

Weekly Update

Week of January 16, 2017

- Subject:** NEW TM400 Advanced Time and Leave Administration Course Offered on **February 6 and on April 27**
- Audience:** Agency Training Coordinators, AST Leads, HR Directors, Time and Leave Administrators, HR Master Data Maintainers

The NEW TM400 Advanced Time and Leave Administration course will be offered on February 6, 2017, and again on April 27, 2017. Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

Course ID/Title: TM400 Advanced Time and Leave Administration

Description: This course is designed for advanced Time and Leave Administrators and covers how to resolve MySCEmployee and Time Evaluation error messages and to clear some time collisions without submitting a SCEIS Help Desk ticket. Participants will gain an understanding of substitutions and how they affect pay, and learn how to research and correct leave-related payroll errors. Participants will use the report PT_BAL00 Time Balances/Wage Types to validate compensated absences, find year-end quota balances that could be compensated, and find employees who have: earned comp time over the limit; taken comp time; earned overtime pay or shift premium pay. Participants will use the report PT_QTA10 to find forfeited leave at year-end.

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

Pre-requisites:

The following item(s), including validation from the SCEIS Team, MUST be completed before attending 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.

- Validation from the SCEIS Team
- TM200 Time Administration (instructor-led course) **OR** TM200U Time Administration (online course) ([Click here for more information on TM200U.](#))
- TM300 Leave Administration (instructor-led course) **OR** TM300U Leave Administration (online course) ([Click here for more information on TM300U.](#))
- 1 year of SCEIS Time and/or Leave Administration experience

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

TM400 - February 6 – Spring 2017 Details

Class Date: Monday, February 6, 2017

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

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Class Location:

SCEIS Training Room 202
1628 Browning Road, Columbia, SC

Enrollment Request Deadline: Tuesday, January 31, 2017 at 5:00 p.m.

TM200 - April 27 – Spring 2017 Details

Class Date: Thursday, April 27, 2017

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

Class Location:

SCEIS Training Room 202
1628 Browning Road, Columbia, SC

Enrollment Request Deadline: Friday, April 21, 2017 at 5:00 p.m.

Registration Instructions:

Enrollment in TM400 Advanced Time and Leave Administration requires completion of TM200 and TM300, as well as a year's service in specific system roles, and validation by the SCEIS Team.

The deadline to *request enrollment* for a TM400 class is 3 business days prior to the class. Please note the specific deadlines below:

Class Date:	Enrollment Request Deadline:
Monday, February 6, 2017	Tuesday, January 31, 2017 at 5:00 p.m.
Thursday, April 27, 2017	Friday, April 21, 2017 at 5:00 p.m.

To request enrollment:

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. In the "Find Learning" tile, use the search box to type in the course ID (TM400) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering Approval Steps screen, answer the five questions about your use of advanced Time and Leave activities.
9. Click "Confirm" to send your request for approval.
10. Within a few minutes you will get an email confirming your request for enrollment. With two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

Note, if you receive NO email notifications from MySCLearning, please contact SCEIS Help Desk.



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If you have any questions about this message, please email them to training.sceis@admin.sc.gov.