

Subject: New Online Class Available: TM300U - Leave Administration
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The SCEIS Team is pleased to announce a new online class, TM300U - Leave Administration. TM300U is the online version of the instructor-led class, TM300 - Leave Administration. This class is designed to familiarize users with the management of leave administration in SCEIS. Below, you will find details about the online class including class navigation and suggestions for completing the class. The link to TM300U is also below.

TM300U Leave Administration Online Class

Description: TM300U familiarizes users with 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.

Class Lessons and Timing:

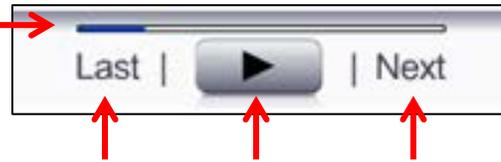
Lesson:	Length of Lesson in Minutes:
Class Introduction	(1:40)
Lesson 1 - Leave Administration Overview	(15:15)
Lesson 2 - Work Schedules and Time Data	(7:25)
Lesson 3 - Quota Types	(31:20)
Lesson 4 - Manage Leave Limits	(7:40)
Lesson 5 - Quota Corrections and Adjustments	(7:00)
Lesson 6 - Quota Balances and Reporting	(16:35)
Lesson 7 - FMLA Process	(9:50)
Total:	1 Hour, 37 Minutes (1:36:45)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the class. Depending on the participant, the lesson times may be shorter or longer than those listed above.

Class Navigation: In the TM300U Class Index, participants will select the lesson they wish to view. After selecting a lesson, participants will be taken to the lesson navigation page where they can select individual topics within the lesson. After completing a lesson, click the Home button to return to the TM300U Class Index.

Within the class, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.

Drag the blue status bar to fast forward and rewind slide



Last Slide Pause/Play Button Next Slide

Suggestions for Completing the Class: To get the best out of the TM300U online class, the SCEIS Team has provided the following suggestions for completing the class:

- To absorb as much information as possible, watch the class in sections followed by a break. For example:
 - Watch Lessons 1 and 2
 - Break
 - Watch Lesson 3
 - Break
 - Watch Lessons 4 and 5
 - Break
 - Watch Lessons 6 and 7
- Have paper available to take notes, or print the PowerPoint version of the class found on the Links page within the online class. Remember, you can pause the class to take notes or rewind to listen to a slide again.
- Visit the Links page of the class to print the class script and get links to additional resources such as the SCEIS uPerform site and SC Human Resources Division laws and regulations.

Accessing the Class: From the SCEIS homepage (www.sceis.sc.gov), point your mouse to “Training” on the left navigation, then click “Online Courses: HR/Payroll” in the menu that appears. The direct link is below:

<http://sceis.sc.gov/courses/TM300U/index.htm>

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@sceis.sc.gov.