

## Weekly Update

Week of August 8, 2016

**Subject:** One Section of the OM200 Organizational Management Course Announced

**Audience:** Agency Training Coordinators, AST Leads, HR Directors, Organizational Management Users

The SCEIS Training Team is pleased to offer one section of the full-day course, OM200 Organizational Management (OM), on Wednesday, September 28, 2016. This course is intended to provide Human Resources (HR) users with detailed information needed to understand the Organizational Management (OM) structure, as described below.

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

### **OM200 - Course Information**

**Course ID/Title:** OM200 – Organizational Management (OM)

**Description:** This course provides agency Human Resources users with an understanding of the Organizational Management (OM) structure and all associated objects including Organizational Units, Positions and Jobs. This course describes the importance of the relationships between the OM objects and the system inheritance that accrues through the relationships. This course also outlines the required steps to display and maintain selected OM objects as well as associated infotypes, for example: Planned Compensation, Account Assignment Features, Position FTE, Cost Distribution, Workers' Compensation, Position Vacancy Status, OM Position Indicators, Additional Attribute and Time Indicators. This course also covers the creation of selected Organizational Units as well as Organizational Unit transfers within the same agency. In addition, this course incorporates a discussion regarding the impact of delegation for Job/Position maintenance.

**Target Audience:** Users with the following roles: Job Maintainer, Display Organization Management, Agency Position Control Maintainer, Agency Position Control Approver, Agency Org Chart Maintainer, Central Position Control Maintainer, Central Org Chart Maintainer, Agency Funding Approver. Please note, users who are assigned only the workflow roles do not need to attend this course.

### **Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

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### **OM200 - Section 02 – Fall 2016 Details**

**Class Date:** Wednesday, September 28, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

### **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](mailto:training.sceis@admin.sc.gov).