GM), Human Resources Management (HRM), Materials Management (MM), MYSCEmployee (MSCE), Payroll Administration (PY), Project Systems (PS), Public Budget Formulation (PBF), Supplier Relationship Management (SRM), and Travel Management (TV).

- Click on the general “Sub-Area” for a list of “Help Content” documents.

The screenshot displays the uPerform system interface. At the top left is the logo for ANCILE uPerform™. Below the logo is a teal navigation bar with icons and text for 'PROJECTS' and 'GLOSSARY'. The main content area shows a breadcrumb trail: 'SCEIS Knowledge Sharing >> Business Process Procedures (BPPs) >> Supplier'. Below this is the title 'Supplier Relationship Management (SRM)' in large, bold, black font. A paragraph of text follows, describing the state's business need for procurement and the role of MM / SRM products. Below the text is a section titled 'Sub-Areas' with a list of links: 'South Carolina Enterprise Information System (SCEIS) Vendor Guides', 'SRM Employee Self-Services for Shopping Cart Creators', 'SRM Home for Shopping Cart Approvers', 'SRM MIGO Transaction for Goods Receivers', 'SRM Monitoring and Reporting', and 'SRM Purchasing, Contracts and Bidding for Buyers'. At the bottom left of the screenshot is the text 'Help Content'.

- 🌀 For example, Purchasing, Contracts and Bidding for Buyers

ANCILE
uPerform™

 PROJECTS  GLOSSARY

[SCEIS Knowledge Sharing](#) >> [Business Process Procedures \(BPPs\)](#) >> [Supplier Relationship Management \(SRM\)](#) >

SRM Purchasing, Contracts and Bidding for Buyers

Sub-Areas

- [SRM PUR Adding Information to Purchase Orders](#)
- [SRM PUR Creating Purchase Orders](#)
- [SRM PUR Editing Purchase Orders](#)
- [SRM RFx Bidding](#)
- [SRM SPUR Strategic Purchasing Contracts](#)

Help Content

- Then select the specific “Help Content” area you wish to view.

The screenshot displays the uPerform system interface. At the top left, the logo for ANCILE uPerform™ is visible. Below the logo, there are navigation tabs for PROJECTS and GLOSSARY. The main content area shows a breadcrumb trail: SCEIS Knowledge Sharing >> Business Process Procedures (BPPs) >> Supplier Relationship Management >> SRM PUR Creating Purchase Orders. The title of the page is SRM PUR Creating Purchase Orders. Under the Sub-Areas section, there is a dropdown menu currently set to None. The Help Content section lists several topics with links to 'Hide Details':

- [SRM PUR Create Blanket Agreement \(Hide Details\)](#)
Fill repetitive needs for goods and services with qualified Sources of Supply.
- [SRM PUR Create Blanket Purchase Order \(Hide Details\)](#)
Fill repetitive needs for goods and services for a duration of time. Blanket Purchase Orders are used to address the need for issuing individual purchase documents. Blanket Purchase Orders are often used for recurring needs.
- [SRM PUR Create Framework Purchase Order \(Hide Details\)](#)
Create a Purchase Order that procures good(s) and service(s) over a period of time without the need for including the Account Assignment.
- [SRM PUR Create Standard Purchase Order \(Hide Details\)](#)
Search for an “approved” Shopping Cart, review the Shopping Cart and ensure its correctness against the State Code and Regulations.
- [SRM PUR Create Standard Purchase Order with Retention - Header Level \(Hide Details\)](#)
Procure any service you want to insure the Supplier completes contractual obligations. This process includes setting project Deadlines.
- [SRM PUR Create Standard Purchase Order with Retention - Item Level \(Hide Details\)](#)
Procure any service you want to insure the Supplier completes at predetermined specification project deadlines.

u-Perform Documents

- For example, SRM PUR Create Standard Purchase Order. The u-Perform will open to the document version as shown below.
- It is important to read the document version of the u-Perform.

The screenshot displays the ANCILE uPerform web application interface. At the top left, the logo for ANCILE uPerform is visible. Below the logo is a teal navigation bar with two menu items: 'PROJECTS' and 'GLOSSARY'. The main content area features a breadcrumb trail: 'SCEIS Knowledge Sharing >> Business Process Procedures (BPPs) >> Creating Purchase Orders >> SRM PUR Create Standard Purchase Order'. Below the breadcrumb trail is a dropdown menu with the text 'SCEIS Business Process Procedure (BPP) - xhtml' and a downward arrow. The main title of the document is 'SRM PUR Create Standard Purchase Order'. At the bottom of the page, there is a blue bar with the text 'When to Use This Business Process Procedure'.

u-Perform Documents

- After reading the document version, another option is “Simulation” which allows you to click through each step of the process.

