Subject: SCEIS Central – MSS: Approve Time and Leave webinar and release of Time and Leave Approval training materials Nov. 1

Audience: All SCEIS Users

The SCEIS Team would like to remind managers who currently approve time and/or leave in MySCEmployee to register for the SCEIS Central – MSS: Approve Time and Leave webinar Thursday, Nov. 1, 2018. **The registration deadline for this webinar is Wednesday, Oct. 31, 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 — MSS: Approve Time and Leave
Date: Thursday, Nov. 1, 2018, — 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.

After the webinar, all training materials related to approving time and leave in SCEIS Central will be available in MySCLearning under the course name SCEISM120V. Managers who currently approve time and/or leave in MySCEmployee will be automatically assigned this course through MySCLearning. Managers assigned to SCEISM120V will receive an email notification announcing the availability of the materials if they have a valid email address in SCEIS. SCEISM120V SCEIS Central – MSS: Approve Time and Leave will contain:

Videos:	Quick Reference Cards:
Approve or Reject a Leave Request	Approve or Reject a Leave Request
Approving Working Time Overview	Approving Working Time Overview
Approve Working Time through the Approve Timesheet Tile	Approve Working Time through the Approve Timesheet Tile
Mass Approval of Working Time	Mass Approval of Working Time
	Inbox Overview

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

SCEISM120V will also be included in an overview course that all managers will be required to take.
If you have any questions about this message, please email training.sceis@admin.sc.gov.