

Subject: New HRY500V HR Year-End Time and Leave Reconciliation Online Course
Now Available in MySCLearning
Audience: Agency Central Office Human Resources users

The new HRY500V HR Year-End Time and Leave Reconciliation online course is now available in MySCLearning.

In HRY500V, users will learn how to properly reconcile time and leave records at year-end using the following reports:

- Missing Time and Unapproved Time Report — ZHRMTR
- Time Collision Report — ZHRTCR
- Unapproved and Stuck Leave Report — ZHRUAL
- Time Evaluation Messages Report — PT_ERL00
- FMLA Exception Report — ZHR_FMLA_EXCEPTION
- Unapproved Working Time only — CATS_APPR_LITE

This course also covers guidelines for Leave Pool donations and important time and leave reminders for year-end.

For more information on the HRY500V online course, see the [HRY500V Course Information document](#).

If you have any questions about this message, please email the SCEIS Training Team (training.sceis@admin.sc.gov).