

**Subject:** Two Sections of the TM300 Leave Administration Class Announced

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

The SCEIS Training Team is pleased to offer two sections of the full-day class, TM300 Leave Administration. This class familiarizes end users with management of leave administration in SCEIS.

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

### **TM300 – Class Information**

**Class ID/Title:** TM300 –Leave Administration

**Description:** This class provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, leave limits, holiday balances, generating absence quotas and general payroll data reporting. This class 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.

**Pre-requisites:** Completion of the following classes:

- COR120 Enterprise Central Component (ECC) Navigation (online)
- TM200 Time Administration (instructor-led class) **OR** TM200U Time Administration (online)

### **TM300 – Section 01 – Spring 2015 Details**

**Class Date:** Thursday, March 19, 2015

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

**Class Location:**

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

### **TM300 – Section 02 – Spring 2015 Details**

**Class Date:** Wednesday, June 17, 2015

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

**Class Location:**

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



## Weekly Update

December 15, 2014

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).