

Weekly Update

Week of September 5, 2016

Subject: Seats Are Still Available for the September 14 REP200 Reporting with BEx and Business Objects for HR/PY Class

Audience: Agency Training Coordinators, AST Leads, SCEIS Reporting Users

There are still seats available in the REP200 Reporting with BEx and Business Objects class on Wednesday, September 14, 2016. The SCEIS Team encourages Human Resources and Payroll Reporting users to register for this class today! There are also seats available in other sections of REP200.

Participants will learn how to create quicker and more meaningful data representations using Business Objects. The classes are tailored for a Finance (FI)/ Materials Management (MM) audience or a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. You do not need to take the class twice, regardless of the range of your duties.

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

REP200 – Course Information

Course ID/Title: REP200 - Reporting with BEx and Business Objects

Description: This course will further explore the features highlighted in the REP200U online course. Participants will also learn where different types of reports are located and how to customize the reports to fit their needs using Business Objects. A demonstration will also be given showing how other agencies and projects have utilized Business Objects to streamline and make their reporting quicker, easier and more efficient.

Specific reports discussed may include the following:

In FI/MM classes	In HR/Payroll classes
Statement of Changes in Fund Balance	RH101.1A FTE Totals by State, Federal, Other
FM Budget vs Actual	RH039F Employee Demographics and Position Information
Open Encumbrance Report	RH041 Vacancy Position Report

Participants will use their own SCEIS User IDs to log into the SCEIS production system, and will begin building a library of reports customized for their own reporting needs.

Target Audience: SCEIS users who need to report data from SCEIS using the reporting tools BEx and Business Objects.

Weekly Update

Week of September 5, 2016

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.

- Class participants must have security access to both BEX and Business Objects
- REP200U Reporting with BEX and Business Objects online course (Click [HERE](#) for more information on the REP200U online course.)

Please note, regardless of the range of your duties, you do not need to take the class for each functional area, as SCEIS reporting tools work the same way for all functional areas. Individual classes may include discussions, examples and screenshots that are selected for an FI/MM or HR/Payroll audience. This specialization does not affect the core content of REP200, and there is no need to repeat the class in all functional areas.

REP200 – Section 07 – Fall 2016 Details

For a Human Resources/Payroll Audience

Class Dates: Wednesday, September 14, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

REP200 – Section 08 – Fall 2016 Details

For a Finance/Materials Management Audience

Class Dates: Thursday, September 22, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

REP200 – Section 09 – Fall 2016 Details

For a Human Resources/Payroll Audience

Class Dates: Thursday, November 3, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

Weekly Update

Week of September 5, 2016

REP200 – Section 10 – Fall 2016 Details

For a Finance/Materials Management Audience

Class Dates: Wednesday, December 7, 2016

Class Time: 9:00 a.m. to 12:00 p.m.

Class Location:

SCEIS Training Room 202,
1628 Browning Road, Columbia

Registration Instructions:

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click “Home” and select “Learning.”
4. In the “Find Learning” tile, use the search box.
 - a. Type in the course ID and click “Go.” Or -
 - b. Type in “SCEIS” to view all SCEIS courses.
5. Find a course title and expand “View Course Dates.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.