

## Weekly Update

Week of August 8, 2016

**Subject:** Two Sections of the HRY500 HR Year-End Time and Leave Reconciliation Course Announced

**Audience:** Agency Training Coordinators, AST Leads, HR Directors, Agency Central Office HR Users

The SCEIS Training Team is pleased to offer two sections of the half-day course, HRY500 HR Year-End Time and Leave Reconciliation. This course is for agency Central Office Human Resources employees responsible for coordinating or completing clean-up of time and leave at calendar year-end.

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.**

### **HRY500 - Course Information**

**Course ID/Title:** HRY500 – HR Year-End Time and Leave Reconciliation

**Description:** This half-day course provides agency Central Office Human Resources users with instructions on how to properly reconcile time and leave records at year-end using the following reports:

- Missing Time and Unapproved Time Report – ZHRMTR
- Time Collision Report – ZHRTCR
- Unapproved and Stuck Leave Report – ZHRUAL
- Time Evaluation Messages Report – PT\_ERL00
- FMLA Exception Report (provided by SCEIS weekly)
- Unapproved Working Time only – CATS\_APPR\_LITE

This course also covers guidelines for Leave Pool donations and important time and leave reminders for year-end. Please note: This course is not hands-on.

**Target Audience:** Agency Central Office Human Resources users responsible for coordinating or completing clean-up of time and leave at calendar year-end.

### **Pre-requisites:**

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

## Weekly Update

Week of August 8, 2016

### **HRY500 - Section 01 – Fall 2016 Details**

**Class Date:** Tuesday, October 4, 2016

**Class Time:** 9:30 a.m. to 12:00 p.m.

**Class Location:**

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

### **HRY500 - Section 02 – Fall 2016 Details**

**Class Date:** Monday, October 17, 2016

**Class Time:** 9:30 a.m. to 12:00 p.m.

**Class Location:**

**Location:** Peeples Auditorium, SC DHEC, 2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

### **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).