

## Weekly Update

January 27, 2016

**Subject:** Two Sections of the TM200 Time Administration Class Announced

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

The SCEIS Training Team is pleased to offer two sections of the one and one-half day class, TM200 Time Administration. This class 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 class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **TM200 - Class Information**

**Class ID/Title:** TM200 –Time Administration

**Description:** This class 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 class 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 class 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.***

- COR120U Enterprise Central Component (ECC) Navigation online class

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### **TM200 - Section 01 – Spring 2016 Details**

**Class Date:** Tuesday and Wednesday, February 16-17, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m. on Tuesday, February 16  
9:00 a.m. to 12:00 p.m. on Wednesday, February 17

**Class Location:**

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

### **TM200 - Section 02 – Spring 2016 Details**

**Class Date:** Wednesday and Thursday, June 1-2, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m. on Wednesday, June 1  
9:00 a.m. to 12:00 p.m. on Thursday, June 2

**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/D5KF2NQ>. 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@admin.sc.gov](mailto:training.sceis@admin.sc.gov).