

Subject: SCEIS announces the 2024 fall training schedule

Audience: SCEIS Users

The SCEIS team is pleased to announce fall 2024 training opportunities. The 2024 fall training schedule will begin Oct. 8. Below is a list of dates and times for each available class.

Please note classes are held in person at 1628 Browning Road, Columbia, SC 29210.

October 2024

Tuesday, Oct. 8
9 a.m.-5 p.m.

SPC200 SCEIS Shopping Cart Workshop

Thursday, Oct. 10
9 a.m.-5 p.m.

FM300 Funds Management

Tuesday, Oct. 15
9 a.m.-5 p.m.

OM200 Organizational Management

Monday-Tuesday,
Oct. 21-22
9 a.m.-5 p.m. each day

PA250 Personnel Administration

Wednesday, Oct. 23
9 a.m.-5 p.m.

AR300 Accounts Receivable Invoice Processing

Monday-Tuesday,
Oct. 28-29
9 a.m.-5 p.m. each day

AP300 Accounts Payable Invoice Processing

Wednesday, Oct. 30
9 a.m.-5 p.m.

TM400 Advanced Time and Leave Administration

November 2024

Monday, Nov. 4
9 a.m.-5 p.m.

PY200 Payroll Administration

Tuesday-Wednesday,
Nov. 5-6
9 a.m.-5 p.m. each day

PR217 Creating and Managing Purchase Orders

Wednesday-Thursday,
Nov. 13-14
9 a.m.-5 p.m. Nov. 13
9 a.m.-noon Nov. 14

TM200 Time Administration

Monday, Nov. 18
9 a.m.-5 p.m.

TM300 Leave Administration

Tuesday-Wednesday,
Nov. 19-20
9 a.m.-5 p.m. each day

PR260 Strategic Purchasing and Contract Management

Thursday, Nov. 21
9 a.m.-5 p.m.

AM325 Asset Management

December 2024

Wednesday, Dec. 4
9 a.m.-noon

REP210 Reporting with BEx for Finance and Materials Management Users

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

GM300 Grants Management

Thursday, Dec. 12
9 a.m.-noon

REP210 Reporting with BEx for HR/Payroll Users

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 **View My Learning** tile.
3. In the **Find Learning** tile, use the search box to type in the course ID (for example, PR217) and click **Search**.
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 **Register**.
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 on a waiting list.
- 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 training.sceis@admin.sc.gov.