Subject: Three Role-based Learning Paths Available for Human Resources and Payroll Users

Audience: SCEIS Human Resources and Payroll Users

As a human resources or payroll user in the SCEIS system, there are many SCEIS training opportunities available to you.

The SCEIS team is excited to introduce role-based learning paths for human resources and payroll users. Learning paths are designed to help users determine the sequence of courses to take based on the work they perform in the system.

Users are encouraged to complete every course in their learning path, although it isn't a requirement. For example, a payroll administrator who is not responsible for clearing arrears or Affordable Care Act reporting, does not need to take the courses that don't apply to their job. Completing classes in the order listed is also recommended.

The chart below outlines three sequences related to system roles for human resources and payroll functionality.

Organizational Management and Personnel Administration	Time and Leave Administration	Benefits and Payroll Administration
1. COR120U: SCEIS ECC Navigation*	1. COR120U: SCEIS ECC Navigation*	1. COR120U: SCEIS ECC Navigation*
2. HR100V: Introduction to HR and Payroll*	2. TM101V: Fundamentals of Time Administration*	2. HR100V: Introduction to HR and Payroll*
3. OM200: Organizational Management	3. TM200: Time Administration	3. PY200: Payroll Administration
4. PA250: Personnel Administration	4. TM300: Leave Administration	4. ACA100: Affordable Care Act Reporting
	5. HRY500V: SCEIS Year-End Time and Leave Reconciliation*	5. ACP100V: Arrears Clearing Process*
*online courses	6. TM400: Advanced Time and Leave Administration	

For detailed course information including how to access and register for courses in MySCLearning, visit the [List of Courses webpage](#) on the SCEIS website.

If you have any questions about this SCEIS training information, please email them to training.sceis@admin.sc.gov.