

Weekly Update

Week of August 8, 2016

Subject: Two Sections of the TM200 Time Administration Course Announced
Audience: Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers

The SCEIS Training Team is pleased to offer two sections of the one and one-half day course, TM200 Time Administration. This course is designed to familiarize users with recording, valuating and using working times to calculate gross wages and complete other tasks related to employee time administration.

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.**

TM200 - Course Information

Course ID/Title: TM200 –Time Administration

Description: This course provides participants with the skills to record, value, and use working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. Additionally, participants will learn how daily work schedules, FLSA work periods and other key factors affect time keeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to Quotas, absence types, illness types and absence counting. This course provides participants with the ability to describe time roles and responsibilities, record, review, correct and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation and general reporting.

Target Audience: Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer and Central HR Master Data Maintainer.

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.

- TM101 Fundamentals of Time Administration (This course is not yet available. Participants will be notified when the course is available.)

We also recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

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TM200 - Section 03 – Fall 2016 Details

Class Date: Tuesday and Wednesday, August 30-31, 2016

Class Time: 9:00 a.m. to 5:00 p.m. on Tuesday, August 30
9:00 a.m. to 12:00 p.m. on Wednesday, August 31

Class Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

TM200 - Section 04 – Fall 2016 Details

Class Date: Tuesday and Wednesday, November 1-2, 2016

Class Time: 9:00 a.m. to 5:00 p.m. on Tuesday, November 1
9:00 a.m. to 12:00 p.m. on Wednesday, November 2

Class Location:

Room 202, SCEIS Office
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.