

Weekly Update

Week of January 16, 2017

Subject: TM200U SCEIS Time Administration Online Course
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The TM200U SCEIS Time Administration online course is available in MySCLearning. TM200U is the online version of the instructor-led course, TM200 SCEIS Time Administration. Below you will find details about the online course.

TM200U SCEIS Time Administration Online Course

Description: TM200U familiarizes users with key concepts and terms of time administration in SCEIS along with work schedules, user roles and time evaluation. Users will learn how to enter and correct time in the CATS time sheet for single and multiple employees and how to record special working times, wage types and charge objects in the system. Additionally, users will learn when and how to apply work schedule substitutions and how substitutions affect pay and leave. The course also reviews SCEIS time, leave and wage type reports.

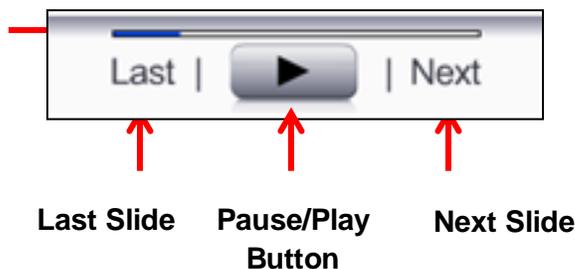
Course Lessons and Timing:

Lesson:	Length of Lesson in Minutes:
Lesson 1 - Time Administration Overview	(33:58)
Lesson 2 - SCEIS Time and Leave Entry	(39:35)
Lesson 3 - Substitutions	(15:10)
Lesson 4 - Time Reports	(19:40)
Total:	1 Hour, 49 Minutes (1:48:23)

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

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

Drag the blue status bar to fast forward and rewind



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Suggestions for Completing the Course: To get the best out of the TM200U online course, the SCEIS Team suggests:

- Watching the course in sections followed by a break to absorb as much information as possible. For example:
 - Watch Lesson 1
 - Break
 - Watch Lesson 2
 - Break
 - Watch Lessons 3 and 4
- Having paper available to take notes, or printing the PowerPoint version of the course 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 (TM200U) 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.