

Subject: TM101V SCEIS Fundamentals of Time Administration Online Course
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The TM101V SCEIS Fundamentals of Time Administration online course is available in MySCLearning. TM101V is a pre-requisite for the TM200 SCEIS Time Administration instructor-led course. Below you will find details about the online course.

TM101V SCEIS Fundamentals of Time Administration Online Course

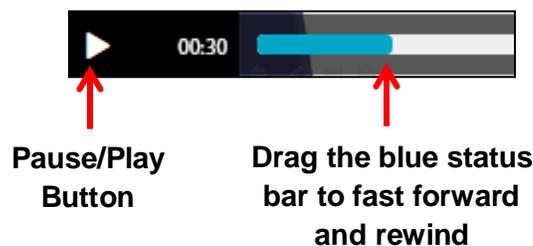
Description: TM101V covers SCEIS system integration, the time entry to payroll process and how to access infotypes. Users will learn the importance of the work schedule rule, time management status and working week found in Infotype 0007, Planned Working Time. This online course contains five modules. You must complete all five modules, the course assessment and evaluation to receive credit for the course. TM101V is a pre-requisite for the TM200 SCEIS Time Administration instructor-led course.

Course Modules and Timing:

Module:	Length of Module in Minutes:
Module 1	(5:40)
Module 2	(4:26)
Module 3	(7:25)
Module 4	(8:42)
Module 5	(3:27)
Total:	29 Minutes, 40 Seconds (29:40)

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the module times may be shorter or longer than those listed above.

Course Navigation: Within each module, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen.



Weekly Update

Week of January 16, 2017

Suggestions for Completing the Course: To get the best out of the TM101V online course, the SCEIS Team suggests:

- Having paper available to take notes, or printing the TM101V Reference Guide found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Printing the course script, if needed, in the “Course Documents” folder in MySCLearning.

Accessing the Course:

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 MySCCentral tab.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (TM101V) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.