

## Weekly Update

May 16, 2016

**Subject:** Seats Are Still Available for the June 1-2 Section of the TM200 Time Administration Class

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

There are still seats available in the TM200 Time Administration class on Wednesday and Thursday, June 1-2. The SCEIS Team encourages Time and Leave Administrators, HR Master Data Maintainers and Central HR Master Data Maintainers to register for this class today!

**Note: This is the last scheduled TM200 class in the Spring 2016 term. The next opportunity to take this class will not be until Fall 2016.**

TM200 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:**

***The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.***

- COR120 Enterprise Central Component (ECC) Navigation online class

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### **TM200 - Section 02 – Spring 2016 Details**

**Class Date:** Wednesday and Thursday, June 1-2, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m. on Wednesday, June 1  
9:00 a.m. to 12:00 p.m. on Thursday, June 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. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).