

Weekly Update

Week of August 8, 2016

Subject: Two Sections of the TM300 Leave Administration Course Announced

Audience: Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers, FMLA Event Maintainers

The SCEIS Training Team is pleased to offer two sections of the full-day course, TM300 Leave Administration. This course familiarizes end users with management of leave administration in SCEIS.

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.**

TM300 – Course Information

Course ID/Title: TM300 – Leave Administration

Description: This course provides Leave Administrators with the ability to perform leave administration in SCEIS. Participants will be able to understand work schedules, time evaluation, leave limits, holiday balances, generating absence quotas and general payroll data reporting. This course also provides the participants with the skills to check FMLA eligibility in the FMLA Workbench and to establish FMLA absence quotas in SCEIS.

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

- TM200 Time Administration (instructor-led course) **OR** TM200U Time Administration (online course)

TM300 – Section 03 – Fall 2016 Details - CANCELLED

Course Date: Thursday, September 15, 2016

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

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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Week of August 8, 2016

TM300 – Section 04 – Fall 2016 Details

Class Date: Tuesday, November 15, 2016

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

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.