

HR/Payroll Training Schedule Spring 2021

ID	Title	Date	Pre-req
ACA100	Affordable Care Act Reporting	Feb. 17 (p.m.)	HR100V
LMS100	MySCLearning Basic Management	Feb. 4-5 (a.m.)	
LMS200	MySCLearning System Administrator	Feb. 25-26 (a.m.)	
LMS300	Advanced MySCLearning Administration	Mar. 17-18 (p.m.)	LMS200
OM200	Organizational Management	Feb. 2-3 (a.m.)	HR100V
PA250	Personnel Administration	Mar. 1-4 (p.m.)	HR100V
PY200	Payroll Administration	Apr. 14-15 (a.m.)	HR100V
RPC100	Report Center for MySCLearning	Apr. 6-7 (a.m.)	Assignment of the Report Manager Role
REP210 HR/PY	Reporting with BEx for HR/PY Users	Apr. 19 (p.m.)	SCEIS validation
TM200	Time Administration	Mar. 17-19 (a.m.)	TM101V
TM300	Leave Administration	Mar. 30-31 (p.m.)	TM200
TM400	Advanced Time and Leave Administration	Mar. 15-16 (p.m.)	TM300 and SCEIS validation

Click on course title for additional course information.

Registration Instructions

1. Log in to SCEIS Central (<https://sceiscentrallogin.sc.gov/>).
2. Click the My Talent tile.
3. Click the MySCLearning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or "SCEIS" and click "Go."

Online Courses

5. Find course title.
6. Click "Start Course."

Instructor-led Courses

5. Below the course title, click "See Offerings."
6. Select class date and click "Register Now."*
7. At the Scheduled Offering box, click "Confirm."
8. Receive email confirmation with details and instructions.

**You must "Register Now" to reserve a seat. "Assign to Me" does not register you.*

Online Courses 24/7 Access

ACP100V: Arrears Clearing Process

BEX100V: Reporting with BEx

BOBJ100V: Intro to Reporting with BOBJ

HR100V: Intro to HR and Payroll

HR500V: Year-End Time and Leave Reconciliation

TM101V: Fundamentals of Time Administration

SCEIS100V: SCEIS Central Resources

SCEISM100V: SCEIS Central for Managers

SCEISM110V: SCEIS Central for Managers — Additional Resources

SCEISTE101V: SCEIS Central Time Entry