

SCEIS Fall 2022 Training Schedule Announced

Classes are held in-person at 1628 Browning Road, Columbia.

The schedule below provides a high-level view of upcoming SCEIS training opportunities.

Registration Instructions

1. In Chrome, use your SCEIS user ID and password to log in to 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) and click “Go.”
5. Find the course title and click “See Classes.”
6. Scroll down and click the “Classes” tab to view the class date.
7. Find the class date and click “Register Now.”
8. At the Class 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](#).

Attendance Policy

- You must attend the entire class. Class dates and times are communicated.
- Completion of the assessment and evaluation is required.
- Unable to attend? Withdraw as soon as possible. Others may be waitlisted.
- If you miss any portion of your class, we’ll contact your supervisor to stress the importance of attendance and why you will not earn credit.
- Allowances will be made for unforeseeable circumstances, such as illness, emergencies, traffic delays, etc.

Learn More
at sceis.sc.gov

MySCLearning Tools



Fall 2022 Training Schedule

August 2022

Thu., Aug. 18
(9 a.m.-5 p.m.)

SPC200 SCEIS Shopping Cart Workshop

Tue.-Wed., Aug. 23-24
(9 a.m.-5 p.m. each day)

PR217 Creating and Managing Purchase Orders

Thu., Aug. 25
(9 a.m.-5 p.m.)

FM300 Funds Management

Tue., Aug. 30
(9 a.m.-5 p.m.)

OM200 Organizational Management

September 2022

Thu., Sept. 1
(9 a.m.-noon)

ACA100 Affordable Care Act Reporting

Wed.-Thu., Sept. 7-8
(9 a.m.-5 p.m. each day)

AP300 Accounts Payable Invoice Processing

Mon.-Tue., Sept. 12-13
(9 a.m.-5 p.m. each day)

PS300 Project Systems

Wed.-Thu., Sept. 14-15
(9 a.m.-5 p.m. each day)

PA250 Personnel Administration

Tue., Sept. 20
(9 a.m.-5 p.m.)

GL300 General Ledger Accounting

Wed-Thu., Sept. 21-22
(9 a.m.-5 p.m. each day)

PR260 Strategic Purchasing and Contract Management

Mon., Sept. 26
(9 a.m.-1 p.m.)

AM300 Asset Masters and Asset Reporting

Tue., Sept. 27
(9 a.m.-5 p.m.)

AM315 Advanced Asset Management

Wed., Sept. 28
(9 a.m.-5 p.m.)

TM400 Advanced Time and Leave Administration

September 2022 *(cont.)*

Thu., Sept. 29
(9 a.m.-5 p.m.)

FM300 Funds Management

October 2022

Tue., Oct. 4
(9 a.m.-5 p.m.)

OM200 Organizational Management

Wed., Oct. 5
(9 a.m.-5 p.m.)

SPC200 SCEIS Shopping Cart Workshop

Thu., Oct. 6
(9 a.m.-5 p.m.)

GM300 Grants Management

Mon.-Tue., Oct. 10-11
(9 a.m.-5 p.m. each day)

AP300 Accounts Payable Invoice Processing

Wed.-Thu., Oct. 12-13
Oct. 12 (9 a.m.-5 p.m.)
Oct. 13 (9 a.m.-noon)

TM200 Time Administration

Tue., Oct. 18
(9 a.m.-5 p.m.)

GL300 General Ledger Accounting

Wed.-Thu., Oct. 19-20
(9 a.m.-5 p.m. each day)

PA250 Personnel Administration

Thu., Oct. 27
(9 a.m.-5 p.m.)

AR300 Accounts Receivable Invoice Processing

November 2022

Tue., Nov. 1
(9 a.m.-5 p.m.)

TM300 Leave Administration

Wed., Nov. 2
(9 a.m.-5 p.m.)

PY200 Payroll Administration

Thu., Nov. 3
(9 a.m.-5 p.m.)

RPC100 Report Center for MySCLearning

Tue.-Wed., Nov. 15-16
Nov. 15 (9 a.m.-5 p.m.)
Nov. 16 (9 a.m.-noon)

TM200 Time Administration

December 2022

Thu., Dec. 1
(9 a.m.-5 p.m.)

PY200 Payroll Administration

Tue., Dec. 6
(9 a.m.-5 p.m.)

TM300 Leave Administration

Wed., Dec. 7
(9 a.m.-5 p.m.)

GM300 Grants Management

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