

Weekly Update

Revised February 23, 2016

Subject: Two Sections of the TM300 Leave Administration Class Announced

Audience: Agency Training Coordinators, AST Leads, HR Directors

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

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.**

TM300 – Class Information

Class ID/Title: TM300 – Leave Administration

Description: This class 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 class 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.

- COR120 Enterprise Central Component (ECC) Navigation online class
- TM200 Time Administration (instructor-led class) **OR** TM200U Time Administration (online class)

TM300 – Section 01 – Spring 2016 Details

****Please Note: Due to unforeseen circumstances, the following class date has been updated.***

The new date is as follows:

Class Date: Wednesday, March 16, 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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TM300 – Section 02 – Spring 2016 Details

Class Date: Tuesday, June 14, 2016

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

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/JMXBQJX>. 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.