

Subject: Seats are available for the June 14, 2023, TM300 Leave Administration class
Audience: Time and Leave Administrators, HR Master Data Maintainers, HR FMLA Event Maintainers

Please forward this message to leave administration users in your agency.

Seats are still available for the Wednesday, June 14, 2023, TM300 Leave Administration class. The SCEIS Team encourages leave administration users to register and attend this class.

This is the last TM300 class scheduled this spring.

TM300 Details

Class Date: Wednesday, June 14, 2023

Class Time: 9 a.m. to 5 p.m.

Note: Please plan to attend the entire class.

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 (TM300) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view class dates.
7. Find the Wednesday, June 14, 2023 class and click "Register Now."
8. At the Registration box, click "Confirm."
9. Receive email confirmation, view details and instructions.

If you have any questions about this message, please email training.sceis@admin.sc.gov.