

## Weekly Update

January 27, 2016

**Subject:** One Section of the PA250 Personnel Administration Class Announced

**Audience:** Agency Training Coordinators, AST Leads, HR Directors

The SCEIS Training Team is pleased to offer one section of the two-day class, PA250 Personnel Administration (PA), on Monday and Tuesday, May 16-17, 2016. This class provides participants with the skills to display and maintain employee information. The class also provides a high-level view of the reporting functionality in the Personnel Administration module, as well as other skills as noted below.

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

### PA250 - Class Information

**Class ID/Title:** PA250 - Personnel Administration (PA)

**Description:** This class 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, and Communications and Notifications. This class 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 class.

### **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.***

- COR120U Enterprise Central Component (ECC) Navigation online class

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### **PA250 - Section 01 – Spring 2016**

**Class Dates:** Monday and Tuesday, May 16-17, 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

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/C6CV93Q>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training.sceis@asadmin.sc.gov](mailto:training.sceis@asadmin.sc.gov).