

## SCEIS100V SCEIS Central Resources for All Users

### Description

This online resource library contains Quick Reference Cards (QRC), “How to” videos and scripts to assist in navigating SCEIS Central. This offering mirrors the layout of SCEIS Central and covers all Employee Self-Service functions.

### Course Material

<b>SCEIS Central – ESS Topic:</b>	<b>Format Available:</b>
Log In/Log Out	QRC
SCEIS Central Navigation	QRC
My Paystubs	QRC
Common Time, Leave Warnings and Errors	QRC
Leave Request Overview	QRC, video and video script
Create a Leave Request for One Day or Less	QRC, video and video script
Create a Leave Request for More than One Day	QRC, video and video script
Edit a Leave Request	QRC, video and video script
Delete a Leave Request	QRC, video and video script
Leave Statement	QRC
Employment Verification	QRC
W-4 Tax Withholding	QRC
Voluntary Deductions One-Time	QRC
Voluntary Deductions Recurring	QRC
Election for Online W-2	QRC
View Online W-2	QRC
Create a Travel Request	QRC, video and video script
Travel Imaging Instructions	QRC
Change a Travel Request	QRC
Copy a Travel Request	QRC
Delete a Travel Request	QRC
Create an Expense Report	QRC, video and video script
Change an Expense Report	QRC
Copy an Expense Report	QRC
Delete an Expense Report	QRC
Employee Lookup	QRC
My Profile Overview	QRC
Maintain Addresses and Emergency Contacts	QRC
Org Chart	QRC

## Course Material (*cont.*)

SCEIS Central – ESS Topic:	Format Available:
Accessing MySCLearning	QRC
My Insurance and Retirement	QRC
My Career	QRC
Time Entry Overview	QRC, video and video script
Timesheet Overview	QRC, video and video script
Enter Working Time for One Day	QRC, video and video script
Enter Working Time for Multiple Days	QRC, video and video script
Enter Working Time with Charge Objects	QRC, video and video script
Create and Use Working Time Favorites	QRC, video and video script
Change and Delete Working Time Favorites	QRC, video and video script
Copy a Time Entry	QRC, video and video script
Edit a Time Entry	QRC, video and video script
Delete a Time Entry	QRC, video and video script
Display a Timesheet	QRC

## Tips for Completing the Course

To get the most out of the SCEIS100V resource library:

- Read the “READ ME FIRST: Start Here” document for instructions on completing and getting credit for the course.
- Not all topics will be applicable to all users. You should review the topics that pertain to your position.
- For topics with multiple formats, you do not have to review each format. Select the format that best suits your learning preference.

### Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the “My Talent” tile.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (SCEIS100V) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools

