

**SCEIS User Group**  
**October 30, 2019 9:00 am – 12:00 pm**  
**Peoples Auditorium**  
**SC Department of Health & Environmental Control**  
**2600 Bull Street**  
**Columbia, SC 29201**

## **Agenda**

### **Introductions & SCEIS Updates (Steven Lake, SC Department of Administration) 9:00 – 9:30**

- SCEIS Personnel Team Updates
- Training Opportunities
- Helpdesk Ticket Management
- System Security –Double Log-in and DUO)

### **State Treasurer's Office (Martin Taylor & Katherine Kip, State Treasurer's Office) 9:45 – 10:15**

- New Check Mailing (payroll)
- Statewide Pay Card Update

### **Break – 10:15 – 10:30**

### **Comptroller General's Office (Kathy Johnson, Comptroller General's Office) 10:30 – 11:00**

- General Ledger accounts to monitor & clear by year end
- Petty Cash - establishing and closing
- Grants – Prior Period Adjustments
- Recovery Audits
- NIGP Code Mapping – review of current NIGP code to G/L account. Please contact the SCEIS helpdesk if you identify mapping that looks incorrect

### **Comptroller General's Office (Ronnie Head) 10:45 – 11:15**

- 60/50 X Reporting Requirement (pending)
- New W-4 Form
- Cash Receipts
- New Meal Allowances

### **Procurement Code Changes (Kimber Craig, Procurement Services Division) 11:15 – 11:30**

- P-Card Policy Update
- MMO Browser list

Next Meeting - January 29, 2020 – DHEC Peoples Auditorium

Questions and requested topics for future meetings 11:30 – 11:45

Please email suggested topics for future meetings to [YSistare@scprt.com](mailto:YSistare@scprt.com) or (803) 734-1759