

Weekly Update

July 18, 2016

Subject: Please Review and Update Incorrect Employee Email Addresses in SCEIS

Audience: HR Directors, HR Master Data Maintainers

As you may know, the State has implemented a new learning management system, MySCLearning, to distribute and track statewide and agency specific training. Users will be able to register for and complete training, including SCEIS classes, through MySCLearning beginning this Fall Term. MySCLearning sends email notifications to participants who are enrolled in training classes using the email address found on Infotype 0105 - Communication. If an employee's work email address is incorrect on Infotype 0105, they will not receive notifications from MySCLearning.

Please review and update any incorrect employee work email addresses for your agency using the following procedure by August 1, 2016.

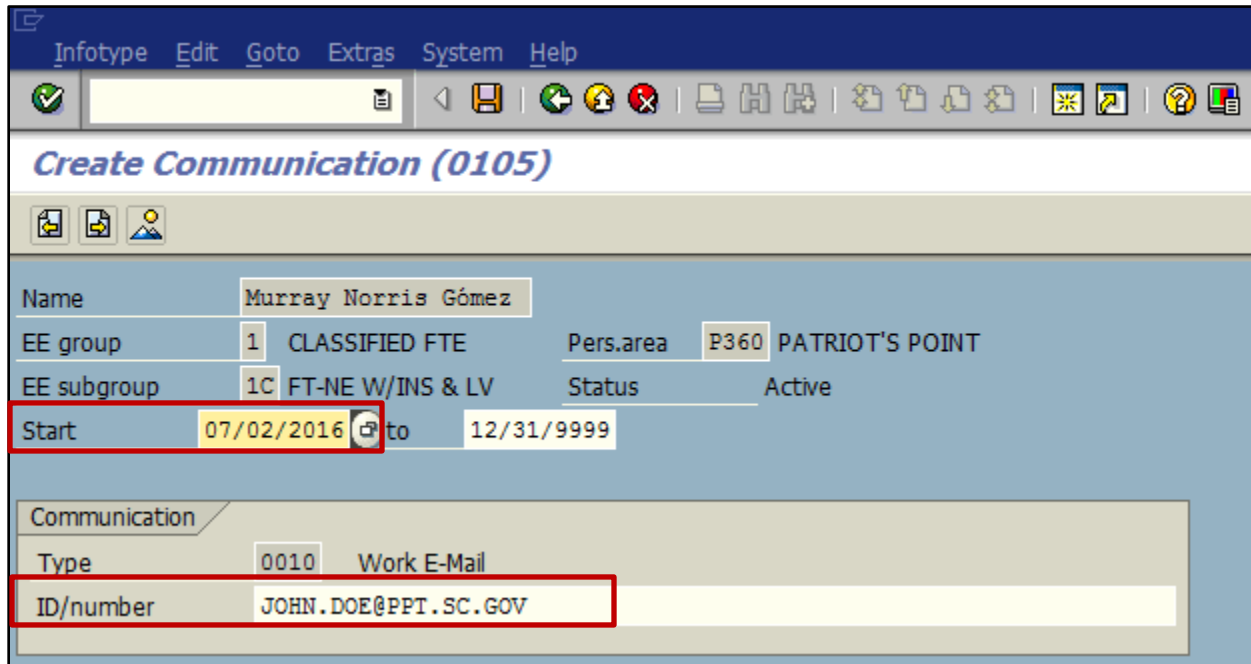
Correcting Employee Work Email Addresses

1. To obtain a list of employee work email addresses, run the **RH039Q Employee Work Communications** report in BEX. Instructions on how to run this report can be found at the link below:

[Accessing the RH039Q Employee Work Communications Report in BEX](#)

If you do not have access to BEX, your agency's Data Owner can request access for you.

2. To change an incorrect work email address in Infotype 0105 - Communication:
 - a. Enter transaction code **PA30** in the Command field.
 - b. Enter the employee's **personnel number** in the Personnel no. field.
 - c. Click **Enter**.
 - d. Under direct selection in the Infotype field, type **0105**.
 - e. Click **Enter**.
 - f. Click **Copy**.
 - g. Select the Subtype **0010 Work E-Mail**.
 - h. Enter the appropriate **Start date**.
 - i. Enter the employee's **work email address** in the ID/number field.
 - j. Click **Enter**.
 - k. Click **Save**.



Create Communication (0105)

Name: Murray Norris Gómez

EE group: 1 CLASSIFIED FTE Pers.area: P360 PATRIOT'S POINT

EE subgroup: 1C FT-NE W/INS & LV Status: Active

Start: 07/02/2016 to 12/31/9999

Communication

Type: 0010 Work E-Mail

ID/number: JOHN.DOE@PPT.SC.GOV

Note: If you have more than 50 email addresses that need to be corrected, you may submit the IT0105 Communication batch load template to the SCEIS Help Desk. The template can be found at the link below. Read the instructions on the Instructions tab before entering your data on the Communication tab.

[IT0105 Communication Template](#)

If you have any questions concerning this information, contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.