

Weekly Update

Oct. 15, 2018

Subject: SCEIS Central – ESS: Enter Working Time webinar and release of Time Entry training materials on Oct.18

Audience: All SCEIS Users

The SCEIS Team would like to remind users who currently enter working time in MySCEmployee to register for the SCEIS Central – ESS: Enter Working Time webinar happening Oct. 18, 2018. **The registration deadline for this webinar is Wednesday, Oct. 17, at noon.**

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.](#)

After the webinar, all training materials related to entering working time in SCEIS Central will be available in MySCLearning under the course name SCEIS120V. SCEIS120V will be recommended to all users through the Recommendations tile in MySCLearning. Users will receive an email notification announcing the availability of the materials if they have a valid email address in SCEIS. Users may access SCEIS120V resources by clicking on the course title in the Recommendations tile. SCEIS120V SCEIS Central – ESS: Time Entry will contain:

Videos:	Quick Reference Cards:
Time Entry Overview	Time Entry Overview
Timesheet Overview	Timesheet Overview
Enter Working Time for One Day	Enter Working Time for One Day
Enter Working Time for Multiple Days	Enter Working Time for Multiple Days
Enter Working Time with Charge Objects	Enter Working Time with Charge Objects
Create and Use Favorites	Create and Use Favorites
Change and Delete Favorites	Change and Delete Favorites
Copy a Time Entry	Copy a Time Entry
Edit a Time Entry	Edit a Time Entry
Delete a Time Entry	Delete a Time Entry
	Display Timesheet

Both the videos and Quick Reference Cards contain the same information for each topic. Users can determine which method to review.



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