

## Weekly Update

Week of August 14, 2017

**Subject:** Seats Are Still Available in the August 16 HRY500 HR Year-End Time and Leave Reconciliation Class

**Audience:** Agency Central Office Human Resources Employees

Seats are still available in the August 16 HRY500 HR Year-End Time and Leave Reconciliation class. New projects beginning in 2018 make it imperative to properly process time and leave at the end of the calendar year. It is very important that the following employees register for one of the three scheduled HRY500 classes:

- Agency Central Office Human Resources employees responsible for coordinating or completing clean-up of time and leave at calendar year-end

**Please forward this message to appropriate staff members within your agency.**

### **HRY500 – August 16, 2017 Details**

**Class Date:** Wednesday, August 16, 2017

**Class Time:** 9:30 to 11:30 a.m.

**Class Location:** Peeples Auditorium, SC DHEC  
2600 Bull Street, Columbia

[HRY500 Course Information and Registration Instructions](#)

### **HRY500 – October 3, 2017 Details**

**Class Date:** Tuesday, October 3, 2017

**Class Time:** 9:30 to 11:30 a.m.

**Class Location:** Peeples Auditorium, SC DHEC  
2600 Bull Street, Columbia

[HRY500 Course Information and Registration Instructions](#)

### **HRY500 – October 18, 2017 Details**

**Class Date:** Wednesday, October 18, 2017

**Class Time:** 9:30 to 11:30 a.m.

**Class Location:** Peeples Auditorium, SC DHEC  
2600 Bull Street, Columbia

[HRY500 Course Information and Registration Instructions](#)

If you have any questions about this message, please email [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).