SCEIS Fall 2020 Webinar Schedule Announced

For the safety of our training participants and our team members, SCEIS will not be conducting in-person training classes this fall. Instead, SCEIS will conduct live, interactive webinars.

If you cannot attend the live webinar, don't worry! The live webinars will be recorded and posted to the SCEIS website so you can watch them at your convenience. However, you will not receive credit for the course if you do not attend the live webinar.

Twenty-two SCEIS classes have been scheduled for August through October 2020. The schedule below provides a high-level view of the upcoming SCEIS training opportunities.

Registration Instructions

1. In Internet Explorer, use your SCEIS user ID and password to log into 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 (for example, PR217-WEB) and click “Go.”
5. Find the course title and click “See Offerings.”
6. Scroll down and click the “Offerings” tab to view webinar date.
7. Find the webinar date and click “Register Now.”
8. At the Scheduled Offering box, click “Confirm.”
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk.

Fall 2020 Webinar Schedule

**August 2020**

**OM200-WEB Organizational Management**

Mon.-Tue., Aug. 17-18  
(1-5 p.m. each day)

**PR217-WEB Creating and Managing Purchase Orders**

Tue.-Fri., Aug. 18-21  
(8:30 a.m.-12:30 p.m. each day)

**FM300-WEB Funds Management**

Wed.-Thu., Aug. 26-27  
(8:30 a.m.-12:30 p.m. each day)

**PA250-WEB Personnel Administration**

Mon.-Thu., Aug. 31-Sept. 3  
(1-5 p.m. each day)
<table>
<thead>
<tr>
<th>Date</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>September 2020</td>
<td>GM300-WEB Grants Management</td>
<td>(8:30 a.m.-12:30 p.m. each day)</td>
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<tr>
<td>Thu., Sept. 10</td>
<td>REP210-FI/MM-WEB Reporting with BEx for Finance/MM-WEB Users</td>
<td>(1-5 p.m.)</td>
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<td>Mon.-Wed., Sept. 14-16</td>
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<td>TM200-WEB Time Administration</td>
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<td>Tue.-Wed., Sept. 15-16</td>
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<td>LMS100-WEB MySCLearning Basic Management</td>
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<td>Thu.-Fri., Sept. 17-18</td>
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<td>LMS200-WEB MySCLearning Course Management</td>
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<td>Thu., Sept. 17</td>
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<td>ACA100-WEB Affordable Care Act Reporting</td>
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<td>Mon.-Thu., Sept. 21-24</td>
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<td>PR260-WEB Strategic Purchasing and Contract Management</td>
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<td>Wed.-Thu., Sept. 23-24</td>
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<td>AR300-WEB Accounts Receivable Invoice Processing</td>
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<td>Mon.-Thu., Sept. 28-Oct. 1</td>
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<td>AP300-WEB Accounts Payable Invoice Processing</td>
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<td>Tue.-Wed., Sept. 29-30</td>
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<td>LMS300-WEB MySCLearning Assignment Management</td>
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<td>October 2020</td>
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<td>TM300-WEB Leave Administration</td>
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<td>Mon.-Tue., Oct. 5-6</td>
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<td>PS300-WEB Project Systems</td>
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<td>Tue.-Fri., Oct. 6-9</td>
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October 2020 (cont.)
Tue., Oct. 13
(1-5 p.m.)
AM300-WEB Asset Masters and Asset Reporting

Wed.-Thu., Oct. 14-15
(1-5 p.m. each day)
AM315-WEB Advanced Asset Management

Wed.-Thu., Oct. 14-15
(8:30 a.m.-12:30 p.m. each day)
PY200-WEB Payroll Administration

Mon.-Tue., Oct. 19-20
(1-5 p.m. each day)
TM400-WEB Advanced Time and Leave Administration

Tue., Oct. 20
(8:30 a.m.-12:30 p.m.)
RPC100 Report Center for MySCLearning

Wed.-Thu., Oct. 21-22
(8:30 a.m.-12:30 p.m. each day)
GL300-WEB General Ledger Accounting

Wed., Oct. 28
(1-5 p.m.)
REP210-HR/PY-WEB Reporting with BEx for HR/Payroll Users

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