

Weekly Update

Week of January 16, 2017

Subject: NEW PY200 Payroll Administration Course Offered on **March 14 and on May 31**

Audience: Agency Training Coordinators, AST Leads, HR Directors, Payroll Administrators, Benefits Administrators

The NEW PY200 Payroll Administration course will be offered on March 14, 2017, and again on May 31, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

Course ID/Title: PY200 Payroll Administration

Description: This course provides agency Payroll and Benefits users with an understanding of the Payroll process and covers:

- Displaying and Maintaining Infotypes that Impact Payroll
- Wage Types
- Payroll Calendar
- Overview of Off-Cycle Payroll Processing
- Payroll Simulations
- Overview of Retroactive Accounting
- Retirement Enrollment and Benefit Integration

Target Audience: Users with the following roles: Payroll Administrator, Benefits Administrator, HR Master Data Maintainers

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):

PY200 - March 14 – Spring 2017 Details

Class Date: Tuesday, March 14, 2017

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

PY200 - May 31 – Spring 2017 Details

Class Date: Wednesday, May 31, 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 MySCCentral tab.
3. Click the “MySCLearning” 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 (PY200) in the search box and click “Go.”
6. Find the course title and click “See Offerings.”
7. Scroll down and click the “Offerings” tab to view class dates.
8. Find the class date you prefer, and click “Register Now.” (If you do not see “Register Now,” you have not completed HR100V.)
9. At the Scheduled Offering box, click “Confirm.”
10. 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.