

Subject: Seats available for the Dec. 3-4, 2019, PA250 Personnel Administration class

Audience: HR Master Data Maintainers, Employee Records Maintainers, HR Directors

Seats are still available for the Dec. 3-4, 2019, PA250 Personnel Administration class. The SCEIS Team encourages HR Master Data Maintainers, Employee Records Maintainers and HR Directors to register for this class.

This is the last scheduled PA250 class during the fall 2019 term. The next opportunity to take this class will be spring 2020. **Please forward this message to appropriate staff members within your agency.**

PA250 Details

Class Date: Tuesday and Wednesday, Dec. 3-4, 2019

Class Time: 9 a.m.–5 p.m. each day

Note: Please plan to attend the entire class. If you are unable to attend the entire class, sign up for a later date.

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia

[PA250 Course Information and Registration Instructions](#)

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