Benefits and Payroll Administration

2025 Certification Application

Purpose

The SCEIS Training Accreditation and Recognition (STAR) certification program is designed to identify SCEIS users who have completed specific training requirements in SCEIS Human Resources (HR) and Payroll modules and can demonstrate their knowledge by passing a certification exam. STAR certification is optional. You can perform all transactions effectively in SCEIS without being STAR certified.

Application Requirements

SCEIS will validate that you meet the following requirements. The application deadline is Sunday, Dec. 1, 2024.

- STAR Benefits and Payroll Administration applicants must complete all courses in the Benefits and Payroll Administration Learning Path before applying. Candidates are responsible for knowing all course materials regardless of agency use. All courses must have been completed after July 1, 2016.

Course:	Format:
ECC100V: SCEIS ECC Basic Navigation	Online
HR100V: Introduction to HR and Payroll	Online
PY200: Payroll Administration	Instructor-led
ACA100: Affordable Care Act Reporting	Instructor-led
ACP100V: Arrears Clearing Process	Online

- Candidates must have SCEIS security roles that correspond with the Benefits and Payroll Administration Learning Path. The applicable SCEIS security roles are:

  - HR PY Agency Payroll Administrator
  - HR PY Bank Detail Maintainer
  - HR PY Display Payroll
  - HR BN Display Benefits
  - HR BN Benefits Administrator
  - HR BN Retirement Administrator
  - HR Master Data Maintainer

- Candidates must have two or more years of experience with the SCEIS security roles that correspond with the Benefits and Payroll Administration Learning Path.

- Candidates must be an active state employee at a SCEIS state agency at the time of their application and through the certification exam in May. If the candidate's employment status changes during this time, they must contact SCEIS Training (training.sceis@admin.sc.gov).

Candidates must attend the virtual orientation meeting for Benefits and Payroll Administration in February 2025. Candidates must take the STAR exam for Benefits and Payroll Administration

on the scheduled date. Exams will be administered in May 2025 at the SCEIS office. Candidates must score 80% or above on the STAR exam to receive certification.

Validity Period and Recertification

STAR certification remains valid for five years. Users who wish to renew their certification must complete any new or significantly updated courses required by SCEIS and take the exam again.

Employee Information

Save this application to your desktop and open it to complete the following fields.

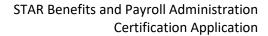|	
Name:	
Preferred Name *(if different)*:	
Job Title:	SCEIS Personnel Number:
Agency:	SCEIS Central User ID:
Work Email:	Work Phone:
Agency Street Address:	
City:	Zip Code:

State Hire Date:
Number of years in South Carolina state government:
Number of years processing benefits and payroll administration in SCEIS:

Please describe the benefits and payroll processes you perform in SCEIS:

STAR Benefits and Payroll Administration candidates must have completed all courses in the Benefits and Payroll Administration Learning Path after July 1, 2016. In the Date Completed column below, enter the date you completed each course.

Open these instructions to view your learning history in MySCLearning. If you cannot determine when you completed a course, enter "unknown" in the Date Completed column.

Course:	Format:	Date Completed:
ECC100V: SCEIS ECC Basic Navigation	Online	
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Test accommodations are any modifications made to tests or testing conditions that allow participants with physical disabilities or learning disabilities to demonstrate their knowledge and skills in a testing situation.

☐ Yes	I am requesting a test accommodation. If yes, SCEIS Training will contact you for more information.
☐ No	

I have read and understand the above requirements of the STAR Benefits and Payroll Administration certification. I agree that all information provided is accurate and complete.

Applicant Signature: _____ **Date:** _____

Supervisor Name (printed): _____

Supervisor Signature: _____ **Date:** _____

Supervisor Email: _____

HR Director Name (printed): _____

HR Director Signature: _____ **Date:** _____

HR Director Email: _____

Please email this application to Training.SCEIS@admin.sc.gov.

Applicants will receive an acknowledgement once the application is received. After the Sunday, Dec. 1, 2024, application deadline, SCEIS will begin reviewing applications to ensure that candidates meet all requirements. Validation will be completed by Wednesday, Jan. 15, 2025. SCEIS will then notify applicants by email, indicating that there or missing requirements or that requirements are met and applicants are able to take the certification exam.