

## Weekly Update

Week of April 17, 2017

**Subject:** Seats Are Still Available in the May 2-3 TM200 Time Administration Class  
**Audience:** Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers

There are still seats available in the TM200 Time Administration class on May 2-3, 2017. The SCEIS Team encourages all Time and Leave Administrators to register for this class today!  
Note: This is the last scheduled TM200 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: TM200 Time Administration**

**Description:** This course provides participants with the skills to record, value, and use working times to calculate gross wages in payroll. Participants will gain an understanding of the importance of planned working times and work schedules. Additionally, participants will learn how daily work schedules, FLSA work periods and other key factors affect time keeping for employees. Participants will learn in more detail how absences are calculated and stored in SCEIS. Participants will be introduced to Quotas, absence types, illness types and absence counting. This course provides participants with the ability to describe time roles and responsibilities, record, review, correct and approve time in the CATS Timesheet in SCEIS. Other administrative tasks participants will learn in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation and general reporting.

**Target Audience:** Users with the following roles: Time Administrator, HR Leave Administrator, HR Master Data Maintainer and Central HR Master Data Maintainer.

### **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.*

- TM101V Fundamentals of Time Administration ([Click here for more information on TM101V.](#))

We also recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

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Week of April 17, 2017

### Class Date(s):

#### **TM200 - May 2-3 – Spring 2017 Details**

**Class Date:** Tuesday and Wednesday, May 2-3, 2017

**Class Time:** 9:00 a.m. to 5:00 p.m. on Tuesday, May 2  
9:00 a.m. to 12:00 p.m. on Wednesday, May 3

**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, TM101V. In the “Find Learning” tile, use the search box to type in the course ID (TM101V) and click “Go.” Find the course title and click “Start Course.”
5. After completing TM101V, **type the course ID (TM200)** 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 TM101V.)
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](mailto:training.sceis@admin.sc.gov).