

Weekly Update

June 3, 2015

Subject: Two Sections of the TM200 Time Administration Class Announced

Audience: Agency Training Coordinators, HR Directors

The SCEIS Training Team is pleased to offer two sections of the one and one-half day class, TM200 Time Administration. This class is designed to familiarize users with recording, valuating and using working times to calculate gross wages and complete other tasks related to employee time administration.

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.**

TM200 - Class Information

Class ID/Title: TM200 –Time Administration

Description: This class provides participants with the skills to record, value, and use working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. Additionally, participants will learn how daily work schedules, FLSA work periods and other key factors affect time keeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to Quotas, absence types, illness types and absence counting. This class provides participants with the ability to describe time roles and responsibilities, record, review, correct and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this class include: the review of work schedules, premium pay eligibility calculations, time evaluation and general reporting.

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

Pre-requisites: Completion of the following online class:

- COR120 Enterprise Central Component (ECC) Navigation

TM200 - Section 03 – Summer/Fall 2015 Details

Class Date: Wednesday and Thursday, August 12-13, 2015

Class Time: 9:00 a.m. to 5:00 p.m. on Wednesday, August 12
9:00 a.m. to 12:00 p.m. on Thursday, August 13

Class Location:

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

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TM200 - Section 04 – Summer/Fall 2015 Details

Class Date: Tuesday and Wednesday, September 1-2, 2015

Class Time: 9:00 a.m. to 5:00 p.m. on Tuesday, September 1
9:00 a.m. to 12:00 p.m. on Wednesday, September 2

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/D5KF2NQ>. 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.