

Subject: Register now for SCEIS Central training webinars

Audience: All SCEIS Users

MySCEmployee will be replaced by SCEIS Central this fall. The SCEIS Training Team will be conducting three training webinars in the coming weeks previewing important functions in SCEIS Central. Each 30-minute training webinar will walk users step-by-step through a specific function.

There is a limited number of telephone lines for each webinar. When possible, please coordinate with others in your agency to reserve a conference room with a speaker phone so multiple employees can attend the webinar using only one telephone line. When registering, please indicate whether you are the only participant or if you are registering for a group. Group callers will be asked how many employees are taking part.

SCEIS Central Webinar – ESS: Enter Working Time

Date: Thursday, Oct. 18, 2018,

Time: 2-2:30 p.m.

Target Audience: Employees who currently enter working time in MySCEmployee.

Registration Deadline: Noon the day before the webinar.

[Click here to register.](#)

SCEIS Central Webinar – ESS: Enter, Edit and Delete Leave Requests

Date: Thursday, Oct. 25, 2018,

Time: 2-2:30 p.m.

Target Audience: Employees who currently submit leave requests in MySCEmployee.

Registration Deadline: Noon the day before the webinar.

[Click here to register.](#)

SCEIS Central Webinar – MSS: Approve Time and Leave

Date: Thursday, Nov. 1, 2018,

Time: 2-2:30 p.m.

Target Audience: Managers who currently approve time and/or leave in MySCEmployee.

Registration Deadline: Noon the day before the webinar.

[Click here to register.](#)

The webinars will not be the only method of SCEIS Central training. Quick Reference Cards and short video tutorials will be available in MySCLearning before SCEIS Central goes live. Employees will be required to complete and acknowledge the tutorials. However, they will not have to complete tutorials that do not apply to their job functions.

If you have any questions about the SCEIS Central webinars, please email training.sceis@admin.sc.gov.