

## 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](https://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**

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**

**October 2022**

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

**GM300 Grants Management**

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

**TM200 Time 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**

If you have any questions about this SCEIS Training information, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).