

Weekly Update

Week of January 16, 2017

Subject: ACP100 Arrears Clearing Process Course Offered on **April 4**
Audience: Agency Training Coordinators, AST Leads, HR Directors, Benefits Administrators

The ACP100 Arrears Clearing Process course will be offered on Tuesday, April 4, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

Course ID/Title: ACP100 Arrears Clearing Process

Description: This course defines benefits-related arrears and discusses the situations in which arrears occur, such as when an employee is on leave without pay and benefits deductions cannot be collected because there are no wages being paid. Participants will learn how to view the Arrears Table and how to clear arrears directly in SCEIS without submitting a Help Desk ticket.

Target Audience: Users with the following roles: Benefits Administrator, HR Directors

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.](#))

Class Date(s):

ACP100 - April 4 – Spring 2017 Details

Class Date: Tuesday, April 4, 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 MySCLearning tab.
3. Click the “Learning” tile.

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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.