

## Weekly Update

Week of April 3, 2017

**Subject:** Seats Are Still Available for the April 13 REP200 HR Reporting with BEx and Business Objects for Human Resources Class

**Audience:** Agency Training Coordinators, AST Leads, SCEIS Reporting Users

There are still seats available for the REP200 HR Reporting with BEx and Business Objects for Human Resources class on April 13, 2017. The SCEIS Team encourages Human Resources reporting users to register for this class today!

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

### Course ID/Title: REP200 Reporting with BEx and Business Objects

**Description:** This course will further explore the features highlighted in the REP200U online course. Participants will also learn where different types of reports are located and how to customize the reports to fit their needs using Business Objects. A demonstration will also be given showing how other agencies and projects have utilized Business Objects to streamline and make their reporting quicker, easier and more efficient.

This class is tailored for a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. You do not need to take the class twice, regardless of the range of your duties.

Specific reports discussed may include the following:

<b>In HR/Payroll classes</b>
RH101.1A FTE Totals by State, Federal, Other
RH039F Employee Demographics and Position Information
RH041 Vacancy Position Report

Participants will use their own SCEIS User IDs to log into the SCEIS production system, and will begin building a library of reports customized for their own reporting needs.

**Target Audience:** SCEIS users who need to report data from SCEIS using the reporting tools BEx and Business Objects.

**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*

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*have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.*

- Class participants must have security access to both BEx and Business Objects
- REP200U Reporting with BEx and Business Objects online course ([Click here for more information on REP200U.](#))

*Please note, regardless of the range of your duties, you do not need to take the class for each functional area, as SCEIS reporting tools work the same way for all functional areas. Individual classes may include discussions, examples and screenshots that are selected for an HR/Payroll audience. This specialization does not affect the core content of REP200, and there is no need to repeat the class in all functional areas.*

### **Class Date(s):**

#### **REP200 HR – April 13 – Spring 2017 Details**

#### **For a Human Resources/Payroll Audience**

**Class Date:** Thursday, April 13, 2017

**Class Time:** 9:00 a.m. to 12:00 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 MySCCentral tab.
3. Click the “MySCLearning” tile.
4. Complete the pre-requisite, REP200U. In the “Find Learning” tile, use the search box to type in the course ID (REP200U) and click “Go.” Find the course title and click “Start Course.”
5. After completing REP200U, type the course ID (REP200 HR) in the search box and click “Go.”
6. Find the course title and click “See Offerings.”
7. Find the class date and click “Register Now.” (If you do not see “Register Now,” you have not completed REP200U.)
8. At the Scheduled Offering box, click “Confirm.”
9. Watch for your confirmation email, with class details and instructions.

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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](mailto:training.sceis@admin.sc.gov).