

Subject: One Section of the PA250 Personnel Administration Class Announced

Audience: Agency Training Coordinators, AST Leads, HR Directors

The SCEIS Training Team is pleased to offer one section of the two-day class, PA250 Personnel Administration (PA), on Tuesday and Wednesday, April 14-15, 2015. This class provides participants with the skills to display and maintain employee information. The class also provides a high-level view of the reporting functionality in the Personnel Administration module, as well as other skills as detailed below.

Below you will find details about the class, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PA250 - Class Information

Class ID/Title: PA250 - Personnel Administration (PA)

Description: This class provides participants with the skills to display and maintain various employee personnel information including: personal data, address information, education, skills, and certification and licensure. Additionally, participants will be able to display and maintain the following infotypes: Organizational Assignment, Monitoring of Tasks, Secondary/Outside Employment, Cost Distribution, Objects on Loan, Date Types, I-9 Resident Status, Grievances, Communications and Notifications. This class provides users with a view of the reporting functionality that is available in the Personnel Administration module of SCEIS.

Target Audience: Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. Please note, users who are assigned only the workflow roles do not need to attend this class.

Pre-requisites: Completion of the following online class:

- COR120 Enterprise Central Component (ECC) Navigation

PA250 - Section 01 – Spring 2015

Class Dates: Tuesday and Wednesday, April 14-15, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class 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/C6CV93Q>. 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.