

Weekly Update

Week of March 6, 2017

- Subject:** Seats Are Still Available in the March 21 OM200 Organizational Management Class
- Audience:** Agency Training Coordinators, AST Leads, HR Directors, Organizational Management Users

There are still seats available in the OM200 Organizational Management (OM) class on Tuesday, March 21, 2017. The SCEIS Team encourages all Organizational Management users to register for this class today! Note: This is the only scheduled OM200 class during the Spring 2017 term. The next opportunity to take this class will not be until Fall 2017.

Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

Course ID/Title: OM200 Organizational Management (OM)

Description: This course provides agency Human Resources users with an understanding of the Organizational Management (OM) structure and all associated objects including Organizational Units, Positions and Jobs. This course describes the importance of the relationships between the OM objects and the system inheritance that accrues through the relationships. This course also outlines the required steps to display and maintain selected OM objects as well as associated infotypes, for example: Planned Compensation, Account Assignment Features, Position FTE, Cost Distribution, Workers' Compensation, Position Vacancy Status, OM Position Indicators, Additional Attribute and Time Indicators. This course also covers the creation of selected Organizational Units as well as Organizational Unit transfers within the same agency. In addition, this course incorporates a discussion regarding the impact of delegation for Job/Position maintenance.

Target Audience: Users with the following roles: Job Maintainer, Display Organization Management, Agency Position Control Maintainer, Agency Position Control Approver, Agency Org Chart Maintainer, Central Position Control Maintainer, Central Org Chart Maintainer, Agency Funding Approver. Please note, users who are assigned only the workflow roles do not need to attend this course.

Pre-requisites:

The following item(s) MUST be completed before you can register for 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.

- HR100V Introduction to SCEIS Human Resources and Payroll Online Course ([Click here for more information on HR100V.](#))

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Class Date(s):

OM200 - March 21 – Spring 2017 Details

Class Date: Tuesday, March 21, 2017

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

Registration Instructions:

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 MySCLearning tab.
3. Click the “Learning” tile.
4. Complete the pre-requisite, HR100V. In the “Find Learning” tile, use the search box to type in the course ID (HR100V) and click “Go.” Find the course title and click “Start Course.”
5. After completing HR100V, type the course ID (OM200) in the search box and click “Go.”
6. Find the course title and click “See Offerings.”
7. Find the class date you prefer, and click “Register Now.” (If you do not see “Register Now,” you have not completed HR100V.)
8. At the Scheduled Offering box, click “Confirm.”
9. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.