

Weekly Update

Week of August 8, 2016

Subject: One Section of the PA250 Personnel Administration Course Announced
Audience: Agency Training Coordinators, AST Leads, HR Directors, Personnel Administration Users

The SCEIS Training Team is pleased to offer one section of the two-day course, PA250 Personnel Administration (PA), on Wednesday and Thursday, October 12-13, 2016. This course provides participants with the skills to display and maintain employee information. The course also provides a high-level view of the reporting functionality in the Personnel Administration module, as well as other skills as detailed 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.**

PA250 - Course Information

Course ID/Title: PA250 - Personnel Administration (PA)

Description: This course provides participants with the skills to display and maintain various employee personnel information including: personal data, address information, education, skills, and certification and licensure. Additionally, participants will be able to display and maintain the following infotypes: Organizational Assignment, Monitoring of Tasks, Secondary/Outside Employment, Cost Distribution, Objects on Loan, Date Types, I-9 Resident Status, Grievances, Communications and Notifications. This course provides users with a view of the reporting functionality that is available in the Personnel Administration module of SCEIS.

Target Audience: Users with the following roles: HR Master Data Maintainer, Employee Records Maintainer, Central HR Master Data Maintainer, HR Director, Display PA Master Data, Display EEO, Display EPMS, Display Grievances, Display Non-Sensitive Data, Display Salary/Pay Grade, Portal HR Administrator, Agency Employee Relations Maintainer, Grievance Status Administrator. 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.

PA250 - Section 02 – Fall 2016

Class Dates: Wednesday and Thursday, October 12-13, 2016

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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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.