

Weekly Update

Sept. 24, 2018

Subject: Updated Internal Titles Data Load Template now available

Audience: HR Directors

The SCEIS HCM Team is pleased to announce that the Internal Titles Data Load Template has been updated. This data load template can assist your agency in mass employee record maintenance to meet the requirements of Proviso 117.145 (GP: SCEIS Data Entry Compliance). If you have more than 50 position records that require corrections or updates, you may submit this batch load template to the SCEIS Help Desk. Read the instructions on the Instructions tab before entering your data on the template.

The Internal Titles Data Load Template is posted on the SCEIS website's Weekly Update page and available at the following link:

<http://www.sceis.sc.gov/page.aspx?id=121>.

If you have any questions, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.