

Subject: SCEIS announces the spring 2023 training schedule

Audience: SCEIS Users

The SCEIS team is pleased to announce spring 2023 training opportunities. Below is a list of dates and times for each available class.

Please note that classes are held in person at 1628 Browning Road, Columbia.

January 2023

Thursday, Jan. 19

9 a.m.-5 p.m.

OM200 Organizational Management

February 2023

Thursday, Feb. 2

9 a.m.-5 p.m.

SPC200 SCEIS Shopping Cart Workshop

Tuesday-Wednesday, Feb. 7-8

9 a.m.-5 p.m., each day

PR217 Creating and Managing Purchase Orders

Thursday, Feb. 9

9 a.m.-5 p.m.

FM300 Funds Management

Tuesday-Wednesday,

Feb. 14-15

9 a.m.-5 p.m., Feb. 14

9 a.m.-noon, Feb. 15

TM200 Time Administration

Wednesday, Feb. 22

9 a.m.-5 p.m.

GM300 Grants Management

Tuesday-Wednesday,

Feb. 28- March 1

9 a.m.-5 p.m., each day

PA250 Personnel Administration

March 2023

Thursday, March 2

9 a.m.-5 p.m.

TM400 Advanced Time and Leave Administration

Thursday, March 9
9 a.m.-5 p.m.

AR300 Accounts Receivable Invoice Processing

Tuesday, March 14
9 a.m.-noon

**REP210 Reporting with BEx for Finance/Materials
Management Users**

Wednesday, March 15
9 a.m.-5 p.m.

PY200 Payroll Administration

Postponed to May 24-25
~~Wednesday-Thursday,
March 22-23~~
~~9 a.m.-5 p.m., each day~~

~~**PR260 Strategic Purchasing and Contract
Management**~~

Canceled
~~Tuesday-Wednesday,
March 28-29~~
~~9 a.m.-5 p.m., each day~~

~~**AP300 Accounts Payable Invoice Processing**~~

Thursday, March 30
9 a.m.-noon

ACA100 Affordable Care Act Reporting

April 2023
Tuesday, April 4
9 a.m.-5 p.m.

SPC200 SCEIS Shopping Cart Workshop

Wednesday-Thursday,
April 12-13
April 12, 9 a.m.-5 p.m.
April 13, 9 a.m.-noon

TM200 Time Administration

Tuesday, April 18
9 a.m.-5 p.m.

TM300 Leave Administration

Wednesday, April 19
9 a.m.-5 p.m.

OM200 Organizational Management

Thursday, April 20
9 a.m.-5 p.m.

AM325 Asset Management

May 2023

Wednesday, May 17
9 a.m.-noon

REP210 Reporting with BEx for HR/Payroll Users

Date change: Tuesday, May 23

~~Thursday, May 18~~
9 a.m.-5 p.m.

GL300 General Ledger Accounting

Wednesday-Thursday,
May 24-25
9 a.m.-5 p.m., each day

PR260 Strategic Purchasing and Contract Management

June 2023

Wednesday, June 14
9 a.m.-5 p.m.

TM300 Leave Administration

Registration Instructions

In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).

1. Click the “My Talent” tile.
2. Click the “MySCLearning” tile.
3. In the “Find Learning” tile, use the search box to type in the course ID (for example, PR217) and click “Go.”
4. Find the course title and click “See Classes.”
5. Scroll down and click the “Classes” tab to view the class date.
6. Find the class date and click “Register Now.”
7. At the Class box, click “Confirm.”
8. Receive email confirmation, view details and instructions.

**Learn More
at sceis.sc.gov**

MySCLearning Tools



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 will 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.

Effective January 2023, the AM300 Asset Masters and Asset Reporting and AM315 Advanced Asset Management courses were combined to make one course, AM325 Asset Management.

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