

Weekly Update

Week of January 16, 2017

Subject: TM200 Time Administration Course Offered on **February 15-16 and on May 2-3**

Audience: Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers

The TM200 Time Administration course will be offered on February 15-16, 2017, and again on May 2-3, 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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Class Date(s):

TM200 - February 15-16 – Spring 2017 Details

Class Date: Wednesday and Thursday, February 15-16, 2017

Class Time: 9:00 a.m. to 5:00 p.m. on Wednesday, February 15

9:00 a.m. to 12:00 p.m. on Thursday, February 16

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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. 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 TM101V.)
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.