ANCILE
uPerform™

PROJECTS GLOSSARY

SCEIS Knowledge Sharing >> Business Process Procedure
Creating Purchase Orders >> SRM PUR Create Standard P

SCEIS Business Process Procedure (BPP) - xhtml
SCEIS Business Process Procedure (BPP) - pdf
Simulation (HTML) - html
Quick Reference (Step) - xhtml

SRM PUR Create Standard Purchase Order

☞ Select among the options for “Simulation.”

The screenshot shows the uPerform web application interface. At the top, there are navigation links for "PROJECTS" and "GLOSSARY". Below this is a breadcrumb trail: "SCEIS Knowledge Sharing >> Business Process Procedures (BPPs) >> Supplier Relationship Management (SRM) >> SRM PUR Create Standard Purchase Order". A dropdown menu is open, showing "Simulation (HTML) - html" as the selected option. The main content area displays a document titled "SRM PUR Create Standard Purchase Order" with a blue header. Below the title, there are four links: "Auto Playback Tutorial", "Standard Tutorial", "Self Test Tutorial", and "RWD Assessment Tutorial". The uPerform logo is visible in the background. Below the document title, there is a "Description" section with the text: "Search for an 'approved' Shopping Cart, review the Shopping Cart and ensure its correctness, add or validate the Source of Supply (vendor), then create a Standard Purchase Order according to State Code and Regulations." Below the description, there are three fields: "Created by" (aeverett, fpieper), "Date Published" (Wednesday, November 20, 2013), and "Copyright".

u-Perform Documents

- In this example, “Standard Tutorial” was selected. Click each box located at the bottom of the screen for step-by-step instructions.

The screenshot displays the SCEIS website interface. At the top, there is a header with the SCEIS logo and the text "South Carolina Enterprise Information System" and "SC Budget and Control Board". To the right of the header are links for "Site Map", "Privacy", and "Disclaimer", and a search bar. Below the header is a navigation menu with items: "Home", "SCEIS Help", "Meetings", "Contact Us", "News & Updates", "FAQs", "Links", and "SCEIS Login". The "SCEIS Login" link is highlighted in red, and a callout box points to it with the text "Click SCEIS Login link label SCEIS Login".

On the left side, there is a sidebar menu with the following items: "About SCEIS", "Agency Support Teams", "A Agencies Cutover - HR/Payroll", "SCEIS Treasury Projects", "Training", "Finance", "HR & Payroll", "Materials Management", "Reporting", "Imaging", and "Technical". Below this menu is a "MySCEmployee" button and the BICCB logo.

The main content area features a large banner with a green background and white numbers. Below the banner is a call to action: "Click here to view The SRM 7.2 Upgrade Microsite". This call to action includes two shopping cart icons and a list of features: "Get the latest . . .", "- Screenshots of SRM 7.2", "- Detailed Timeline", "- Training Information", and "- Communications and Presentations". Below this list is the text "... and more, updated regularly to keep you informed."

On the right side, there is a "Reminders & Tools" section with a list of items: "SCEIS Password Management Troubleshooting Tips", "Change, reset or get help with your SCEIS password", "MySCEmployee Tools", and "Click here to submit a help request to the SCEIS Service Desk".

At the bottom of the page, there is a section for the "INSPECTOR GENERAL'S FRAUD HOTLINE" with the text "(State Agency fraud only)", "1-855-SCFRAUD", "or", and "1-855-723-7283". Below this is the "South Carolina Enterprise Information System" section, which includes the text: "The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll." and "SCEIS will".



[Site Map](#) | [Privacy](#) | [Disclaimer](#)

Home » [SRM 7.2 Upgrade Microsite](#)

About SCEIS

Agency Support Teams

"A" Agencies Cutover - HR/Payroll

SCEIS Treasury Projects

Training

Finance

HR & Payroll

Materials Management

Reporting

Imaging

Technical

SRM 7.2 Upgrade Microsite

SRM 7.2 Upgrade Microsite Navigation

 [Microsite Home](#)

 [User Communications](#)

 [Information & Tools](#)

 [Training](#)

 [User Support](#)

Microsite Navigation

 **Information & Tools**

- Timeline
- Cutover Activities
- Gallery of SRM 7.2 Screens

 **User Support**

- [Submit Your Questions About the Upgrade](#)

 **Training**

- [SRM200 Online Courses](#)
- [SRM 7.2 Upgrade Training Course Descriptions](#)

 **User Communications**

- [SRM 7.2 Upgrade Blog](#)
- [Messages and Updates](#)
- [Status of Contracts for Office Supplies and Paper](#)

[Click here for SRM 7.2 Updates!](#)

[MySCEmployee](#)



SC Budget and Control Board

INSPECTOR GENERAL'S FRAUD HOTLINE

(State Agency fraud only)

1-855-SCFRAUD
or
1-855-723-7283

Next User Group Meeting

- 🌀 The tentatively scheduled December 12, 2014 meeting has been cancelled.
- 🌀 The next User Group Meeting is scheduled for January 30, 2015 at Midlands Technical College – Airport Campus Auditorium.
- 🌀 The full 2015 User Group meeting schedule will be sent in a SCEIS Weekly Update.